



**Full Governing Body Meeting
Tuesday 16th May 2017 at 5pm
Robertsbridge Community College**

Present	Initials	Attendance
Lynton Golds, Interim Headteacher	LG	✓
Karen Marr, Chair	KM	✓
Vanessa Everett	VE	apologies
Gus Murphy	GM	✓
Kathy Robinson	KR	✓
Stephen King	SK	✓
Nicki Jacobs	NJ	apologies
Alison Ambrose	AA	✓
In attendance		
Jacqui James, Acting Deputy Headteacher	JJ	✓
Lynne Phillips, Assistant Headteacher	LP	apologies
David Evans, Business Manager	DE	✓
Joanne Makin	JM	✓
Victoria Bower	VB	✓
Jess Hudson	JH	✓
Kate Davies, Clerk to Governors	KD	apologies

Agenda Item	Discussion and Decisions	Action
	<p>Welcome from the Chair KM welcomed everyone to the meeting, especially JM and VB (staff invited to present on trips). There was a special welcome to VB as new staff governor. LG clerked the meeting.</p>	
FGB160517/1	<p>Middle Leader Presentations and Questions Jo Makin and Victoria Bower: Trip Proposals and Educational Visits Policy JM presented a powerpoint giving an overview of the changes made to the trips policy following governor recommendations from a previous meeting. JM offered to show governors EXEANT to share her powerpoint.</p> <p>VB presented a trip proposal for 2017-2018 to the Somme:</p> <ul style="list-style-type: none"> • Friday 2nd - Saturday 3rd February 2018 (moved from Term 4/5) • 40 students, 2 teachers and 2 other adults • £160 per student • Curriculum based trip <p>The following criteria would need to be applied to those interested in attending the trip:</p>	

	<ul style="list-style-type: none"> • Attendance 95%+ (with an element of HT discretion e.g. someone might be off for an operation etc) • Behaviour – no exclusions • Progress – at or above expected level <p>Governors to agree changes:</p> <ul style="list-style-type: none"> • Revised procedures • Criteria • Cover costs • Sports fixtures • Pupil Premium Girls' Network • Careers Champions • Forest School <p>Key criteria:</p> <ul style="list-style-type: none"> • Year 11 teaching and learning not to be compromised • LG flagging up involving Year 11 students in sports fixtures in the lead up to GCSEs <p>Governors approved the changes subject to criteria and HT's final say.</p>	
FGB160517/2	<p>Procedural</p> <ol style="list-style-type: none"> a. Apologies for absence – see above. b. Declaration of pecuniary/business interests in items on the agenda – There were none. c. Safeguarding – see item 5. d. H&S urgent issues – There were none. 	
FGB160517/3	<p>Headteacher's Report Purpose: Receive and discuss written report</p> <p>LG presented the Interim HT's written report. LG invited questions/comments from governors.</p> <ul style="list-style-type: none"> • 0.4fte English vacancy filled by Ruth Ashenden. • 1 caretaker application received. • 1 inclusion officer yet to be appointed. • Danielle Kingsley returning Term 6. • LG to remain Interim Headteacher until 31 August 2017 and will continue to support RCC as consultant HT from September 2017. • Ali Langridge due back February 2018. • Governors to review Pay Policy issued by ESCC. • Governors asked questions related to the calendar and the rationale behind more meetings. LG/JJ outlined the rationale. 	<p>KM to email JJ governor section for CIP.</p> <p>KR to email report for governors' information.</p>

	<ul style="list-style-type: none"> • Governors asked about work scrutinies and observations. JJ described the processes. • Governors asked about 'stretch' and 'challenge'. • Resilience to be considered as a priority. • Governors asked questions about attendance, specifically the issue re Pupil Premium students. To target our key students, RCC has employed our own Attendance/Education Welfare Officer from Term 6. • Governors recognised the enormity of the work involved in safeguarding issues. • JJ summarised the Year 11 data capture and where RCC is. Like all schools, RCC is moving into a new territory. • Governors asked questions about Progress 8. JJ described the buckets. • Governors asked questions about the gap between Pupil Premium and non-Pupil Premium students. JJ summarised the strategies. LG mentioned the PP review on 22nd May 2017 and the refocusing of the PP funding. • Governors asked questions to the Business Manager re utilities, Sports Hall, lighting etc. • The Living Garden – governors thanked Laura Linch for her efforts. • KM thanked governors for their contribution to the quiz night. 	<p>JJ to follow through from next survey.</p>
<p>FGB160517/4</p>	<p>Directed Time Budget Purpose: Questions from Governors</p> <p>LG referred governors to the draft directed time budget based on the draft calendar SLT are working on for 2017-2018.</p>	
<p>FGB160517/5</p>	<p>Safeguarding Update Purpose: Information regarding Zac Dunning/threat made to RCC</p> <p>LG updated governors re Zac Dunning's threat to RCC and the recent meetings with Inspector Dan Russell.</p>	
<p>FGB160517/6</p>	<p>PE, Music and French Purpose: Progress update</p> <p>JJ updated governors:</p> <p>Music – strategies being developed by Head of Department to improve progress re: performance and intervention.</p> <p>PE – 4 students – gap has narrowed – 12%. The Head of Department/staff are working hard to overcome practical aspect as well</p>	

	<p>as theory paper preparation.</p> <p>French – gap still big – 40%. Underachievers are struggling, not just in French but across the curriculum.</p> <p>LG reminded governors how the primary school curriculum has narrowed which creates gaps in the more creative subjects.</p>																																		
<p>FGB160517/7</p>	<p>Minutes of the meeting of 18.04.17</p> <p>The minutes of the meeting of 18th April 2017 were signed as a true and accurate record of the meeting.</p> <p>Matters Arising (Action Points):</p> <table border="1" data-bbox="304 819 1233 2042"> <thead> <tr> <th>Action</th> <th>Personnel</th> <th>Timescale</th> </tr> </thead> <tbody> <tr> <td>Directed time budget to be completed</td> <td>LG</td> <td>Completed</td> </tr> <tr> <td>Percentage room capacity calculation to be circulated</td> <td>VE</td> <td>To be completed</td> </tr> <tr> <td>Number of PPG students at English Easter revision sessions to be circulated</td> <td>PH/SLT</td> <td>Completed</td> </tr> <tr> <td>Prevent Policy to be added to website</td> <td>DE</td> <td>Completed</td> </tr> <tr> <td>Staff Governor election to be organised</td> <td>KD</td> <td>Completed</td> </tr> <tr> <td>Check F & E papers are on share point</td> <td>KD</td> <td>KM explained that sometimes confidential papers may not appear to all with access on sharepoint</td> </tr> <tr> <td>Rationale for grade forecasting to be written</td> <td>SLT</td> <td>In hand</td> </tr> <tr> <td>Information on progress of PE, Music and French to be circulated</td> <td>JJ</td> <td>Completed</td> </tr> <tr> <td>Exploration of whether an Iris section for the Data Protection policy is needed</td> <td>DE/JJ</td> <td>In hand</td> </tr> <tr> <td>Induction training update</td> <td>AA</td> <td>To be completed</td> </tr> </tbody> </table>	Action	Personnel	Timescale	Directed time budget to be completed	LG	Completed	Percentage room capacity calculation to be circulated	VE	To be completed	Number of PPG students at English Easter revision sessions to be circulated	PH/SLT	Completed	Prevent Policy to be added to website	DE	Completed	Staff Governor election to be organised	KD	Completed	Check F & E papers are on share point	KD	KM explained that sometimes confidential papers may not appear to all with access on sharepoint	Rationale for grade forecasting to be written	SLT	In hand	Information on progress of PE, Music and French to be circulated	JJ	Completed	Exploration of whether an Iris section for the Data Protection policy is needed	DE/JJ	In hand	Induction training update	AA	To be completed	<p>KM to ensure the F&E agenda goes up.</p>
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	FGB Trips policy to be amended to reflect that supply cover costs are not to be passed on to parents and that trips are not to be run T4 and T5	SLT/JM	Completed	
	Draft letter regarding notice from Grove House to be written	DE	Conversations have happened – letter to follow meeting	
FGB160517/8	<p>Policies Purpose: Ratify and adopt the following: Trips Policy (covered in item 1)</p> <p>The governors agreed the Trips Policy.</p>			
FGB160517/9	<p>Governing Body Structure Purpose: Discuss proposal from Chair</p> <p>KM outlined her proposed structure for 2017-18. There will be 8 meetings per year.</p> <p>Governors approved the principles behind the structure for 2017-18.</p> <p>LG asked governors to consider the timing of future meetings.</p> <p>LG outlined her model of 4 Full Governor meetings, with Teaching and Learning and a Finance and Estates committees.</p>			
FGB160517/10	<p>Training Purpose: Update and Feedback</p> <p>Governor induction – AA reported back to FGB. Has gained a much better understanding about:</p> <ul style="list-style-type: none"> - how governance works in a secondary school - skills needed for effective governance <p>KM attended a meeting about academies and academy chains. The advice is “jump before you are pushed”.</p> <p>KM has resigned from the GB at Ticehurst and has joined the governance of an academy chain. This will hopefully prove to be useful experience.</p>			<p>KM charged AA with putting together an induction plan.</p> <p>Governors to attend regular training.</p>
FGB160517/11	<p>Finance & Estates Update Purpose: Receive and discuss</p>			

	Discussed at previous meeting – nothing further to report.	
FGB160517/12	Any other Business None.	
FGB160517/13	Date and time of next meeting - FGB 13th June 2017 at 4pm	

Action	Personnel	Timescale
Governor section for CIP to be emailed to JJ.	KM	With immediate effect
KR to email report for governors' information.	KR	With immediate effect
Survey follow up	JJ	In readiness for June FGB?
F&E agenda to be available on Sharepoint.	KM	With immediate effect
Creation of an induction plan.	AA	In readiness for September 2017
Governors to attend regular training.	All board members	With immediate effect