



**Full Governing Body Meeting
Tuesday 11th July 2017 at 4pm
Robertsbridge Community College**

Present	Initials	Attendance
Lynton Golds, Interim Headteacher	LG	✓
Karen Marr, Chair	KM	✓
Vanessa Everett	VE	✓
Gus Murphy	GM	apologies
Kathy Robinson	KR	✓
Stephen King	SK	✓
Tori Bowers	TB	apologies
Nicki Jacobs	NJ	✓ (arrived at 17:00)
Alison Ambrose	AA	✓
Jess Wilks	JW	✓
In attendance		
Carly Young, Deputy Headteacher	CY	✓
Jacqui James, Assistant Headteacher	JJ	✓
Lynne Phillips, Assistant Headteacher	LP	✓
David Evans, Business Manager	DE	✓ (arrived at
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	Procedural a. Apologies for absence – The above apologies were accepted. b. Declaration of pecuniary/business interests in items on the agenda – There were none c. Safeguarding – There were none. H&S urgent issues – There were none	
FGB130617/2	Safeguarding Update Purpose: Update and Questions from Governors See item 3 for statistics relating to referrals. Nothing significant to report LP reported that she had written an article for the newsletter regarding the need to use ghost mode for snap chat so that the phone location is not being tracked. Governor Challenge Have the students been told?	LP to raise snap chat issue in whole school assembly tomorrow

	LP to raise the issue in whole school assembly tomorrow morning	
FGB130617/3	<p>Headteacher’s Report Purpose: Discuss All staffing appointments bar one have been made. Using supply agencies to source a replacement for the Head of Music. Were due to interview this week but candidate withdrew. One strong applicant to see on Tuesday 18th July. If that does not prove to be a success there is a possibility of a job share to explore through the agency before re-advertising in autumn.</p> <p>Art Technician resignation has been filled by DT technician increasing the hours</p> <p>Governor Challenge What support is there for us regarding music in the interim? None, it is very specialist. It is very fortunate that the outgoing Head of music has arranged the curriculum until Christmas. He has offered further support with regard to the assessment</p> <p>Governor Challenge Do we know why he is leaving? Increased salary to the sum of £4k and breadth of experience as the school has a 6th Form and the opportunity to lead a hub for the whole of East Sussex. We have tried to persuade him to stay but it is an opportunity for him.</p> <p>Governor Challenge Clearly there is a lot of music enthusiasm in the school looking at the results. The Headteacher reported that applicants were not as strong as had been hoped for, for our “good” school. Although it’s disappointing to have to resort to supply, it is better to do that than make the wrong appointment. He knows that the door is open should his circumstances change.</p> <p>The Chair asked if any governors were able to attend the music evening on Wednesday or the Awards Evening on Thursday 7pm.</p> <p>Governor Challenge Can you give more detail regarding the second Y10 parents’ evening and the unions The Headteacher reported that all members of the SLT had the second parents’ evening in their calendar. Just before Sarah Bamford left, she sent an email stating that there wouldn’t be a second parents’ evening. This meant that without the support of the staff, we were unable to go ahead with it.</p> <p>Governor Challenge Why was it a union issue?</p>	CY – to present at FGB in autumn term regarding observation proforma

	<p>Because the staff were saying that they had been told that it wasn't happening. This was very disappointing as there are issues with that year group.</p> <p>Governor Challenge What is the attendance like at parents' evenings? It's usually about 80% with higher at Y7 and Y11. We need to follow non-attenders up as they are often the parents that you want to see. The PPG Co-ordinator does a lot of outreach to PPG parents</p> <p>JJ shared the Leadership and Management section</p> <p>Governor Challenge Is it possible to see your observation proforma in readiness for governor monitoring? Yes. With regard to non-graded observations, we avoid looking at a one off lesson and look at a variety of evidence (triangulation). We have moved away from staff showing their best lesson in their best class to a culture of staff asking to be seen teaching groups that they find more challenging.</p> <p>Governor Challenge How frequently are staff observed 3 times a year, with an open door policy</p> <p>Governor Challenge In terms of governors tracking the quality of teachers in the school, how do we do that? By looking at a whole range of things, lesson observations, learning walks, book scrutiny, pupil voice</p> <p>Governor Challenge What is the main learning from the outstanding teacher programme that 2 teachers have had. Based around increasing the level of challenge in the classroom</p> <p>Governor Challenge And it's being disseminated? Yes</p> <p>The Headteacher reported that the SLT is looking at having 1 session a week for CPD next year using a range of staff.</p> <p>Governor Challenge Are there webinars that staff can look at in terms of outstanding practise in other schools? There are things that we do access through e-learning. The exam boards produce materials and each subject has a hub so that the small departments have a place to share ideas.</p> <p>Governor Challenge One of the issues raised on the monitoring day was the quality of teaching in IT. Is that something that you would recognise? One Y10 student felt that he was not getting good teaching: That a lot of the lessons they were told to get on with it. That most likely stems from it being an old GCSE which was a low challenge tick box system. The new computer science is much more challenging. We had a long term absence for IT so that may well have had a</p>	
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	<p>negative impact on that student. During that very difficult time when a member of the IT Department was off, the Head of IT worked exceptionally hard to maintain the department.</p> <p>Governor Challenge Would you say that you are not worried about that? Yes</p> <p>Governor Challenge Do we as governors have a good understanding of what's happening in RCC from this section of the HT's report? JW reported that she completely understands from a staff point of view that the non-graded culture is vital to staff development but as a governor it is hard to quantify the proportion good teaching and learning. The Deputy Headteacher reminded the Board that outstanding progress is a measure over time so you could argue that the outcomes tell us the quality of teaching and learning.</p> <p>The Chair reported that next year there will be fewer Headteacher's reports so we will need to identify how we are going to build the picture for governors. The Headteacher clarified that her recommendation for the year is to have a proportion of FGB meetings which having a teaching and learning focus. This includes scrutinising student outcomes, attendance figures, exclusion figures, the progress of the CDP.</p> <p>Governor Challenge It concerns me that you are saying that we are not reviewing the CDP enough. It's not that there is a lack of willing but that there is a lack of capacity owing to your meeting structure.</p> <p>Governor Challenge If we are going to have fewer HT reports then I think that they do need to be revised. There is to be a house-keeping meeting in September and we will work with the new Headteacher to ensure that the report includes what we as governors want to know.</p> <p>Governor Challenge We need to challenge the impact of the SEF. This will empower governors when they come in to do their monitoring</p> <p>LP shared the Personal Development Behaviour and Welfare section</p> <p>EWO is in place and as outlined in the report, the gap for absence has reduced from 8% to 2% and historically, this is the worse term for attendance.</p> <p>Governor Challenge What do you attribute that to? It's been a whole school drive and now the learning mentors are having an input, the newsletter, buddy system for school refusers who have anxiety.</p> <p>Governor Challenge Do you think the anxiety is the cause or the side-affect? Is it a big</p>	
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	<p>problem for that group? It is a bit of both. We have put 2 children forward to an external project in Hastings called the Harbour Project which has had a positive impact.</p> <p>Governor Challenge Do you have to pay for that support? No it is free but we do pay for ESBASS, which is £70 per unit. For our LAC, the virtual school pay for that and we get a lot of free core units.</p> <p>Governor Challenge It's good to see the drop in persistent absences The Headteacher reported that it's a good start and should continue to drop with the EWO and Inclusion Officer</p> <p>Governor Challenge One of the things that came up time and time again during the monitoring day was the cost of transport to school. When we met the PPG Co-ordinator, she reported that one of the difficulties for her PPG students was the cost of transport. Yes, the LA stand point is that you need to go to your local school if you want funding for transport. Parents choose to send their children here.</p> <p>Governor Challenge One of the things that I can't understand is that if we are over-subscribed, why are we getting a lot of children from far away? There aren't as many children in the catchment area that could fill the school.</p> <p>Governor Challenge What proportion of the children in Salehurst Primary come to RCC? The Salehurst parents have a lot of choice as they can access RCC, Claverham, Uplands. Where as the Hastings families don't feel that they have a lot of choice. It is worth remembering that not all children at Salehurst will come from Robertsbridge/Salehurst themselves.</p> <p>Governor Challenge You alluded to the register situation. Has that been improved? Yes, EWO has kept it high focus and it's more about the access not the staff not doing it. We have bought in to Edulink for the autumn term which will improve</p> <p>The Headteacher reported that from an LA perspective, RCC has high levels of exclusion but now there is an in-house unit with an inclusion officer that will drop.</p> <p>Governor Challenge How many of those have been placed with us by county? Inclusion Officer and LP are going to visit 2 schools in Eastbourne to look at their internal exclusion facilities and gather ideas.</p> <p>Governor Challenge Y10 sticks out like a sore thumb. What do you think is the issue? Often in schools, Y9 is a difficult year group and we start our GCSE's early so Y9 are very engaged but Y10 is difficult. This is common across the Hastings and Bexhill schools</p>	
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<p>FGB130617/4</p>	<p>Monitoring Visit Purpose: Feedback Report now on Sharepoint</p>	
<p>FGB130617/5</p>	<p>Finance & Estates Update: (17:30 after item 8) Purpose: Receive and discuss Indicative PPG allocation has come in lower than anticipated. LG & DE</p>	<p>DE to update on PPG allocation in September</p>

	meeting tomorrow. Possibly £8k less but there may be PP students still to admit. The reports aren't released until the last week of July so I won't have the commentary until then.	
FGB130617/6	<p>College Development Plan Purpose: review and discuss priorities for 2017/18 LG reported that she felt it was important for governors to see how the SLT have reviewed the CDP. A plan based on the reflections on this year's CDP had been made following the review. Narrowing the gap for disadvantaged students is still a top priority Challenging underperformance of staff and students Improve attendance (95%+) Consistent high quality wave 1 teaching.</p> <p>Governor Challenge As an SLT, are you happy with this? Yes, everyone needs to know what the priorities are and this enables all staff to know what the targets are.</p> <p>Governor Challenge Developing middle level leaders is still there in red from last year and that is a worry. This has been a very difficult stretched year and we have done the best that we can. CY is now returned. We need to keep it in the forefront of our minds.</p> <p>Governor Challenge Should it be amber? No because it is middle leaders and we haven't had the capacity to develop them.</p> <p>Governor Challenge Can you explain what the professional tutor does? They look after the NQT's and the trainees.</p> <p>Governor Challenge How many of the staff are going forward next year? 4 NQT's next year and will have student teachers on placement</p>	
FGB130617/7	<p>Minutes of the meeting of 13.06.17 The minutes of the meeting of 13th June 2017 were signed as a true and accurate record of the meeting.</p> <p>Matters Arising (Action Points): All actions from the agenda were addressed</p>	
FGB130617/8	<p>Policies Purpose: Ratify and adopt the following: There are no statutory policies for review this month</p> <p>Behaviour Management Policy – The Headteacher reported that there were no changes other than sanctions which are aimed at subject teachers taking more ownership with behaviour sanctions. The classroom teacher will now log the detention and the reasons.</p>	

	<p>This will generate an email message to parents outlining when the detention is and the reason.</p> <p>Governor Challenge How has the restorative practice impacted this year? The de-escalation has improved and the Inclusion Officer is going to do further work on this during the next academic year.</p> <p>The process has been outlined in order to enable parental understanding.</p> <p>Governor Challenge For the longer term, we need to take a long hard look at the effectiveness of detention. There is no evidence that they work that I have seen. They make a lot of work for teachers and admin staff.</p> <p>Previously students were put in to whole school detention but now each department runs their own so that teachers can have dialogue with students and support them.</p> <p>Governor Challenge Is detention the wrong word? It links to restorative justice. They are taken out of the lesson and spoken to about what has happened before they are returned. The maths department model for detentions have been very successful: they are a restorative session and a learning session.</p> <p>Governor Challenge So some are more effective than others?</p> <p>The Chair reflected that it was good news that the changes that have been put in place are effective.</p> <p>The FGB approve the Behaviour Policy</p>	
FGB130617/9	<p>Staffing Structure CONFIDENTIAL ITEM Purpose: receive and discuss See Appendix A</p>	
FGB130617/10	<p>Dates for 2017/18 Purpose: receive and discuss 19th September VE – maths SK – science, E safety JW – Eng Gus – art, drama, music, AA – EBACC+ KM – PE</p>	KD to circulate

	KR – PPG, Safeguarding NJ – pastoral TB – IT and technology KM/VE - Leadership	
FGB130617/11	Training Skills Audit to be returned to KD Purpose: Feedback and discuss Governors are in agreement that KM be re-co-opted as a governor	SEND electronic skills audit to all KD organise an IT session re sharepoint
FGB130617/12	Any other business	
FGB130617/12	Date and time of next meetings - see item 10 <i>The meeting closed at 19:07</i>	

Action	Personnel	Timescale
Students to be alerted to snap chat changes	LP	With immediate effect
Observation proforma to be presented at FGB in autumn term	CY	KD to add to October agenda
PPG allocation to be shared	DE	September FGB
Link governor list to be circulated	KD	With immediate effect
Skills audits to be recirculated electronically	KD	With immediate effect
Skills audits to be completed	All members	With immediate effect