



**Full Governing Body Meeting
Tuesday 13th June 2017 at 4pm
Robertsbridge Community College**

Present	Initials	Attendance
Lynton Golds, Interim Headteacher	LG	✓
Karen Marr, Chair	KM	✓
Vanessa Everett	VE	✓
Gus Murphy	GM	✓
Kathy Robinson	KR	✓ (arrived at 16:50)
Stephen King	SK	absent
Tori Bowers	TB	✓
Nicki Jacobs	NJ	✓ (arrived at 17:10)
Alison Ambrose	AA	✓
Jess Wilks	JW	✓
In attendance		
Carly Young, Deputy Headteacher	CY	✓
Jacqui James, Acting Deputy Headteacher	JJ	✓ (arrived at 16:38)
Lynne Phillips, Assistant Headteacher	LP	✓ (arrived at 16:38)
David Evans, Business Manager	DE	✓
Jo Makin (MFL)	JM	✓
Matthew Blackwell	MB	✓
Nikki Tarrant	NT	
Kate Davies, Clerk to Governors	KD	✓

Agenda Item	Discussion and Decisions	Action
	Welcome from the Chair KM opened the meeting. KD clerked the meeting.	
FGB130617/1	Middle Leader Presentations and Questions Jo Makin (MFL) Results are up to date Predictions French 4levels prog 32% German 44% Spanish 29% This is the area that needs raising French & Spanish very good papers German paper was very tough: hopefully the boundaries will be brought down.	JM, MB and NT to email presentation slides to KD to be added to 365

<p>Y10 Progress update (see attachment from HOD MfL)</p> <p>Y9 Progress update (see attachment from HOD MfL)</p> <p>Y9 exam is a sample foundation Y11 paper from the exam board 9-3 outcomes were Fr 74%, G 75% and Sp 64%</p> <p>Y7 Lof P good exp below MFL 32% 32% 30%</p> <p>Highlights New curriculum in place in Y7 – includes role plays and translations Pearson Active Teach – an excellent resource Establishing MFL film club – very popular even in good weather Versailles trip was very successful Y10 revision sessions – to be run concurrently across all MFL subjects Reasonable uptake</p> <p>Things that could have gone better GCSE German paper Y8 provision with no German: This is a mistake as there is now an option removed and it is often our strongest language. Should we review this decision?</p> <p>Governor Challenge Are we mixing the subject option choices with the poor performance in the teaching and learning of Spanish? It could come back very easily September 2018 although it wouldn't change Spanish outcomes.</p> <p>Governor Challenge Why was the decision taken to remove German and not Spanish? It was my decision and I am not a German specialist</p> <p>Governor Challenge If we were only going to 2, would it be better to teach German and Spanish? The Chair suggested that JM do some more research on this matter.</p> <p>Split groups have made less progress. It couldn't be helped</p> <p>Governor Challenge Have you spoken to JJ about the timetabling for this year? Yes and it's not going to be an on-going problem.</p> <p>Looking ahead Reintroduction of German to increase take up and strengthen staff development Structured revision times across the department Use of active teach for homework Primary liaison Reinstate languages week</p>	<p>JM to recalculate Y10 data</p>
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	<p>Governor Challenge What happens in languages week? Other staff teach parts of lesson in a foreign language, catering produce international food.</p> <p>Knowing our PPG students Revisiting Schemes of work and assessment Boost Spanish – use of trainee: She is going to be a great asset, as she is a native Spanish teacher.</p> <p>Governor Challenge What are you going to do to tackle the under-performance of Spanish? Lesson observations and ensuring that that member of staff sticks to the lesson and assessment plan. What we are lacking is a specialist Spanish teacher.</p> <p>JM was thanked and left the meeting at 16:28</p> <p>Matthew Blackwell (IT & Communications Manager) Attitudes: First line staff in reprographics are good Teaching and support staff need to be more independent. They are too reliant on technical staff and repro staff. Leadership and management – willing and behind moving things forward Kit and systems – last summer a lot of backend systems were improved and are far better than what they were. They have, however, not been set up in the way that facilitate rolling out new things smoothly Desk top hardware needs attention and subject to F & E agreement, ICT suites are going to be reorganised during the summer holiday to make more appropriate learning and teaching spaces. Within the next few years, the remaining machines (100-150) will need to be replaced. Audio visual – items that need tidying Environment – teaching room PC's are often covered in marking, the cabling may not be neat and this detracts from ease of use. C8 currently only have 15cm of leg room below the desk. We are moving to 90cm of leg room</p> <p>Opportunities IT serving development in other areas – new help desk system has been rolled out this week EduLink 1</p> <p>IT internal items - system centre: reimaging of machines which enables effective repairs and updates</p> <p>Governor Challenge Classroom PC's versus laptops? Have we got the strategy right? Unless you design it from the start so that all staff have the same laptops and you have flawless wireless, it is challenging to have</p>	
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	<p>laptops. I think we have the strategy right. (JJ and LP arrived 16:38)</p> <p>Governor Challenge We had a presentation from the Art Department and the use of IT was woeful. Talking to KL, she would like a small suite in one of the art rooms and she knows what programmes she would like. Financially, I don't have quite the budget for it but if the 10% contingency is unused, we may be able to facilitate this. If it hasn't happened buy this time next year, then I would want to see it being put into action.</p> <p>The Headteacher showed MB's schedule for IT support, which is being presented at the June F & E</p> <p>Governor Challenge Where are we now with regard to storage? Data is almost exclusively in our data centre. We have back up in the art room and staff room. SIM's is backed up off site by the LA MB was thanked and left the meeting at 16:44)</p> <p>Nikki Tarrant (IT and Computing) Since last time: Excellent results subject to moderation Improved links with other school - Uckfield Developed resources for year 1 of Computer Science & Business courses KS3 computing Scheme of Work in place Computing competition run Computing club 1 more girl opted for Computer Science</p> <p>Future Continued development – Computer Science, Business won't be offered after Sept 2017 NT would like to off a vocational IT qualification – government haven't decided which will be in the progress 8.</p> <p>Governor Challenge When will you find it out? August, so I would like to be able to offer something for the following year Digital literacy More competitions</p> <p>Areas for development 2017-18 Option Cohort KS3 Assessment & feedback – this needs to change as currently involves printing off many pieces of paper. Would like to find a different way to forecast that is not based on GCSE predictions Increased challenge in Business</p> <p>Governor Challenge Are there any other schools that are running the same course? I'm hoping that the training course will help Bev Seale but we can look</p>	
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	<p>for other schools More girls to opt for Computer Science – this is a national problem PP and SEN students – we need to have better outcomes for those. Governor Challenge What can you do to address this? With Y10 we are going to look at PP and SEN students each month as a standing item on our meetings</p> <p>Issues Time to develop resources for the new courses Time to develop understanding of the new material and skills to deliver Money to buy equipment for programming eg micro:bits were given free to students last year have not been given this year. Governor Challenge How much are they? £12 each</p> <p>Money for resources for non exam at GCSE. We have to build up a resource bank for these – powerpoint or PDF docs that show students how to do things as they are not allowed any access to the internet. Time to develop digital literacy</p> <p>The Chair acknowledged that it has been a difficult year for NT with Bev being off. Governor Challenge Only 1 in 20 girls are working on a course which could lead to a job in a high earning field where there are women CEO's KR reported this to be a national problem being talked about in technology education</p> <p>I have found some videos of women in high profile roles eg, dance, who use technology in their job. I am going to incorporate these. Governor Challenge Where I was working recently in IT off shore India it was 50:50 Governor Challenge Is there an alumni to get successful ex-students in? No, it is worth pursuing</p> <p>NT was thanked and left the meeting at 17:01</p>	
<p>FGB130617/2</p>	<p>Procedural</p> <ol style="list-style-type: none"> a. Apologies for absence – None. SK gave apologies retrospectively as he had the wrong date in his diary. 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 	

<p>FGB130617/3</p>	<p>Safe Guarding Update Purpose: Update and Questions from Governors LP reported: Number of referrals 64 one off referrals Multiple referrals (2 or more) 40 physical files on children Contacted SPOA 8 times for advice 14 referrals, 7 of which are live 7 looked after children on role</p> <p>We had a trail to have everything on line. Training took place 2 weeks ago and we are going to move over to this online system. This means that we can run reports on bullying, racism, radicalisation etc....</p> <p>LP has completed one on line today and now staff need training.</p> <p>Governor Challenge Will all staff have access to that? Yes but at different levels of access. It automatically generates a chronology of referrals from staff</p> <p>There is to be a work shop at RCC regarding child on line exploitation targeted at Y9. It is very hard hitting and has been very successful in the North of England</p> <p>The Headteacher circulated information to take away and read regarding the new inventory and staff management system. It is considered particularly useful for checking people coming on site. It is a touch screen system which checks with SIMs. It extends to staff and students (arriving and leaving outside of normal hours). It links to the fire alarm system and safeguards all of those on site. This will be shared with staff later this week.</p> <p>Governor Challenge What is the cost? DE reported that it is a couple of thousand pounds and then ongoing licensing. It will be going to F & E.</p>	
<p>FGB130617/4</p>	<p>F & E Purpose: Update and Questions from Governors The Chair of the F & E Committee reported that the budget is finely balanced Plans to improve the gym, pot hole improvement and new fire alarms systems were outlined by DE E block, being wooden is subject to rot</p> <p>ESCC works to refurbish the main corridor</p> <p>Food tech – increasing the number of cookers and stations to accommodate the increase in class size.</p>	

<p>FGB130617/5</p>	<p>Data Capture Purpose: Update and Questions from Governors JJ circulated the Y11 internal data capture, which is not circulated to parents</p> <p>Y11 progress 8 score is -0.38 it has only improved slightly since last time. There are some students who are not on the pathway Most of Y10 are on a progress 8 pathway and all of Y9 are. This means that we can't compare across year groups for the next couple of years. As stated previously, we don't know where the grade boundaries are set so we have to take them cautiously until the results are in.</p> <p>English and maths have the advantage next year as they will have gone through the process once already.</p> <p>Y10's are undertaking their mock exams as we speak.</p> <p>Governor Challenge How have the GCSE's gone? OK. There was a bit of ambiguity in one of the English questions so we are unsure of how that will get marked. The children and staff are happy about it. The Headteacher reported that the other students have been very respectful and supportive of the Y11's</p> <p>Governor Challenge When you do the science, do Y10 do all the separate science? 2 groups do triple. Approximately half do triple and half do double. It's a model that works really well in this school.</p>	
<p>FGB130617/6</p>	<p>Home School Agreement Purpose: Progress update Governor Challenge Does everyone sign it? Yes. LP reported that it has been used it a couple of times this year for challenging students presenting difficult behaviour students and their parents.</p> <p>Governor Challenge Do you think we should do more of that? Yes, I haven't done much of it before this year but it has been very useful. The Chair reported that it's no longer statutory but she feels it remains useful. JJ suggested that a reminder could be put on the newsletter.</p> <p>The Headteacher reported that it could be used more in re-integration meetings. Potentially, the language could be tweaked but that would</p>	<p>Reminder about the home-school agreement to go in newsletter</p>

	<p>be for 2018 as they are just about to go to print.</p> <p><i>(Kenny Fitzpatrick joined the meeting at 17:30)</i></p>	
FGB130617/7	<p>Minutes of the meeting of 16.05.17</p> <p>The minutes of the meeting of 16th May 2017 were signed as a true and accurate record of the meeting.</p> <p>Matters Arising (Action Points):</p> <p>All actions from the agenda were addressed with the exception of the survey.</p>	
FGB130617/8	<p>Policies</p> <p>Purpose: Ratify and adopt the following:</p> <p>There are no statutory policies for review this month</p>	
FGB130617/9	<p>Governing Body Structure</p> <p>Purpose: Update and Feedback</p> <p>GM had volunteered to be linked to the arts subjects</p> <p>The Chair asked if anyone have any questions about not having governor monitoring days but coming in on an individual basis? None</p> <p>The Headteacher reported that the key link for governors would be the senior leader who line manages the Head of Subject Hanna Stedman has been asked to arrange for the link governors to be present at the SEF subject review meetings</p> <p>Governor Challenge I haven't attended one yet. Please outline the day. Is it the model that you wish to go forward with?</p> <p>Monitoring day is as many governors as can make it. The model going forward would be link governors coming in individually as above</p> <p>VE asked who was available for the June monitoring day (KM, JM, KR, NJ) and suggest having IT infrastructure and IT in the curriculum as the focus.</p> <p>Governor Challenge Do others think that this is something that we should look at?</p> <p>The Headteacher reported that PPG has to be included as a top priority for moving this school from Good to Outstanding.</p> <p>Governor Challenge Careers is very successful in Y10. Could we look at how this is cascaded/followed up?</p>	<p>Follow up group emails for Alison, Tori and Jess</p> <p>VE & JJ to meet for monitoring day planning</p> <p>KW to make a PPG presentation to the F & E committee</p>
FGB130617/10	PPG Review	

	<p>Purpose: Update and Feedback</p> <p>The Headteacher ensured that all members had read the document. The rigorous review has taken place and we were paired with Ratton in Eastbourne. 2 members of staff from Ratton and 2 from the LA visited RCC and it felt like a mini Ofsted scrutinising our PPG.</p> <p>The Headteacher welcomed that, as SLT are aware of the need to close the gap and are open to recommendations</p> <p>As outlined in the report, we do a range of activities to motivate and improve outcomes for PP students. However, as you will also see, the outcome of the day is that the gap is wide and that we need to do something much more proactively to address this.</p> <p>Yesterday at SLT strategy meeting, we took each area in turn.</p> <p>KW has already started to map out the path ways for each year group with a clear rationale. This will be fleshed out and put on the website.</p> <p>Points 2 & 3 are related to the way in which students are managed in their classes and how there data is managed over time.</p> <p>We are going to make it very explicit who the PP students are (to staff)</p> <p>Equally, we have another vulnerable group which is the SEND children. In the marking/tracking procedures, staff will have to record and monitor progress over a consistent period of time. Where they are under performing giving very explicit targets and actions for how they can improve. This will improve accountability.</p> <p>It's all fine and well doing all of these wonderful activities but unless staff are taking action in the classroom the gap will not close.</p> <p>With regard to point 4. We have already appointed an EWO. She started on Monday and is already having an impact on our hard to reach families.</p> <p>Point 5 – we have an inclusion officer starting on 26th June. His background is police safe guarding and will be invaluable for reaching out to students who are PPG.</p> <p>The plan is achievable.</p> <p>JJ reported that she and LP were at the Leaders' Forum today, in which it was made clear that this is a limiting factor with regard to RCC becoming outstanding. We will have a format to roll out to staff in September.</p> <p>The Headteacher reported that RCC staff will then do a similar visit to Ratton. This will be invaluable as it will give us opportunity to visit another school and give us further information to moving forwards</p> <p>Governor Challenge What does disadvantage mean to us as governors and you as an SLT?</p> <p>This is the work that we have to do with teachers as this is the wave</p>	
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	<p>one intervention. We have had the PP children on the board in the staffroom.</p> <p>Governor Challenge But the overall proportion of children who are PP is quite small, how the money is spent proportionally is key.</p> <p>We have made a decision to redirect some of the money so that it is focussed on teaching and learning.</p> <p>Governor Challenge I see this as a stick to teachers but if you haven't got the child on your side of the fence, it will remain difficult</p> <p>The Chair questioned if this perception is taken from conversations that you've had with children? Yes.</p> <p>The Headteacher reported that it's not a 'stick' approach. It's a matter of professional development.</p> <p>Despite all the work that had gone on, teachers were not aware of who the PP students are so they weren't doing the wave 1 work with them. We have been working with Sussex University and the girls network to develop the students understanding of what paths are available to them when they leave RCC.</p> <p>Governor Challenge How are you going to get the message to teachers</p> <p>Using conversations in our fortnightly line management meetings.</p> <p>Governor Challenge And that's new?</p> <p>It's a different approach and it will be the first item on the agenda.</p> <p>Governor Challenge So it's a culture change.</p> <p>Governor Challenge Is it that the PP are disengaged? Because there are non-pp children who are disengaged who may miss out.</p> <p>The Headteacher reported that the expectation is that the outcomes are 100% for all and that lessons are appropriately differentiated to meet all needs. We have got to address this issue. PP students are in this group for a whole multiplicity of reasons.</p> <p>The Deputy Headteacher reported that in our area of England, disadvantaged high ability children have low outcomes. They do not have the same support network that others have and we have to provide this.</p> <p>The Chair reported that she is looking forward to coming in and seeing this in action.</p>	
<p>FGB130617/11</p>	<p>Training Purpose: Update and Feedback The Chair urged new governors to undertake induction training</p>	<p>KD to circulate induction training dates KD to circulate</p>

	The Clerk reported that there is new online safe guarding training and circulated the NGA skills audit.	safeguarding link Skills audits to be returned at July FGB
FGB130617/12	<p>Any other business</p> <p>After item 5 Leadership for 2017/18 LG is going on to be a Consultant Headteacher work from September and will be RCC's Consultant Headteacher. The LA have brokered and alternative interim Headteacher for RCC, Kenny Fitzpatrick (was head at Cavendish) for 3 days a week. He is very excited about joining us. This is to remain confidential until LG has an appropriate slot to speak to staff. KM extended her appreciation of how much pressure the situation has put the SLT under and hopes that this will alleviate some of the burden.</p> <p>Governor Challenge Is he able to do the whole year? I don't know. He is very flexible.</p> <p>Kenny Fitzpatrick joined the meeting at 17:30</p>	
FGB130617/12	<p>Date and time of next meetings</p> <p>- FGB 11th July 2017 4pm</p> <p><i>The meeting closed at 18:04</i></p>	

Action	Personnel	Timescale
Survey follow up – to be completed	JJ	In readiness for July FGB?
Y10 MFL data to be recalculated	JM	With immediate effect
Follow up group emails problems for Alison, Tori and Jess	KD	With immediate effect
Monitoring day planning meeting to be held	VE JJ	With immediate effect
PPG presentation to be made to the F & E committee	KW	September F & E?
Induction training dates to be circulated to new governors	KD	With immediate effect
Safeguarding link to be circulated	KD	With immediate effect
Skills audits to be completed	All members	In readiness for July FGB