



**Full Governing Body Meeting
Tuesday 18th November 2016 at 5pm
Robertsbridge Community College**

Present	Initials	Attendance
Lynton Golds, Interim Headteacher	LG	✓
Karen Marr, Chair	KM	✓
Vanessa Everett	VE	✓
Gus Murphy	GM	✓
Helen Watts	HW	✓ (arrived at 17:12)
Paul Webster	PW	Apologies
Kathy Robinson	KR	✓
Stephen King	SK	✓
Ellie Whitehead	EW	Apologies
Hannah Goldsmith	HG	✓
Nicki Jacobs	NJ	✓
In attendance		
Jacki James, Acting Deputy Headteacher	JJ	✓
David Evans, Business Manager	DE	✓
Jack Richardson	JR	✓
Dale Scowen	DS	✓
Kate Davies, Clerk to Governors	KD	✓

Agenda Item	Discussion and Decisions	Action
	<p>Welcome from the Chair KM opened the meeting. KD clerked the meeting.</p>	
FGB151116/1	<p>Middle Leader Presentations and Questions Science Jack Richardson 4 year overview – steady improvement All students do a minimum of 2 GCSE's There was a slight dip 2016 - exams are getting more difficult Chemistry outcomes did not meet predictions</p> <p>This year aim for Set 2 to achieve the A grades Science has 5 different GCSE's Top 3 sets take 3 GCSE's Other 2 sets gain 2 CGSE's</p> <p>2016 – biology was best performing Weaker students are making as much progress as higher ability students 4 levels + is where we're looking to improve and are liaising with Maths department as they are very successful at this.</p>	

	<p>Residuals) (how our students' grades compare with their achievements in other subjects) – positive for our weaker students & first year that we are slightly below with our triple students</p> <p>Governor Challenge What could we have done differently? I would take the hit for that as I gave the more experienced teachers Set 1 this year in order to get maximum A's & A*'s. This worked well for them but had a negative impact on Set 2. We only have one chemistry teacher and we ideally need two. The new teacher's practise will improve over time and this will impact positively on student outcomes. We out perform a lot of schools in the area but struggle to attract and maintain teachers.</p> <p>I set up intervention 2 mornings a week but this didn't have as much impact for the higher ability students as it did for the lower ability students (sets 3, 4 & 5) Going to review how I personally run the intervention programme and also referring back to the class teacher to explore how my intervention work can be put back into the classroom.</p> <p>A-A*'s Chemistry 25% Maths (24%) Physics 20% Biology 16.7%</p> <p>There were not any A grades from set 2</p> <p>Governor Challenge Did that have an impact on what they went on to study? For some of them it did and I also spoke to some FE providers about those who were academic enough to continue with science. A lot of the students who weren't successful were not going on to study science at A level. Aim is to get up to 40%</p> <p>Governor Challenge Have you undertaken question level analysis? Yes on INSET in September staff have to go back through their analysis and then reflect on areas of teaching which fell down in the exam. We have been doing this for 5 years.</p> <p>PPG students are doing as well, if not better than non PPG students. PPG breakfast club at 8:30 where students have free breakfast and work through example exam questions</p> <p>A & A*'s similar to similar centres A-C is above all AQA centres and similar centres 2017 – identify students not making 4 levels progress Improving exam technique – command words, exam questions takes place in old controlled assessment time</p> <p>Governor Challenge</p>	
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What impact is the staffing issues having on the department and the potential outcomes?

It will have an impact but I have changed the timetable around so that Y11's have our trainee – he is consistent and an experienced scientist – biology degree and science communication masters
Additional support for Set 3

Governor Challenge

How are you going to liaise with maths?

Going to observe top sets and get a feel for what they do on a day to day basis. How HP is providing extra levels of challenge
JR was thanked and left the meeting at 17:20

PE Dale Scowen

Shared SEF and has given a Grade 3 overall
Initially DS had given a 2 but following discussion with DD, DS changed it to a 3. Last year's tracking pointed to strong results so the actual results were disappointing.

48* A* - C GCSE

Both BTec sport and Dance GCSE had 100%. This exceeded expectations with some low attaining students.
The Chair congratulated DS on these results.

DS has dug deeper into GCSE issues and spoken to other schools in the area which undertake AQA GCSE. One went from 95% - 65% and the other had similar issues. They were marked down on their practical element (The AQA moderator considered RCC to be grading accurately here).

Written paper – in line with similar centres and not far off on all AQA analysis.

Question level analysis shows us to be inline and exceeding other schools.

Governor Challenge

Where did it go wrong?

The grade boundaries were shifted and schools in our area experienced similar issues.

Governor Challenge

Were your forecasts moderated?

Yes with whole department and external moderator. She moderated 42 schools and said that RCC was the best across the 42. This was in her report. So I can only put it down to the written paper.

Students do an exam every term to give a formative assessment grade.

Governor Challenge

What are you doing differently this year?

I am looking at ways in which we can utilise the practical to strengthen results – students who ski and ride outside of school are being asked to submit video evidence.

Running revision sessions and exam preparation focus sessions.

	<p>Governor Challenge What support are you getting for this? Currently it is me but I have had external support from Karen Carney (Beacon, Crowborough) She reported that the issue is in KS3, in terms of the quality of provision. We are not preparing students in the practical aspects for the levels required in KS4.</p> <p>In terms of quality of teaching, we have large class sizes. In one Y7 class I have 46 students. This is not a manageable size group for ensuring progress.</p> <p>Governor Challenge Is the class size issue related to the large quantity of boys in Y7? Do you need to be single sex at all times? No, and we haven't been exclusively single sex but you can't have boys tackling girls in rugby, for example.</p> <p>Governor Challenge In terms of GCSE results. The biology results are low. Are you having trouble with students accessing physiology? The current syllabus does not include this. The new one will. It's the terminology that the students struggle with. We do a key word definition test at the start of each lesson now.</p> <p>Governor Challenge Are the new syllabuses getting more academically challenging? Should we be looking at other boards? Yes, but they are split into clear sections which allows us to prepare students for effectively. We have looked at Vcert (EdExcell) which Karen Carney uses as this would enable us to sign post students who are struggling to a more appropriate course. As a department we have decided to see the current exam board through for the current Y10 and then make a decision.</p> <p><i>DS was thanked and left the meeting at 17:35</i></p>	
<p>FGB151116/2</p>	<p>Procedural</p> <ol style="list-style-type: none"> a. Apologies for absence – See above. KM expressed great sadness that HW has decided to resign owing to greater commitments in her new job. This leaves a vacancy for a co-opted governor and Vice Chair. The Chair introduced NJ and LG. b. Declaration of pecuniary/business interests in items on the agenda – There were none c. Safeguarding – There were none d. H&S urgent issues – JJ explained the timetabling of the PE. It is currently being split by gender which is making for a very large group with only one teacher. VE expressed concern about what would happen if there was an accident. JJ has asked LP for the for the health and safety audit. There is 	<p>JJ to look further into PE timetabling issues</p>

	<p>no ratio number.</p> <p>Governor Challenge Are there assistants in PE? There are not any support assistants. There is a trainee teacher</p> <p>DE reported that there was water ingress from the new roof in the hall, which brought the ceiling down. It was fibreboard with traces of asbestos. The hall has been locked off and will remain locked off until January. No risk presented for any members of RCC. This has led to some logistical issues as it is the only hall. Expected to be back to full capacity with meals by Friday 18th November. Currently quotes are given for replacing the whole ceiling.</p> <p>The brick work repairs at the front of the building have raised the issue that the parapet walls were in a bad/dangerous state of repair. The main aim is to sort all walls that present a problem. Looking to get money to repair area above the staffroom. Waiting to hear from LA . As they are parapet walls, they do not present a risk other than bricks falling of the roof rather than out.</p>	<p>To be discussed further at F & E on 28th November</p>
<p>FGB151116/3</p>	<p>Application from potential new co-opted governor Purpose: Receive and discuss The Chair explained that she is meeting with Alison next week with a view to co-opting her.</p>	
<p>FGB151116/4</p>	<p>Introduction of Interim Head Verbal report The Chair confirmed that all governors had read the progress report that had been circulated. Immediate concern: There have been logistical issues which have resulted in a delay in reporting to parents. The weekly newsletter to parents has explained this and apologised for the delay. The Head confirmed the need to maintain strong home school links including, parent's evenings. There will be 2 parents' evenings for students in Y10 and Y11. Waiting until June to discuss Y10 progress with parents is too long. There will be a Y11 meeting following mocks and another in March Staff and governors need to be mindful that RCC was last inspected in 2013 so it is quite likely that a section 5 will be on the horizon. As a result the focus will be on the priorities from the previous inspection. There will always be staffing issues and we will continue to fill posts as appropriate RCC is receiving support from Sarah Bamford the DHT at Ratton who has been given responsibility for Data, Assessment and Reporting. RCC has to appoint a Data Manager to support her work. The Head confirmed that there will be opportunities for the inexperienced leadership team to develop professionally as senior leaders. In addition, the middle level leaders are of mixed experience so will need support to ensure that they are effectively carrying out their role. The Head reported her belief that successful partnership/</p>	

	<p>communication between home and school is vital. Students need to know that this relationship is in place, especially in terms of attendance which is currently below the 95% mark.</p> <p>Governor Challenge What is your concern about mid-year admissions? I will need to come back to you with RCC data. Generally my concern is where the student has come from and what they bring to the school. If it brings too much of a negative imbalance of students coming into school then it has a negative impact.</p> <p>Governor Challenge Are you talking about exclusions? Yes JJ reported that RCC is over-subscribed in every year group but sometimes we take them on school to school placement and sometimes we are directed to take new students. Anecdotally Y10 has suffered from this type of scenario</p> <p>The Head reported that you can be very strong in your case to refuse entry but the LA can still overrule you, especially with LAC cases. There is always an admission meeting for new students where standards are made explicit.</p> <p>Governor Challenge What sort of information are parents given about attendance? We need to have a strong set of criteria. Attendance is something that we have come back to each meeting. There is a policy for parents and for students (on website) SLT have agreed that we need to have a single sharp focus for attendance</p> <p>Governor Challenge Has any analysis been done as to where these students live? It has been raised and needs to be looked at.</p> <p>Governor Challenge Under first impressions, what do you think of the SEF? The Head reported that it's far too long and it is not evaluative. There is too much description and old evidence. Ofsted headings have changed and they advise schools to use these headings to make a 3-4 page document. The SLT are going to be writing the SEF under the new headings The same with the college improvement plan. It is so long and I would challenge the fact that staff know what all of the priorities are. Plan is for the new SEF to be with you for the next FGB</p> <p>Governor Challenge How much of Alan Powell's time has RCC got? The likelihood is that RCC will be moved to high risk, which means we would be eligible for 10 days support.</p> <p><i>LG left the meeting at 18:06</i></p>	<p>SLT to work on further with Lynne Philips</p> <p>Geographical analysis to be undertaken by Lynne Philips</p> <p>New SEF and CDP to be written</p>
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FGB151116/5	<p>College Development Plan Purpose: Update Next step is to simplify this Professional Development sessions are underway. In terms of looking at impact, there are workshops that staff attend. This is recorded on blue sky and it asks you to record the impact that it has had on your teaching. Staff have submitted their plans for term 1 & 2 and they have to evaluate the impact through book scrutiny, etc...</p>	
FGB151116/6	<p>SEF Review Purpose: Receive and discuss See Head's comments in section 5 The Chair reported that LG is in place until December and LG's availability after Christmas has been discussed. The Chair stressed the importance of harnessing LG's experience and the need for the Governing Board to support her in the role as Headteacher</p>	
FGB151116/7	<p>In Depth Focus: Y11; SEN Purpose: Review and discuss progress and standards There has been a delay in getting information due to the Data Manager issues that LG highlighted in section 5. Governor Challenge What has been the delay? Without DD and CY the new system has ground to a halt. Support from Sarah (Ratton) has got things moving. JJ circulated data and explained that some data hasn't come across from CISRA Some quality assurance is needed as English and Maths is now numeric (not alphabetic). 58% A-C this is quite low PPG is indicated by F (false; so not PPG) T (true; so PPG) All mock data and anomalies to be ready for next FGB Closing date for Data Officer is this Friday with currently 14 applicants. Must raise profile of the post Governor Challenge Why does RE not have any A*/A? Higher ability students do Philosophy & Ethics SEN had audit on Monday with Lesley Young. This report will be shared when it is in.</p>	<p>Mock exam data & data anomalies to be ready for next FGB</p>
FGB151116/8	<p>Progress 8 Un-validated Raise on line</p>	<p>Put this in to December meeting in</p>

	<p>Purpose: Review and discuss Un- validated data comes in this Friday, summary on Monday and data dashboard in December</p> <p>Look at Progress 8 figure. Anything above 0 is good as that means you are performing above national average A*-C Eng & maths best ever set RCC is upper right hand quadrant</p> <p>Governor Challenge What is progress 8? Assessment over 8 subjects: English and Maths (double weighted), ebac subjects; Science, humanities and language If students do 7 subjects only but achieve well in those 7, they are compensated. There is not a comparison to previous years as it's a relative performance across every school in the country.</p> <p>Governor Challenge Are these schools doing the same exam board? No it is every single school in the country.</p> <p>Maths was 1.68 which was second highest in county</p> <p>Governor Challenge Do we need to look at exam boards? Yes. Some departments have already</p>	<p>Governance overview</p>
<p>FGB151116/9</p>	<p>Minutes of the meeting of 20.9.16 The minutes of the meeting of 18th October were signed as a true and accurate record of the meeting.</p> <p>Matters Arising (Action Points): All actions from the agenda were addressed with the exception of Model NGA Governor Expenses Policy to be located and circulated.</p>	
<p>FGB151116/10</p>	<p>Policies Purpose: Ratify and adopt the following: As the policies had not been updated by staff, none were ratified – see action.</p> <p>Governor Challenge Is there a set format for policies? Yes new format is only for policies that have been reviewed</p> <p>CPD Policy – Governor Challenge Do we need to review the effectiveness of the twilight training? Yes and it is on our plans to do that Governor Challenge There needs to be better clarity for support staff CPD.</p>	<p>LG to work with DE & KD to allocate to named staff for each policy so that they are accountable for reviewing on time</p>

	<p>Drug and Alcohol Misuse Policy – no comments</p> <p>Social Medial Policy – no comments</p> <p>Sex and Relationships Policy Governor Challenge Who is responsible?</p> <p>Social Media Policy Governor Challenge Is it enough to keep an eye on your digital foot print? Should you be checking it regularly? When did we last provide information for parents on e-safety? It's on the website and we have talked about having an evening for parents. Governor Challenge Was there a parents' forum set up? Yes but there has only been one meeting so far Governor Challenge Could there be a parents' booklet that gives parents information on policies that they sign? The weekly newsletter could to signpost to parents to specific policies. It could be 3 FAQ's on that document.</p> <p>Radio Protocol – no comments E-Safety Policy – no comments Data Protection Policy Governor Challenge Who is the contact point? DE is contact point Governor Challenge How do we get parental agreement from parents about Data Protection? Via the data capture forms? Controlled Assessment Policy – no comments Charging Policy – no comments Paid and Unpaid Leave Policy – no comments Governor Expenses Policy – no comments</p>	SLT to Action
FGB151116/11	<p>Monitoring Day Purpose: Feedback The Chair reported that it was a very successful day and outlined to process to NJ File for reporting individually on is on office365 sharepoint The Chair is to mention positive outcomes of planned monitoring day in newsletter article this week Please email the Chair with any suggestions for the newsletter</p>	
FGB151116/12	<p>Finance & Estates Update Purpose: Receive and discuss</p>	

	<p>DE reported that RCC is in a challenged position because of leadership changes. SEND review will be underwritten for schools that have more than £100 difference</p> <p>Deficit could be anywhere between £0 and £30k Supply costs budgeting for potential absences until Easter</p>	
FGB151116/13	<p>Any other business</p> <p>a. Co-operative trust meeting Friday 25th November b. Governors Discipline Panel – KR & GS available The Chair thanked Helen Watts for her time and commitment to RCC.</p>	
FGB151116/14	<p>Date and time of next meetings</p> <p>- FGB 13th December 2016 5pm</p> <p><i>The meeting closed at 19:00</i></p>	

Action	Personnel	Timescale
Model NGA Governor Expenses Policy to be located and circulated	KM	In readiness for 13 th December FGB
PE timetabling issues to be examined	JJ	With immediate effect
Brickwork issues to be F & E agenda item	KD/DD	21 st November for 28 th
Single focus for improving attendance to be developed	LP/SLT	
Geographical analysis of absences to be compiled	SLT	
New SEF to be written	SLT	In readiness for 13 th December FGB
New CDP to be written	SLT	In readiness for 13 th December FGB
Compile mock exam data and accurate Y11 data	Data Officer/SLT?	In readiness for 13 th December FGB
SEN Audit to be shared	JJ	When received from LA
Unvalidated Progress 8 data & Data dashboard to be moved to December in Annual Review document	KD	With immediate effect
Policies to allocated lead staff member, accountable for review	LG/DD/KD	With immediate effect – meeting date to be arranged
Newsletter to signpost parents to policies	SLT	With immediate effect