

Full Governing Body - Business Meeting [Hybrid] Tuesday 27th September 2022 at 4.00pm

Present:	Initial:	Role/Link:	Category:	
Dave Davenport	DD	Chair of Governors PP Link	Co-Opt	
Sam Barnes	SB	Headteacher	Headteacher	
Jon Greenacre	JG	Vice Chair Health & Safety Governor	Co-Opt	
Cheryl Selfe	CS		Staff	
Paul Swindale	PS	SDP Link	Co-Opt	Present from 4.22pm
Ian Fielder	IF	Safeguarding Governor	LA Governor	Present via Teams
Nicola Iverson	NI	Wellbeing Link	Trust/Foundation	Present via Teams
Marie Webster	MW	Deputy Headteacher	Associate	
Carlene Amos	CA	Business Manager	Associate	
Ralph White	RW	Observer	Guest	
Phil Jones	PJ	Assistant Headteacher	Guest	Item 4 only
Ridley Cooper	RC	Head Ambassador	Guest	Item 3 only
Lynn Barrett	LB	Head Ambassador	Guest	Item 3 only
Natalie Ampleford	NA	Clerk to Governors	Note Taker	

Apologies:	Initial:	Role:	Category:	
Nihad Moussa	NM	CPD Link	Co-Opt	

1.	Welcome & Apologies	Action Points:
	<ul style="list-style-type: none"> DD welcomed governors to the Business Meeting of the Governing Body for the academic year 2022/23. Governors were informed of the resignation of LS from the board due to personal commitments and PB has also resigned from his post in school. Current board vacancies were confirmed as 2 x Parent, 1 x Co-Opt and 1 x Foundation. CS was welcomed as the newly appointed Staff Governor. RW was welcomed as an observer. RW is interested in joining the board. Apologies were received and accepted from NM. The clerk confirmed the meeting was quorate. 	
2.	Conflicts of Interest	
	<ul style="list-style-type: none"> None stated – other than interests previously declared on the Business Interests Register. 	
2.1	Register of Business Interests 2022/23	
	<ul style="list-style-type: none"> Prior to the meeting, governors had been asked to inform the Clerk of any changes or additions to their declared business interests. The Clerk has updated the register which must be signed by all governors. 	All: Sign BI Register
3.	SLT Focus: Meet the Student Leadership Team	
	<ul style="list-style-type: none"> DD welcomed the Head Ambassadors Lynn and Ridley to the meeting. The Head Ambassadors gave a presentation to governors on their role. The following points were noted: LB & RC explained the reasons why they wanted to become Head Ambassadors with a key reason being the support that they can offer Y7 students. 	

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	<ul style="list-style-type: none"> • LB & RC explained to governors that the legacy they would like to leave behind for future year groups includes offering a more eco-friendly and eco-aware environment including black out days and to encourage academic competitiveness. • Future ambitions and timeframes were noted including fundraising events now that COVID restrictions have been lifted. • Q: A governor asked how the proposed blackout days would work? • A: LB & RC explained that computers would still be necessary but that lights could be turned off. • A governor asked the students to consider if the current reward scheme is working and to feedback any comments to the Head during their weekly meetings. • Q: A governor asked the students what legacy they would like to leave behind and how they would like to be remembered? • A: LB & RC explained that they would like to be remembered for inspiring and motivating their peers to do well and for being able to build relationships with lower year groups. • Q: A governor asked the students if they had one piece of advice to give the Y7 students what would it be? • A: The students agreed that it would be to try everything extra-curricular that is offered and to get involved and to not waste valuable learning time in Years 7&8. • DD thanked the Head Ambassadors for presenting at the meeting. LB&RC left the meeting at this point. 	
4.	SLT Focus: Summer 2022 Exam Results Data	
	<ul style="list-style-type: none"> • DD welcomed PJ to the meeting who had been invited to present the summer GCSE result data. The presentation had been circulated prior to the meeting for governors to consider. The following key points and questions were noted: • Data for grades 9-7, 9-5 and 9-4 were summarised. • Average total Attainment 8 was reported as 44.38, with collaboration data noted as 49.10. • Average total Progress 8 was reported as -0.19 which is an improvement from 2019. PJ explained that a tolerance is allocated, the upper tolerance would move the score into a slight positive figure with the lower tolerance being no lower than -0.5. The data will be confirmed in November. • Focus area moving forward is the 9-5 in English & Maths, reported as 33.9%. • Comparison of the 9-4 grades between 2021 and 2022 was only 1% different, this indicates no over inflation of centre assessed grades in the past two years. • Q: A governor asked if schools that had not been as rigorous in their centre assessed grades would see any downside to their results this year? • A: PJ responded that yes this is evident in the LA results and those schools will be asked some difficult questions by the LA and possibly by Ofsted. <p>PS joined the meeting at this point.</p>	

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<ul style="list-style-type: none"> • In comparison of the results from 2019 to 2022, improvements were noted in the percentage of students achieving grades 9-5 and 9-4 in English & Maths and an improvement in the Progress 8 figure. • SB explained that the reason confirmed data has not yet been received is due to the outpouring of appeals across the country. The school have submitted a number of appeals with a 50/50 success rate of a grade increase. • Actual vs Predicted data was celebrated with predictions being within close tolerance of the actual results. • Q: A governor asked if the school would agree that the results had been systemically overpredicted. • A: PJ responded that English has seen a slight overprediction, but the Head of English has advised this was partly due to the lack of exams and mark schemes over the past two years. Overall, the tolerance was close. PJ added that neither underpredictions nor overpredictions are ideal, however it is difficult for predictions to be exact as students may underperform on the day. • SB added that historically grade predications have sometimes been way off the mark however the predications reported this year are the closest the school has seen for many years. SB has met with each Curriculum Leader to discuss the predicted vs actual results and most departments now have exam markers who have been receiving training. • Progress Measure grades were considered using FFT20. • 5.2% of students achieved grade 9-7 in E&M compared to a target of 5.7%. • Moving forward, a key focus area are the students achieving 9-5 in English & Maths [reported actual figure 33.9% compared to a target of 50.6%] and the students achieving 9-4 in English & Maths [reported actual figure of 58.6% compared to a target of 77.6%]. PJ explained that there is a significant difference between Maths and English with students not achieving a strong pass in Maths. Interventions and strategies will be introduced including the national tutoring programme. • Q: A governor asked about the ability levels of the lower year groups and the SAT/CAT data predictions. • A: PJ responded that the current Y11 and Y10 are more able year groups however there is then a drop in Years 9-7. There is no SATs data for Years 8&9 due to COVID and CATs data will be used instead. • Students with the best progress and top attainers were celebrated. • EAL students always make good progress at Regents Park. • Reasons for poor progress and attainment were discussed including one student who was attending a hospital school for the duration of Y11 and one student who was a school refuser for the entire year. • Best Residuals and Best Progress against Progress Measure Grades were considered per subject with Food Tech, Art, Sport and Photography featuring in both categories. • Niche Groups data was presented and discussed. • No strong trend between girls and boys, this fluctuates between year groups. Future Y11 cohorts are currently boy heavy. 	
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	<ul style="list-style-type: none"> • PP gap is evident from the data however the school continue to work hard on this focus area. Mentoring of PP students is underway. • LA comparison data for 2021 and 2022 was noted. • Main priorities and actions were summarised. • Q: A governor praised the school for the results and for the analysis presented and asked a question regarding the progress gap of boys and able boys in comparison to girls and PP students. • A: PJ responded that there were more boys than girls in the cohort and that some of the top grades had been achieved by boys. There was a similar gap last year but in reverse. There is no trend to boys making less progress than girls. Groups are monitored and PP subgroups are scrutinised as there is sometimes a cross over with other groups. • A governor stressed the importance of governors being aware of the cross over groups within this data as this is an area that Ofsted may question. • SB added that students with the worst progress are the lowest attainers and the school have considered each case on an individual basis. The majority were boys who were disengaged when they returned to school following the pandemic. This is not so evident in the current Y11 however there are a small group of Y10 boys currently working in Arbor Lodge who are not engaged with learning and the school are having to be creative with the education offer for these students. • In response to a question, PJ advised that it is easier for the school to make positive progress with lower ability cohorts. • DD thanked PJ for his comprehensive summary of the result data which had been very interesting. 	
5.	Election of Chair & Vice Chair	
	<ul style="list-style-type: none"> • The election process was managed during the meeting by IF. • Governors had been asked prior to the meeting to self-nominate to the Clerk. • One nomination for the post of Chair was received from DD. • One nomination for the post of Vice Chair was received from JG. • No other nominations had been received. No other nominations were put forward at the meeting. • DD & JG were asked to leave the meeting at this point. • IF asked governors for their vote to re-elect DD as Chair of Governors and JG as Vice Chair of Governors for a further one year term. • All governors voted unanimously in favour. No votes against. No abstentions. • DD & JG were invited to re-join the meeting and were congratulated on their re-appointments. • DD continued to chair the meeting from this point. 	
6.	Approval of previous minutes: July 2022	
	<ul style="list-style-type: none"> • Governors agreed and approved the minutes of the meeting held on 12th July 2022 which were signed by the Chair. • Clerk to arrange minutes to be uploaded to the school website. 	Clerk: Upload of minutes to website
7.	Matters Arising	
	<ul style="list-style-type: none"> • The Clerk reported that all outstanding actions were in hand and that there were no actions requiring further discussion at the meeting. 	
8.	Headteachers Update	
	<ul style="list-style-type: none"> • SB thanked governors for their comments and questions in respect of the HT's update, which were noted as follows: 	

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<ul style="list-style-type: none"> • Comment: Recognition of the commitment of Kay Bundy [SENCo] for completing a significant amount of CPD over the Summer. With this and her presentation at the July meeting, governors are confident that the school have the right person in post. • SB praised KB for completing additional CPD during the Summer, KB wants to make a difference for SEND students and to the whole school which has been noted. • Q: Staffing: What areas, if any, do we not have specialist subject teachers? Do we have any active vacancies? • A: SB was pleased to confirm that Teaching posts are currently fully staffed. Science is fully staffed with specialist teachers as is RE, Creative Arts and English. As governors have been made aware previously, there are some non-specialist teachers within Maths. • Q: If we exceed PAN how does the SLT plan to maintain (monitor and prove) quality of teaching and outcomes, such that we can demonstrate the extra students do not have an adverse effect on the current cohort? • A: SB explained that each time a request to take additional students is received she meets with MW/CA to consider group sizes and staffing levels. If the challenge and risk is too great, the request is declined. • Comment - Project 2020: Thanks to all for their hard work on improvements through the school over the closed period. • Q: Please confirm how are the implementation of the changes in KCSiE are being documented as there are a number? • A: MW advised that she had delivered a Safeguarding and KCSiE update to all staff during the PDD day at the start of term. • Governors will receive a presentation update at the October FGB Meeting which will form part of Governors CPD. • Q: Covid: What are the current Covid protocols that are being followed? • A: CA explained there are some procedures referred to as 'Covid Keeps' which are continuing within school; these include hand sanitising, the one-way system and year group lunch and break time bubbles. • There is no requirement to test, if students or staff have symptoms a test can be purchased from a pharmacy. Its personal choice if masks are worn. • The Risk Assessment is no longer a requirement due to the change in Covid guidance. • CA explained that there are no statutory rules in force in respect of isolation and the guidance issued by the DfE and NHS is different. When a positive case is reported by a member of staff this is considered on an individual basis however the school advise an isolation period of 5 days. • In response to question regarding staff absence and COVID, CA explained that there have been some cases of COVID resulting in staff absence. Supply cover has been in demand due to absence across the city however the school has managed to cover any absences with supply and teaching staff. 	
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	<ul style="list-style-type: none"> Comment: Positive feedback received from an external hirer that the new set up for accessing the site and bookings etc was quite different, in a good way, since the new management agent took over responsibility. <p>DD thanked the Headteacher for her update. A full Headteachers Report will be presented at the October meeting.</p>	
9.	Finance: Financial Delegation 2022/23	
	<ul style="list-style-type: none"> CA explained that there are no changes to the Financial Delegation from the previous year. The Financial Delegation 2022/23 was approved and signed by DD on behalf of the board. 	
10.	Working Party Update	
	<ul style="list-style-type: none"> IF updated governors on an action for the Working Party and reported that he has been in touch with the RSC contact. Positive feedback was received on how the school has been communicating with the MAT of interest and the letter of intent has been noted. The RSC contact emphasised that Regents Park is in control of the process and that the intention to join the MAT, subject to due diligence, should be moved forward by the school. The schools RSC contact had an action to liaise with the MAT of interests RSC contact to establish the current position and timeline. IF will chase for feedback. SB added that a visit from members of the MAT had been scheduled for today but unfortunately the visitors had to postpone. This had now been re-arranged for 12th October. Following this meeting, dates for the Regents Park Working Party to meet this term will be agreed. 	IF: Liaise with RSC contact on MAT timeline feedback
11.	Appointment of Associate Governors 2022/23	
	<ul style="list-style-type: none"> Marie Webster, Deputy Headteacher and Carlene Amos, Business Manager were re-appointed as Associate Governors for a further one year term. 	
12.	Link Governor Roles	
	<ul style="list-style-type: none"> Link reports deferred from last year have been included in this year's Business Plan and a schedule of reports had been circulated. IF to be added as the Finance Link. Moving forward this year with Link Roles and visits to school, it was agreed that Governor Visit Days will be reintroduced, one per term. Visit days will be structured and provide governors with the opportunity to spend time in school outside of FGB meetings. Governors can attend for the whole day if time allows, or an AM or PM session. The clerk with liaise with Heads PA regarding dates and circulate to all. 	Clerk: Plan dates for Governor Visits Autumn Term
13.	Staff Governor Feedback	
	<ul style="list-style-type: none"> In NM's absence, the Clerk advised that NM had confirmed there were no issues to be discussed at this meeting that had been raised by staff. 	
14.	Governor Attendance Report	
	<ul style="list-style-type: none"> The 2021/22 FGB Attendance Report was noted. The Clerk confirmed this statutory document has been uploaded to the website. 	
15.	Review & Ratify Terms of Reference & Code of Conduct 2022/23	
	<ul style="list-style-type: none"> Governors had received the Terms of Reference and Code of Conduct prior to the meeting. The Clerk confirmed there had been one change to the ToR's which reflected the reduction in meetings for this academic year from ten to seven. IF proposed that the Terms of Reference and Code of Conduct be adopted. This was seconded by DD. Documents ratified. 	

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16.	Governing Body Business Plan & Meeting Schedule 2022/23	
	<ul style="list-style-type: none"> FGB Business Plan had been shared with governors. DD reminded governors that all documents should be read prior to the meeting and any questions submitted to the Clerk before noon the day before the meeting. Meeting Schedule for 2022/23 had been circulated. Meetings can be attended in person or online via Teams. 	
17.	Governors CPD	
	<ul style="list-style-type: none"> Following discussion, all governors who hold positions in schools were asked to forward their Safeguarding and KCSiE training certificates to the Clerk. Action for PS/Ni/CS/NM. DD/IF/JG are required to complete the SSS CPD Safeguarding for Governors and KCSiE Training. The Clerk will forward the link. Certificates to be forwarded to the Clerk. MW will present a Safeguarding Update and Training session at the October FGB meeting. NGA Learning Link continues to offer a comprehensive list of training modules. 	<p>PS/Ni/CS/NM: Forward SG & KCSiE training certificates to the Clerk</p> <p>DD/IF/JG: Complete SSS CPD SG & KCSiE training modules</p> <p>MW: Present SG & KCSiE Update at Oct FGB Mtg</p>
16.	Policies	
	<ul style="list-style-type: none"> Governors ratified the following SCC HR model policies which had been circulated prior to the meeting. CA confirmed that there have been no amendments. DBS Policy 2022 Flexible Working Policy 2022 Probation Policy & Procedures 2022 Smoking Policy 2022 Staff Code of Conduct Policy 2022 Dealing with Allegations of Abuse against Staff 2022 Staff Capability Policy 2022 Staff Disciplinary Policy & Procedures 2022 Staff Dismissal & Appeal Policy & Procedure 2022 Staff Grievance Policy 2022 Staff Sickness Policy 2022 Staff Wellbeing Policy 2022 KCSiE: Governors had received an electronic copy of the KCSiE 2022 document. As previously discussed under agenda item 17 governors are expected to complete annual KCSiE training. Governor Hub: The Clerk explained that moving forward this year with policy consideration and approval, the Governor Hub system will be trialled which should reduce the time spent during meetings discussing policies. Each policy will be uploaded by the Clerk to the documents area of Governor Hub where governors will be expected to view and sign off each policy prior to each governors meeting. Governors should have received a link from Governor Hub inviting them to register, governors to direct any queries regarding this to the Clerk. 	<p>All: Register for Governor Hub</p>

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17.	AOB	
	<ul style="list-style-type: none"> SB invited governors to attend this years Open Evening which is being held in person on Thursday 29th September between 5.00-7.30pm. 	
	Next Meeting Date:	
	<ul style="list-style-type: none"> Tuesday 18th October 2022 [Budget Revision] 4.00pm [Hybrid if required] 	
	Meeting closed at 5.37pm	

<ul style="list-style-type: none"> Supporting Papers: Draft Minutes FGB Mtg July 2022 Department GCSE Results Analysis 2021/22 & Results 2022 HT's Update Sept 2022 Link Roles Governors Attendance Report 2021/22 FGB Business Plan 2022/23 FGB Meeting Dates 2022/23 Terms of Financial Delegation 2022/23 FGB Terms of Reference 2022/23 Governors Code of Conduct 2022/23 Staff Code of Conduct Policy 2022 Dealing with Allegations of Abuse against Staff 2022 Staff Disciplinary Policy & Procedures 2022 Staff Dismissal & Appeal Policy & Procedure 2022 Staff Grievance Policy 2022 Probation Policy & Procedures 2022 Smoking Policy 2022 Staff Wellbeing Policy 2022 DBS Policy 2022 Flexible Working Policy 2022 Staff Sickness Policy 2022 Staff Capability Policy 2022 KCSiE
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Item:	Action Points:	Owner:	Timescale:
2.1	Sign Business Interests Register 2022/23	All	End October
6.	Upload minutes to school website	Clerk	ASAP
10.	Liaise with RSC contact on timeline feedback of joining MAT	IF	ASAP
12.	Plan dates for Governor Visit Day – Autumn Term	Clerk	ASAP
15.	Forward Safeguarding & KCSiE training certificates to the Clerk	PS/NI/CS/NM	Oct half term
15.	Complete SSS CPD Safeguarding for Governors & KCSiE training modules	DD/IF/JG	Before Oct half term
15.	Present Safeguarding & KCSiE Update at Oct FGB Mtg	MW	Oct Mtg
16.	Register for Governor Hub	All	ASAP

Signed:

Dated: