



**Full Governing Body Meeting
Tuesday 18th October 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	✓
Helen Watts	HW	✓ (arrived at 17:12)
Paul Webster	PW	Absent
Kathy Robinson	KR	✓
Stephen King	SK	✓
Ellie Whitehead	EW	✓
Hannah Goldsmith	HG	✓
In attendance		
David Evans, Business Manager	DE	✓
Rowan Ringrose, Head Boy	RR	✓
Tinks Wilson, Head Girl	TW	✓
Cheryl Richardson, Head of Geography	CR	✓
Jacki James, Assistant Headteacher	JJ	✓
Kate Davies, Clerk to Governors	KD	✓

Agenda Item	Discussion and Decisions	Action
	Welcome from the Chair KM opened the meeting. KD clerked the meeting.	
FGB181016/1	<p>Head Boy and Head Girl Presentations and Questions – The Chair welcomed RR and TW to the meeting and explained that the Governing Body is responsible for the strategic running of the school rather than the operational aspects. TW reported that she's seen improvements to the school that have happened during the summer holidays. It also feels like the students have a massive support network (partially attributed to the fact that they're in Y11). RR reported that the level of challenge is higher since he has returned from the summer holidays and that there is a much stronger feeling of positive influence with regard to revising etc...</p> <p>Governor Challenge What role do you think School Council plays in school life? RR – We got bins immediately for the field when that was identified as a need. We are working on getting more younger students involved and it would be good to improve on this year on year. TW – I think that we need to raise the profile of the school council as</p>	

	<p>many of the Y7's are not aware of what it is & how it works.</p> <p>Governor Challenge If we were to have any spare money, what would be your priority to spend it on? Science equipment.</p> <p>Governor Challenge How realistic do you think it would be to reduce the amount of paper that is used in school? TW – I think we could copy more from the board as there are times that we are given duplicates to stick into our books. RR – I think teachers could set up email groups or other software groups to share digital versions of the work. This would still need checking measures.</p> <p>Governor Challenge What do you see as the key priorities this year? TW – Representing the school at meetings like this and open evenings. RR – Being in the highest year of the school and being given opportunities to meet people that will enable us to bridge the gap between higher management and the students. Many of the students aren't aware of the structure of the school. Promoting the school and the good citizenship elements: giving back to the school that does so much for all of us.</p> <p>The Head thanked RR and TW for their commitment to the school. <i>RR & TW were thanked and left the meeting at 17:17</i></p> <p>Middle Leader Presentation and Questions – Geography CR The results for 2016 – 76% A*-C (above national average) 24% A*-A Current Y11 are the last year to do controlled assessment. Moderators report was pleasing and the marks were a little bit improved. CR thanked JJ for her support. When the controlled assessment goes, it will be replaced by a third paper.</p> <p>Strength – marking & feedback Additional staff this year (Mr Lewis 4x KS3 lessons, Mr Kilby 6x lessons in Y8). This is due to an increase in option for Geography. It is working well. CR is regularly in contact with the two teachers and there is a good scheme of work.</p> <p>Future – Work on the new specification – paper 3 involves field work 2018 cohort: DD will need to sign off the students completed fieldwork. This presents a challenge if we have students join later as they will have to attend fieldwork with other year groups. The fieldwork also has a financial impact in terms of hiring coaches</p> <p>Governor Challenge</p>	<p>Clerk to add CR's presentation notes to the sharepoint</p>
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	<p>Are there any other challenges with the new Geography GCSE? No because we have fast tracked so last year I worked from the draft syllabus which has put me at an advantage when I go to the geography hub. CR has made an application for a Geographical Association (GA) award. This entails providing a vast amount of evidence to prove that you are teaching high quality geography. CR has secured e-credits to support with the funding. CR reports that this will strengthen the subject and offer opportunities to the students. Gildredge House is the only school in the LA that currently has this award and as the teachers there trained here under CR she thinks it should be achievable. The award lasts for 3 years and the students get opportunities through the GA. The LA Geography hub is only funded for one more year so we may apply to become a local GA branch</p> <p>Governor Challenge Can you share your forecast for the current Y11's? 100% 4 levels of progress. It is achievable although it will be tough for a couple of students. An individual action plan has been written for each student and they have a high target for their controlled assessment.</p> <p>The Head extended his congratulations for the 2016 exam results and for the paperwork created for this meeting.</p> <p>Governor Challenge How would you fight the corner for running small groups in geography? If a student has a passion for a subject I think we should provide it for them. You can talk about Geography linking to learning about global citizenship and at least a quarter went on to study Geography at post 16 education.</p> <p>Governor Challenge How are your PPG progressing? They have all started the year well and I am aware of what they need, which is illustrated in their action plan.</p> <p>Governor Challenge What barriers could there be in relation to English and how are you looking to support them? I do a lot of work on key terms, including their spelling. I hold revision sessions where students can identify what areas they are weak in. Exposure to a variety of past papers is also vital so that they come across a range of question styles.</p> <p>CR wanted to raise the Poverty Proofing Schools agenda which was highlighted at a recent conference. <i>CR was thanked and left the meeting at 17:38</i></p>	
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FGB181016/2	<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 – A parent raised an attempted abduction report to the police. This was not the case. <p>There have been reports amongst students regarding the ‘clowns’ issue that has been in the press but the school has no firm intelligence</p> <ul style="list-style-type: none"> d. H&S urgent issues – There were none 	<p>KM to contact MB & PW with regard to their commitment to the GB</p> <p>GM to be in school on 9th November re H & S</p>
FGB181016/3	<p>Minutes of the meeting of 20.9.16</p> <p>The minutes of the meeting of 20th September 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 were addressed 	
FGB181016/4	<p>Declaration of Interest</p> <p>The Chair reminded the governors that the needed to return this document post haste.</p>	<p>KD to send email reminder</p>
FGB181016/5	<p>Governor Code of Conduct</p> <p>FGB adopted the NGA Code of Conduct</p>	
FGB181016/6	<p>Policies</p> <p>Prevent Policy - <i>adopted</i></p> <p>Pay Policy – Governor Challenge</p> <p>7.5 Are all happy to adopt this stemming from the pay committee?</p> <p>How does this “outstanding over time” sit with not grading lessons?</p> <p>DD – only way to do this is through triangulating progress results overtime. It is not done from a lesson observation.</p> <p>Governor Challenge</p> <p>15.5 – TLR: What is the ‘holder of core subject’?</p> <p>It should read Subject Leader.</p> <p>Governor Challenge</p> <p>How do governors feel that we can monitor the impact of the pay policy?</p> <p>Progression/retention will be an indicator</p> <p>Benchmarking against other schools</p> <p>DE reported that the LA has adopted 1% pay progression across the board.</p> <p>Governor Challenge</p>	<p>DE to alter Pay Policy wording to read Subject Leader</p>

	<p>How do we use our pay policy to recruit?</p> <p>When recruiting people you should show that there is a clear pay progression using the policy.</p> <p>The Head reported that it's easier to talk about reward through the pay policy but feels RCC can't say that the pay policy is used to tackle those at the top of their payscale who are not holding themselves to account.</p> <p>VE reported that a TLR can be removed using competency</p> <p><i>Pay Policy Adopted subject to SEND structure amendments</i></p> <p>Behaviour Policy</p> <p>Governor Challenge</p> <p>Is this policy signed by parents and the head as an agreement?</p> <p>As part of the pupil planner there is an agreement which refers to this policy and is signed.</p> <p>Governor Challenge</p> <p>Is it robust enough?</p> <p>The Head reported that exclusions have gone down. General feelings are that behaviour is better but we have not got enough data to substantiate that those internal exclusions and detentions are down. The intention was to move from a negative policy/culture to a positive behaviour policy/culture.</p> <p>JJ reported that the policy has been designed around feedback from staff and that it needs to run for a while before additional staff feedback is collected.</p> <p>After half term all departments are responsible for holding their own detentions. This will ensure that the restorative process is being upheld.</p> <p>The communication of the policy is the key. This is established through the culture of the school and needs to be applied with an understanding of the context of the incident.</p> <p>Governor Challenge</p> <p>Have you ever considered an alternative to detentions?</p> <p>We are on the verge of a more restorative system and it is open for further discussion</p> <p>Governor Challenge</p> <p>Could the aspect of restorative conversations be added to the policy?</p> <p>Yes</p> <p>Governor Challenge</p> <p>Will teachers get support with how to manage this change?</p> <p>There has been some work on this and yes, there is scope for further support.</p>	<p>DE to update SEND structure in Pay Policy</p>
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	<p><i>Behaviour Policy Adopted subject to amendment on restorative practise in the aims of the policy.</i></p> <p>Attendance (Students) Policy Governor Challenge Does this policy support you in everything that you are trying to do with attendance? The Head reported that the principles are clear and show what RCC's expectations are. Attendance (Students) Policy adopted</p> <p>Attendance Management Policy - adopted</p> <p>Anti-bullying Policy Governor Challenge Could the 'If you know someone who is being bullied' section be signed posted to the students as it is with the parents? Yes Governor Challenge Do we still have the anti-bullying committee? Yes and they are starting assemblies this week. Anti-bullying Policy adopted</p> <p>Appraisal and Managing Teachers' Performance Policy Adopted</p> <p>CPD (brought forward from November) Deferred to next meeting</p> <p>Governor Expenses Policy Purpose: Discuss The Chair requested that this item is deferred to the next meeting</p>	<p>Lynne Philips to amend the Behaviour Policy with regard to restorative practise</p> <p>DD to amend Anti-bullying Policy to sign post students as to what to do if they know someone is being bullied</p> <p>KD find model NGA policy for next meeting</p>
<p>FGB181016/7</p>	<p>College Development Plan</p> <p>The summer review highlighted that attendance is an issue that falls into 2 groups</p> <ul style="list-style-type: none"> - those whose attendance is 0 - those who have a lack of desire (both from parents and pupils) to attend fully. <p>Increased measures have been put in place this year to make sure those with low attendance are challenged.</p> <p>1 student who had not attended since May is now off role and engaging fully with a different school and a different course. The Head reported that these cases are easier to address as it's one student with</p>	

	<p>a definite problem and a definite set of solutions.</p> <p>Ideas for resolving those who are 95% attendance: Attendance officer (1 day per week) Prizes for those with high attendance SLT on doors at start of the day to manage lateness – lateness not a problem, absence is.</p> <p>Learning mentors now phone home if there are 3 absences. This has not always been done and it is up to heads of house to ensure that learning mentors do this.</p> <p>The Head reported that it's too early to measure a cultural shift but overall it's been positively received by heads of house.</p> <p>Governor Challenge How much is due to holidays in term time? We do have a few of those, especially at the start of the Autumn Term. Schools that have been really successful have used pairs of staff to knock on the doors of those who are not attending. That has had a real impact. Chafford 100 school having very high attendance as a result of this.</p> <p>Governor Challenge Do you think there is genuine illness? It is hard to measure. Last week we sent a parent mail before the science controlled assessment and with the exception of the 0% attenders, only 2 who were genuinely ill, were off.</p> <p>Governor Challenge What about sending out catch up work? That may well deter those thinking about having a 'tired' day off.</p> <p>What do others think about this? It would need to be done with discretion. May be worth doing a trial</p> <p>Governor Challenge Do you have new Y7 attendance figures? 96.2%</p> <p>Governor Challenge Does this relate to where our students come from now? If your child is ill and you live in Bexhill maybe you are more likely to keep them off.</p>	<p>SLT to further analyse attendance data</p>
<p>FGB181016/8</p>	<p>SEF The Head reported that this has been finalised. The big concerns are most able pupils and disadvantaged pupils in English. The head asked that the GB really get to know the SEF and dig down beneath the headlines.</p>	<p>KD to put SEF on sharepoint</p>

	<p>Governor Challenge Are all staff on board? They won't all be aware of the document yet but I hope so. It gives a good picture of where we're at right now.</p> <p>The Chair reminded the GB about the monitoring day on 4th November 2016</p>	
<p>FGB181016/9</p>	<p>In Depth Focus:YR9 All governors were in receipt of Y9 statistics. They are the first year group who have taken EBacc – all have chosen a language and humanity.</p> <p>Governor Challenge How are the departments coping with the increases in numbers? The MFL department in particular has seen a huge increase. 3 members of staff and the Head of Department will now be responsible for every student in the school. Humanities does not have a Head of Department and yet the majority of students have historically taken a humanities subject.</p> <p>Governor Challenge What about those students who do not have a strong mother tongue? Will consideration be given to whether they should take a foreign language? If it is a serious cause for concern, yes.</p> <p>Governor Challenge Is the EBacc a sustainable path? We'll always offer what's right for the students</p> <p>Governor Challenge Is there something that we could do to support feeder schools with languages? Yes. Primary schools really struggle to get language specialists.</p> <p>Governor Challenge Can I raise the disparity between the girls and boys. We have a lot of boys DE – If you look at William Parker, they are taking far fewer boys than their PAN number and those boys are being allocated schools elsewhere.</p> <p>Governor Challenge How does this impact on choices that the students here make? The educational experience that we provide here encourages both genders equally and there isn't any evidence of anything that has been a direct consequence of the large group of boys.</p> <p>LAC</p>	<p>SLT/MFL Department to explore supporting feeder primary schools with languages</p>

	<p>The Head clarified the definition of a LAC, explaining that they have a hugely disadvantaged start to life and they are far more likely to end up in trouble and being excluded. They are also more likely to end up in poverty.</p> <p>He reported that RCC is fortunate that some of the LAC students have extremely strong adopted parents and foster carers. However, there is a need to be mindful of the fact that this is not always the case.</p> <p>There are 10 LAC students at RCC.</p> <p>Academic progress is a key indicator as to what is happening in a student's life.</p> <p>Governor Challenge What was the outcome for the LAC students from 2016?</p> <p>Progress was below that of students that weren't LAC.</p> <p>Governor Challenge Did we do all that we could for those students?</p> <p>No, because it transpired that one LAC had an ineffective foster carer.</p> <p>It was counter argued by a member that school could not have done more if the foster carer did not facilitate that student coming to college.</p> <p>The Head acknowledged the point of view and that if the situation were to reoccur social services would need to be pursued more vigorously.</p>	
FGB181016/10	<p>Ofsted Deferred to next meeting</p>	KM to send out Ofsted email in readiness for monitoring day
FGB181016/11	<p>Finance and Estates Update School on target to have 10K surplus Risk regarding pupil numbers is no longer a threat.</p> <p>High needs funding formula has changed and RCC has been hit by that. LA are theoretically going to underwrite difference which currently is estimated at £18k</p> <p>DE circulated an update on Capital Works VE requested that more governors are needed on the F & E committee. <i>VE left the meeting at 19:03</i></p>	DE to save Capital Works Update to sharepoint
FGB181016/12	<p>Governor Training EW volunteered for this role</p>	
FGB181016/13	<p>Monitoring KM to meet with JJ to create a timetable for the day</p>	KM & JJ to meet to timetable monitoring day
FGB181016/14	<p>Restructure Update Consultation closes on Thursday</p>	

	<p>DE circulated consultation feedback so far. DE has met with all members of staff individually Currently no applications have been made internally. Closing date is Thursday 20th September.</p> <p>The Chair reports that if there is no further feedback there will not be a need for an additional Governor meeting</p>	
FGB181016/15	<p>Any other business</p> <p>a. Staff Survey b. Student Survey – overall students feel happy at school but some areas need further examination: Responses to ‘I feel safe travelling to school’</p> <p>Governor Challenge Is there one mode of transport in particular? SLT will undertake further analysis</p> <p>c. Wellbeing Survey – on average there is a lot of positive responses but there are some returns that suggest staff are not happy at work</p> <p><i>JJ & DE left the meeting at 19:15</i></p> <p>The Chair reported that the Acting Deputy Headteacher (maternity cover for CY) interviews have taken place and would like to recommend Jacky James. The FGB extend their congratulations to her.</p>	SLT to further consider some survey responses including ‘I feel safe travelling to school.’
FGB181016/16	<p>Date and time of next meetings</p> <p>- FGB 15th November 2016 5pm</p> <p><i>The meeting closed at 19:19</i></p>	

Action	Personnel	Timescale
CR’s presentation notes to be added to the sharepoint	KD	With immediate effect
MB & PW to be contacted with regard to their commitment to the GB	KM	With immediate effect
Declaration of Interest forms to be returned to the clerk	All except DD & VE	With immediate effect
Pay Policy: wording to read Subject Leader not ‘Holder of Core Subject’	DE	With immediate effect
Pay Policy: SEND structure to be amended	DE	With immediate effect
Behaviour Policy: to be amended to include a sentence explaining restorative practise	LP	With immediate effect
Anti-bullying Policy: sign post students as to what to do if they know someone is being bullied	DD	With immediate effect

Model NGA Governor Expenses Policy to be located and circulated	KM	In readiness for 15 th November
Further analysis of trends in attendance data to be undertaken	SLT	In readiness for 15 th November
SEF to be saved on sharepoint	KD	With immediate effect
Capacity to support feeder primary schools with languages to be considered	SLT/MFL Department	Term 2
Ofsted considerations to be circulated	KM	In readiness for monitoring day 4 th November
Capital Works Update to be saved to sharepoint	DE	With immediate effect
Monitoring day to be drawn up	KM, JJ	In readiness for monitoring day 4 th November
Further consideration of some student survey responses including 'I feel safe travelling to school.'	SLT	Term 2