



**Full Governing Body Meeting
Tuesday 20th September 2016 at 5pm
Robertsbridge Community College**

Present	Initials	Attendance
Doug Downs, Headteacher	DD	✓
Karen Marr, Chair	KM	✓
Vanessa Everett	VE	✓
Maggie Boulter	MB	Absent
Gus Murphy	GM	✓ (arrived at 17:25)
Helen Watts	HW	✓
Paul Webster	PW	Absent
Kathy Robinson	KR	✓
Stephen King	SK	✓
In attendance		
David Evans, Business Manager	DE	✓
Hannah Powell, Head of Maths	HP	✓
Craig Austen White, Head of RE & SMSC	CAW	✓
Emma Whitehead	EW	✓
Carly Young, Deputy Head	CY	✓
Lyn Phillips, Assistant HT	LP	✓
Kate Davies, Clerk to Governors	KD	✓

Agenda Item	Discussion and Decisions	Action
	Welcome from the Chair KM opened the meeting. KD clerked the meeting.	
FGB200916/1	Middle Leader Presentation and Questions – RCC Citizen CAW This project embodies what we want the RCC students to experience during their school career. The question was how can we develop our students in a human capacity? We have designed a vehicle for allowing the SMSC curriculum to be delivered and measured. Programme is based on gamification – taking elements of computer games and applying them to real life scenarios – scoring points for skills and using reward based activities. This links to growth mind set and other fashionable education theories. Students pick missions which link to the RCC citizen activities and these are agreed with their tutor. They can tailor the activities so that they relate to their personal goals and interests. Each student will receive document from their learning mentor. They create their own avatar which reflects their personal characteristics. Missions may relate to attendance, reading & being a reading captain, work experience etc... They then move through the RCC levels by	Clerk to circulate powerpoints presentations

	<p>gaining points, stickers and certificates. This then makes a log reflecting their achievements for each year. Going to be launched in an assembly in October</p> <p>Governor Challenge Do you have buy in from all of the learning mentors? I think that it will enable mentors to have a vehicle to get to know their students and it does not present any extra burden for the mentors as the students have to bring the evidence to them. I have undertaken pupil voice with some of the more cynical students and they weren't too cynical.</p> <p>Governor Challenge Do you think the older students will buy in? I think some of them might not and I don't envisage it being something that they will get nagged about. If they don't do it, they won't get the reward. Hopefully they will get swept along with the enthusiasm of others.</p> <p>Governor Challenge Is there any way to link it into curriculum days? Yes, you can link it in in whichever way you choose</p> <p>Governor Challenge Is there a way to link it into the focus vulnerable groups/link to equalities agenda? Yes eg, when it's LGBT day we can link it in. Para Olympics - students undertaking activities that the athletes do. <i>CAW was thanked and left the meeting at 17:16</i></p> <p>Middle Leader Presentation and Questions – Maths HP 2016 79% A*-C 23.7% A*-C Second in county for levels of progress</p> <p>Progress - 3 levels FSM in line with expected progress Progress of statemented students 40% 5 levels of progress</p> <p>Last year's next steps: Improve A* and A grades Improving better than expected progress for PPG students</p> <p>This year's forecasting for Y11 doesn't look as promising as last year's picture but HP feels that the whole department are being cautious with the new grading system. Have undertaken sample assessment papers but still doesn't make it particularly clear. As a department they are going to teach as much maths as possible to give all the best opportunities possible</p> <p>Strengths New improved assessment books – hot and cold task at the beginning and end of each unit. Over hauled approach to intervention, having made the students more responsible. They have to sign in to a book but they can choose which day they come.</p>	
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	<p>Miss Edge shuts the door at 9 to indicate that it is a privilege to come and being late isn't acceptable.</p> <p>Areas for development (from last year) New curriculum Problem solving skills – raising resilience amongst students using a problem solving scale that is displayed in all classrooms. This is used for peer assessment and students get a score of 1-4 Enjoyment of maths through extra-curricular activities Improving numeracy for L3 entry students – Symphony has been successful for those that have completed the program Developing SMSC links</p> <p>Key priorities</p> <ul style="list-style-type: none"> • Maintaining high standards of teaching & learning <p>75% of lessons start with 4 questions of differing levels. These are linked to areas that have been flagged up in teacher assessment as areas of difficulty.</p> <ul style="list-style-type: none"> • Top down differentiation • Rigorously maintaining high expectations of behaviour • Better dialogue with parents and teachers through postcards and earlier phone calls. • Miss Powell's homework club • Continuing focus on resilience and independence • Developing ideas & sharing good practise <p>Progress is now really clear for students and parents to see in new assessment books</p> <p>How are we monitoring? Different focus groups each term – this term L4 entry boys as last year they were not engaging as well as they should be and not doing homework.</p> <p>Governor Challenge Could the problem solving scale be brought into other departments? Yes</p> <p>DD – Thanked HP for all that she brings to maths as an inspiration to the students and other middle leaders. This was echoed by the Chair and the FGB</p> <p><i>PH was thanked and left the meeting at 17:31</i></p>	
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FGB200916/2	<p>Procedural</p> <ul style="list-style-type: none"> a. Apologies for absence – None received b. Declaration of pecuniary/business interests in items on the agenda – There were none c. Safeguarding – There were none d. H&S urgent issues – There were none 	
FGB200916/3	<p>Minutes of the meeting of 12.7.16</p> <p>The minutes of the meeting of 12th July were signed as a true and accurate record of the meeting.</p> <p>Matters Arising (Action Points):</p> <ul style="list-style-type: none"> • All actions from the agenda addressed with the exception of : Identify ways of collecting stakeholders' opinions, which is to be carried forward 	Identify ways of collecting stakeholders' opinions
FGB200916/4	<p>Election of the Chair and Vice Chair</p> <p>KM self-nominated as Chair. All in agreement and no other nominations received.</p> <p>HW self-nominated as Vice Chair. All in agreement and no other nominations received.</p>	
FGB200916/5	<p>Governing Body Constitution</p> <p>KM confirmed that all had received the dates for the academic year. FGB 11 meetings this year Pay committee and F & E report to the governing body</p> <p>Any changes requested? None</p> <p>Members of F & E – VE to continue as chair. HW, KM would like to remain EW – put herself forward PW – to be contacted to check if he would like to remain Pay Committee – VE, KM, KR Governor roles – KR safeguarding H & S – GM E-safety - SK</p>	KM to confirm with PW if he wishes to remain on F & E
FGB200916/6	<p>Governor Monitoring</p> <p>3 dates published. KM would like a governor to take a lead on each day. SK unavailable on 4th December EW, SK & KM volunteered KM & VE to lead jointly KD to minute at the end of each day.</p>	

	The Chair reported that the monitoring days will be powerful and useful, so long as the Governing Body engages.	
FGB200916/7	<p>Application from potential new co-opted governor All governors have received a letter from EW regarding her wish to be a governor at RCC.</p> <p>Governor Challenge Why RCC? EW - It's a brilliant school. I miss it dearly. I was so pleased with the results this summer and if I can play any part in its success I would be very proud. All in agreement that EW should be co-opted</p>	
FGB200916/8	<p>Annual Governance Review Aim is to spread the load over the year and give each meeting a focus. It will enable monitoring to reflect what has been discussed at previous meetings. Any questions? It's good to see the year at large.</p> <p>Governor Challenge Any focus on attendance and exclusions? It will be in head's report</p> <p>Governor Challenge Could we have flag points in the year as there may not be much change month to month We could report 3 times a year</p> <p>Governor Challenge The presentation by CAW mentioned attendance rewards but this could be used to more effectively bring it into sharper focus with greater rewards than that relating to reading for example</p> <p>Governor Challenge Should we summon the LA representative to tell us what they are doing to support the retractable cases at RCC? We should be holding the LA officers to account.</p> <p>The chair reminded FGB that the Governance Overview document is a working document and if there are any additions/amendments, please raise them.</p>	<p>DD to include attendance and exclusions in Head's Report format 3 times a year</p> <p>Heads of House to report on attendance and behaviour on monitoring days</p> <p>Request representation from LA regarding retractable attendance cases</p> <p>Strategies for improving attendance to be agenda item in October</p>
FGB200916/9	<p>Office 365 Update DE – reminded FGB that they had training in January and that if anyone needs this resetting this can be done. Modelled how to load 365, sharepoint, governors, documents (F & E meetings, FGB meetings, Policies). Policies section</p> <ul style="list-style-type: none"> organised in monthly sections according to when they are being 	KD to circulate using office 365 powerpoint

	<p>reviewed.</p> <ul style="list-style-type: none"> When ratified the most up to date version will be on sharepoint and transferred to J:drive and website as appropriate. <p>Log in yourname@rccmail.org.uk</p> <p>Governor Challenge Does RCC mail redirect to the outlook email? Not at the moment but that is where we are headed</p> <p>Governor Challenge Will we have wifi access when we come to meetings? Yes.</p> <p>Governor Challenge In what way do governors use the policies to hold the school to account in terms of “does it actually happen in the school”? That’s done via our monitoring and it’s not as embedded as we would like it, hence our planned monitoring dates this academic year.</p> <p>The Chair requests that all governors need to confirm that they can get on office 365 as we will no longer be emailing out documents other than the agenda.</p>	
<p>FGB200916/10</p>	<p>Policies The Chair clarified that the ESCC policies are to be adopted. Any questions about model policies?</p> <p>Governor Challenge Model employment policies: Do we have to accept these model policies? For example we could vary 12 month probationary period? That is ESCC directive for support staff (not teaching staff) and as an LA school, we cannot change this. In addition, if we change this, the LA may not support us.</p> <p>Governor Challenge Have there been any issues with the probationary period in the last year? No DE reported that he circulated an updated Attendance Management policy this morning. Please read asap</p> <p>The Governing Body are in agreement to adopt the ESCC model policies listed below: Manual Handling policy Influenza Pandemic Policy</p>	<p>DE Admissions procedure to be update to read 2017</p> <p>All governors to read updated Attendance Management policy</p>

	<p>New and Expectant Mothers policy Noise policy Personal Protective Equipment policy Management of Contractors policy Positive Handling policy Safety signs and signals policy School Security policy Smoking policy Stress policy Successful H & S management policy H & S training policy Violence at work policy Voluntary work policy</p> <p>ESCC Model Employment Policies</p> <p>Access to personal files policy Annual leave policy Attendance Management policy Capability policy Code of Conduct for Employees policy Managing Change policy Occupational Health and Wellbeing policy Promoting Diversity policy Recruitment and selection policy Retirement pensions policy Retirement pensions redundancy policy Sickness absence pay policy Supported introduction policy Supported introduction 2</p> <p>RCC policies Governor Challenge How do we track children missing in education? Every day that they are not in school there is a phone call to home. After 10 consecutive days LA is contacted</p> <p>Equality policy CY reported that this was highlighted in Ofsted training so it is essential that it is explored during governor monitoring.</p> <p>Lockdown Policy DD reported that 3 assemblies have been held this week and so far</p>	
		<p>Monitoring day focus to include how the equality policy is being implemented</p>

	<p>received sensibly</p> <p>Medical Needs Policy Governor Challenge Do we have enough trained staff? Out of hours needs to be looked at especially with a view to administrating medicines. DE reported that Shanice is now trained and she works until 4:30. Wayne Ladd, the evening caretaker (until 8:30pm) will also have first aid training. Governor Challenge Are we doing all that we can for students with medical needs? We log their participation in after school clubs and trips. It's about inclusivity. CY suggested that this issue is taken that to college council to see if their perception is that all are welcome. Anyone who can attend let DD or LP know Governor Challenge Could we tie student council in to the monitoring days? Yes</p> <p>Code of Conduct The Chair reminded governors that they need bear in mind whom they are friends with on social media and err on the side of caution. CY reported that the staff received the Code of Conduct very well and they liked the clarification. It's about protecting yourself.</p> <p>RWCM – Governor Challenge Where does parental engagement sit within this policy? Possibly not explicit enough. This could be developed (SLT to action with Laura/Emma)</p> <p>Safeguarding – KR reported that it is difficult to see it as a standalone policy as e-safety and attendance are closely linked. The policy is fit for purpose and in line with 2016 guidance. LP will be DSL whilst CY is on maternity leave. Abby Skeet is Designated Safeguarding Officer (DSO)</p> <p>The Chair reminded FGB to look ahead at what's coming up for review in October and if there is something in your field or remit please get in touch with the college. As before, it's about reading the policy and then monitoring the procedure in college.</p>	<p>DE to inform staff when Wayne Ladd has completed first aid training and what his hours are</p> <p>Medical needs students perception of extra-curricular activities to be added to College Council agenda 28/09/16</p>
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	<p>Governor Challenge Did you have a challenge from a parent regarding governors approving a policy in the last academic year? It wasn't the policy so much as the procedures. It was investigated by the LA who were happy with what we've done and gave a few recommendations that we have actioned.</p> <p>The following RCC policies were all approved by the Governing Body: Admissions procedures Admissions policy 2017 Child Missing in Education policy Equality policy IT Acceptable Use policy Lockdown policy Medical needs policy RCC code of conduct Reading, Writing, Communication and Maths policy Safeguarding Children policy</p>	
<p>FGB200916/11</p>	<p>College Development Plan DD checked that all have received the CDP and reported that it's currently being updated in line with our exam results. Any questions? None</p> <ul style="list-style-type: none"> • Overall pleasing exam results • The changes the relationship between the forecasts and the actual outcomes with a focus on the gap between disadvantaged pupils. • Attendance and exclusions need to be looked at differently. <p>We were in a position last year where the attendance officer called families and we also had a case worker for tackling lack of attendance. This person undertook home visits. We lost this person and they have not been replaced which may have been a mistake. The SLT agreed that we needed a change in culture that is 'Anything less than 100% attendance is not good enough'. Mantel has been handed to learning mentors who now make a phone call after 3 days absence. The next stage is then referred to SLT. Staff previously viewed it as Sally and Gary were the 'attendance people' whereas now we are all attendance people.</p> <p>Governor Challenge What has the buy in been from Learning Mentors? They have taken it ok as they are unlikely to have a great number of people to deal with at the same time. The hope is that the call from the Learning Mentor is a supportive, bridge building exercise.</p> <p>Governor Challenge How are you monitoring how the school is responding to</p>	

	<p>attendance?</p> <p>It should be fairly easy because you can look at the whole cohort and then you can drill down to persistent offenders.</p> <p>Governor Challenge</p> <p>Do you have support from the LA, should a child be absent for 10 consecutive days?</p> <p>10 consecutive days is unlikely and different from persistent absentees which is 10%</p> <p>Governor Challenge</p> <p>There is nothing specific in the CDP about high attainment. Is there sufficient expertise to get students to A & A* - what is being done? Should English be an item in the CDP?</p> <p>Maths 1 in 4 kids got an A or A*, English 1 in 14. We've dug into it and it was one teaching group and the Head of English is aware of this. I think English needed a lot of support last year in order to maintain the status quo. We've got a new Head of Department and 2nd in Department. They are aware of the risk and 4 levels of progress is for all and they are aware of that.</p> <p>CY – the 4 levels of progress is for all so in that sense it is part of the CDP but it should be explicit. We were very concerned that it was a rocky year for English as they had no permanent head of department and it was care taken by someone who wasn't sure. Considering those factors, the results were good.</p> <p>Governor Challenge</p> <p>The projections didn't match the outcomes. Was there something wrong with the marking or the forecasting?</p> <p>It was a problem with the teacher forecasting inaccurately.</p> <p>Governor Challenge</p> <p>In maths you accelerate and students can take the exam early but not in English. Does this alter how the students perceive English?</p> <p>Maths lessons have higher expectations and levels of challenge. The government do not want schools putting students in for GCSE's early, they want them to end at Y11. In addition, the content of the maths curriculum has increased so they will benefit from longer learning time with the teachers.</p> <p>Governor Challenge</p> <p>Clarify German levels of progress. 4 levels of progress and above was 1 student out of 7.</p> <p>They didn't have a permanent German teacher for most of Y10 so it could have been worse.</p> <p>Governor Challenge</p> <p>Should we be more aware of the languages with regard to EBAC?</p> <p>All of the languages need to improve and we need to be challenging especially in Spanish as it is becoming a more popular subject. CY is holding the Subject Leader to account and there is potential external support with this. Big concerns with PE and we have approached</p>	
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	<p>another school for support.</p> <p>The governing body extended its congratulations to Jacki James for her work with Geography, to the music and dance staff and to the rest of the staff and students for a very good set of exam results.</p> <p>DD – Please come to certificates evening in November</p>	
FGB200916/12	<p>SEF Review</p> <p>SEF is as was but needs updating in line with exam with results.</p> <ul style="list-style-type: none"> • Development of humanities, music and German. This year we need to add Spanish and PE. • The main strengths from last year remain with a question around the disadvantaged (LAC & Statemented and SEN), improve attendance, lower exclusion, improve outcomes for those with high attainment on entry 	
FGB200916/13	<p>Y11 Results and Destinations</p> <p>GCSE results See above. Some real highlights including 2nd on the county for progress in maths.</p> <p>How do we replicate this across RCC?</p> <p>Top down differentiation, students expecting to be challenged</p> <p>Governor Challenge</p> <p>Is the problem solving scale something that is in other departments?</p> <p>Not yet but HP has only been using it for a term. It is definitely something which she could lead on across RCC.</p> <p>Going forward, there is an element of risk for English and also for Science because the coursework element is going and historically, we do well in that.</p> <p>CY requested that the governing body bear in mind that 2016 was the weakest cohort that we have seen.</p> <p>Governor Challenge</p> <p>Why is the PE Btech more successful than the GCSE? Why are we offering both?</p> <p>Only 4 students did the Btech and we offer the GCSE as it is a pathway to take an A Level.</p> <p>Governor Challenge</p> <p>What are we doing to improve the outcomes in PE?</p> <p>We will be updating on this throughout the year</p> <p>Governor Challenge</p> <p>When they are choosing PE do students realise what the academic content is?</p>	

	<p>At the options evening students are told that 60% is theory.</p> <p>Destinations –</p> <p>Governor Challenge Please clarify the two remaining students 2 have been put back a year</p> <p>Governor Challenge Where they out of year and are we funded? Yes on both counts.</p> <p>Governor Challenge Please clarify the two with no destination 1 was a LAC who didn't engage, the other a school refuser who was in school at the end of the year but did not get a college place.</p> <p>Governor Challenge What lessons have been learned from that? With regard to the LAC, there was a very positive start and then the parent withdrew, followed by the social worker. The student then did what they wanted to do. If I could turn back the clock I would challenge more rigorously who would be taking responsibility for the student.</p> <p>The Chair reflected that the success story is 117 RCC students have got college places or apprenticeships. Majority going to Bexhill</p> <p>DD reported that RCC had a very successful Y11 evening last week where 6th form and college providers came in.</p>	
<p>FGB200916/14</p>	<p>In Depth Focus: Higher Ability Students EW reported to have a video that explains Progress 8 DD reported that the highest ability students were weakest performing on progress 8 according to the SLT's unofficial analysis. Higher ability pupils didn't perform as well as we would have liked in 2016.</p> <p>Governor Challenge What defines a higher ability learner? Level 5 at KS2</p> <p>Governor Challenge Is it a problem of primary schools not assessing accurately? There are enough of them to indicate that this is not the issue. And this is an area that we need to challenge during Y7. We cannot leave it until Y11 as by then, we have put them in top sets. All subjects need to focus on challenge and this is what we are looking at during monitoring. CY reported that Jacqui James (JJ) is leading a project on "What is challenge?" with a quarter of the staff. We are looking at resources so that KS3 students have access to KS4 and KS4 to A Level materials.</p> <p>Governor Challenge</p>	<p>EW to circulate Progress 8 video</p>

	<p>What's the logic behind the quarter of staff who are working with JJ? Staff choice</p> <p>The learning environment needs to reflect high challenge and engagement. The question is if you can get one A/A*, how can you get 5 or 8?</p> <p>Governor Challenge How do we compare to other schools? We are below the average in like to like comparisons</p>	
<p>FGB200916/15</p>	<p>Any other business</p> <ul style="list-style-type: none"> a. Operation Wembley is now in court in London which means it will probably hit media and we are prepared if it does. b. KM Please think about what we done during this meeting to improve the outcomes for the students in this school? 	
<p>FGB200916/16</p>	<p>Date and time of next meetings</p> <ul style="list-style-type: none"> - FGB 18th October 2016 5pm <p><i>The meeting closed at 19:19</i></p>	