



**Full Governing Body Meeting  
Tuesday 8<sup>th</sup> May 2018 at 5pm  
Robertsbridge Community College**

<b>Present</b>	<b>Initials</b>	<b>Attendance</b>
Kenny Fitzpatrick, Interim Headteacher	KF	Yes
Karen Marr, Chair	KM	Yes
Vanessa Everett, Vice Chair	VE	Apologies
Alison Ambrose	AA	Yes
Jenny Barret	JB	Yes
Jane Corin	JC	Yes
Peter Davies, e-safety Governor	PD	Yes
Stephen King	SK	Yes
Keith May, SEND Governor	KMy	Yes
Gus Murphy	GM	Apologies
Kathy Robinson, Safeguarding Governor	KR	Yes
Jess Wilks	JW	Yes
<b>In attendance</b>		
Carly Young, Deputy Headteacher	CY	Yes
Jacqui James, Assistant Headteacher	JJ	Yes
Lynne Phillips, Assistant Headteacher	LP	Yes
David Evans, Business Manager	DE	Yes

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action</b>
	<b>Welcome from the Chair</b> KM opened the meeting. KD clerked the meeting.	
FGB100718/1	<b>Procedural</b> a. Apologies for absence – The above apologies were accepted.  b. Declaration of pecuniary/business interests in items on the agenda – KMy Governor at Westfield Primary, KM – Governor at Brede Primary School (Temporarily)  c. Safeguarding – Governors required to bring in 3 forms of ID d. H&S urgent issues –None	KD find in unedited minutes. KM to sign when amended
<b>FGB300117/2</b>	<b>Minutes of Previous Meetings</b> 27 <sup>th</sup> March 2018 The minutes of the meeting of 27 <sup>th</sup> March 2018 were signed as a true and accurate record of the meeting <b>Matters Arising (Action Points):</b> All actions from the agenda were addressed with the exception of	

	<p>circulation of questions for Headteacher interview. Registers: The Headteacher reported that a list is compiled recording who is missing taking the registers. 3x missed and staff will receive a letter</p> <p>Tutoring question The Deputy Headteacher drew the boards attention to the Code of Conduct section 11 which requires staff to: ...inform senior management of any requests from parents regarding babysitting or tutoring.</p>	
<p><b>FGB300117/3</b></p>	<p><b>Headteacher Report</b> Purpose: Discuss <b>Governor Question</b> <b>How is the teacher recruitment going?</b> Headteacher reported that there were 0 returns to the advert. There is a teacher, who previously worked at RCC, interested but they are only looking for part time. Therefore still looking. 5 or 6 so far for Science/PE Cover supervisor - a lot of interest <b>Governor Question</b> <b>Are there any GTP's?</b> Not for English We will be ok but it will be tight in terms of flexibility /support <b>Governor Question</b> <b>Do you have fixed places where you can advertise?</b> We usually use the TES but it costs £900. We can go on ESCC, social media to raise the profile</p> <p><b>Governor Challenge</b> <b>Rother EIP have offered to fund training: is it something that we need?</b> Deputy Headteacher reported that it is an area that we need to be more successful in but we have to be mindful of whether it's really going to be useful for us. CY to meet with them next week.</p> <p><b>Governor Question</b> <b>Where are appraisals up to?</b> In second round of observations and the Deputy Headteacher will bring report to next meeting.</p> <p><b>Governor Challenge</b> <b>CPD: Do we have enough training in the budget where people have different responsibilities and need training?</b> The Deputy Headteacher reported that she has requested budget from DE. There is a lot of support that will need to take place but some of that will be in-house. The Headteacher extended his thanks and congratulations to the Deputy Headteacher who has organised a lot of in-house training and worked to ensure success with the allocated budget.</p>	<p>Appraisals to be July Agenda item</p>

	<p>The Deputy Headteacher drew the boards attention to section 2.5, which illustrates the model template from LA from DSL CY explained that this information will be presented in this way 3 times a year.</p> <p><b>Governor Challenge</b> <b>The three allegations against staff, are they all resolved?</b> They are. 2 were referred to the LADO and 1 was unfounded. One thing that came back from the audit was that there are no concerns about our practise in this area.</p> <p><b>Governor Challenge</b> <b>The vandalising of the toilet blocks is a concern.</b> DE reported that there are various schemes to propose but the physical structure of the toilets are not very robust when you consider the traffic that goes through them. The Deputy Headteacher reported that it is a small group of students who are making it unpleasant for the majority. LP has been working with the Student Council to help them to understand that every time there is vandalism, the cost moves regeneration further away</p> <p><b>Governor Question</b> <b>Do you think it is driven out of frustration at the poor quality of the toilets?</b> It's cultural but we have been making a point of being explicit that it's not acceptable and it's not normal behaviour. LP reported that there has been a bigger staff presence at break times near the toilets</p> <p>The Deputy Headteacher raised a request regarding point 10: Please can we arrange a visit for somebody who would like to look at safeguarding? The Safeguarding Governor reported that she has been in 3 times this year and used the LA checklist. She highlighted LA do not recommend that the whole checklist is covered in one sitting. The Chair clarified the following positions: KR – Safeguarding Governor AA – Single Central Register PD – E-safety link</p> <p>Point 3 – Attendance: Assistant Headteacher LP</p> <p><b>Governor Challenge</b> <b>SEND &amp; PPG are still a cause for concern?</b> SEND has slightly improved</p> <p><b>Governor Challenge</b> <b>Is the long term PPG attendance issue related to medical issues?</b> There is not any diagnosed medical issue but anxiety related. There have been many meetings with ESBAS and parents, we have tried a reduced timetable. We are considering a positive school to school placement.</p> <p><b>Governor Challenge</b> <b>Are we in danger of it becoming a school refuser?</b> Yes</p>	<p>KR – to meet with CY PD – e-safety link to meet with CY</p>
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	<p><b>Governor Challenge</b> <b>What % are persistently absent?</b> The Headteacher reported that those figures are not available until the end of the year. LP reported that RCC is aiming for 95% or above and we are at 94.57%, which is an improvement on last year.</p> <p><b>Governor Question</b> <b>Is the exclusions data comparing the same period or the whole year?</b> The whole year. We are aiming to significantly reduce this by finding alternative solutions. The Headteacher reported that the number is less than half of last year's figure and the aim is to reduce it by a third.</p> <p><b>Governor Challenge</b> <b>Is the isolation unit still the best solution?</b> It's not the answer but because we don't have the provision at the school our only solution would be to exclude. That can be counter-productive.</p> <p><b>Governor Question</b> <b>How isolated is it?</b> They are not allowed to mix with their friends at break times and they work in silence under supervision. Next year, we will be looking at them having a later start and finish so that they do not see their friends on the way to and from school.</p> <p><b>Governor Question</b> <b>Who staffs it?</b> There is an SLT rota</p> <p><b>Governor Challenge</b> <b>Are the teachers aware of what work they are doing whilst in the unit?</b> The work is provided by their teachers.</p> <p><b>Governor Question</b> <b>On the exits data, is the number in brackets the number of students?</b> Yes</p> <p><b>Governor Question</b> <b>So there are some repeat offenders in there?</b> Yes. We know who they are and the Heads of House are working hard with those students.</p> <p>The Headteacher reported that Progress 8 is not worth looking at at this point in the year as it is based on last year's maths.</p> <p><b>Governor Challenge</b> <b>In previous years you have had concerns about inaccuracy in forecasting is that the same?</b> The Deputy Headteacher reported that Drama was a concern but they have undertaken moderation training and are now on track. Music has received external support owing to the changes in teachers PE has received external moderation and they are using standardised testing regularly in lessons.</p>	
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	<p><b>Governor Challenge</b>  <b>Non PPG figures are looking encouraging. PPG is not where we want it to be but the gap is closing. Could we have done more to raise the profile?</b>  LP reported that the introduction of the Teacher Files has enabled us to hold staff to account.  It has been threaded through the CPD, the teacher observations and the Teacher Action Sheets. We keep coming back to it.</p> <p><b>Governor Challenge</b>  <b>Do you feel that the Teacher Action Sheets are being used effectively?</b>  Yes, they have been on the agenda of departmental meetings</p> <p><b>Governor Challenge</b>  <b>How does it work when you have cover or supply?</b>  The Deputy Headteacher reported that this needs to be looked at in the long term as it is not as effective as they would like it to be.</p> <p><b>Governor Challenge</b>  <b>Why have Year 9 become more challenging?</b>  It may relate to their on entry data and their student profiles. The Deputy Headteacher meets with the parents and it is made clear that we do not accept poor behaviour.</p> <p><b>Governor Question</b>  <b>Is there anything governors could do?</b>  The Headteacher requested that governors keep visiting and supporting. With regard to Y9, the SLT are looking at putting more teachers into next year's Y10 to support them.  LP reported that that the current year 9 have made a broad range of positive friendships, which will help them as they move through the Key Stage.</p> <p><b>A member of the board reported that they were very impressed with the staff at the Y7 parents' evening.</b>  DE reported that as of next year, parents will be able to book their parents' evening appointments on line.</p> <p>The Chair reminded the board of the Awards evening on Wednesday, 4<sup>th</sup> of July. All governors welcome.</p>	
<p><b>FGB300117/4</b></p>	<p><b>Final Forecast for Y11</b>  Purpose: Receive and discuss  See item 3</p>	
<p><b>FGB300117/5</b></p>	<p><b>Budget Report</b>  Purpose: Receive and discuss  DE reported that the majority of expenditure was in the Headteacher's report  DE reported that Y3 will be a challenge and is dependent of staffing</p> <p>This year's budget has been set at £3518031 (Three million, fivehundredandeighteen thousand and thirtyone pounds) by the</p>	

	<p>Finance and Estates Committee.</p> <p>The Chair advised the board that this had been thoroughly challenged by the F &amp; E Committee</p> <p>DE reported that money has been put back into capitation and departments have to put bids in to the Headteacher to get funds released.</p> <p>The Chair of the F &amp; E Committee reported that one of the concerns is always that Heads of Departments have different capabilities with regard to managing their funds so it is much more effective to have a central fund that is bid for.</p> <p>The Chair asked the board whether they wished to upgrade the NGL membership to Gold. The only advantage is that more members can attend the conference. Let KM know if you are interested.</p>	
<p><b>FGB300117/6</b></p>	<p><b>Pastoral System</b></p> <p>Purpose: Receive and discuss</p> <p>LP reported that this is ideas going forward with the restructure for September.</p> <ul style="list-style-type: none"> <li>• New non-teaching pastoral leaders in place from September</li> </ul> <p>Allowing for more immediate support for student welfare/attendance &amp; progress</p> <ul style="list-style-type: none"> <li>• New Student Support Managers will oversee year groups instead of houses – this is a change from the current structure where a vertical group is managed.</li> <li>• Student support manager for Y7 &amp; 8</li> <li>• Student support manager for Y9 &amp; 10</li> <li>• Student support manager for Y11 – they will be supporting 2 new members of staff.</li> </ul> <p>Rationale</p> <p>Focus on progress</p> <p>Communication is easier as liaison will be between subject teacher &amp; year group leader rather than multiple Head of House</p> <p>Effective use of SMSC/PSHE as this will be age appropriate rather than spread across multiple year groups.</p> <p>Welfare support</p> <p>Development of Ethos/consistency across year groups</p> <p>Targeted intervention for year groups</p> <p>Learning Mentor Groups</p> <p>These will year groups rather than vertical and students will stay in the same form from Y7 to Y11</p> <p>LP has consulted all members of staff who were all positively open to the change.</p> <p><b>Governor Question</b></p> <p><b>Have you run it past the students yet?</b></p> <p>Yes and the response has been mixed. Staff reported that when we moved the Y11's into a single form group, the Y7's and Y8's gained confidence to join in.</p>	

	<p><b>Governor Challenge</b> <b>Bearing in mind this big shift, how does this fit with our new vision?</b></p> <p>The Chair felt that it sits really well with the new vision as there will be focus on the “whole”.</p> <p>The Headteacher reported that focus on progress is the key and the change will enable staff to fine tune this.</p> <p><b>Governor Question</b> <b>Will there be provision for pupils to integrate with students from other years in a formal way rather than at break times?</b></p> <p>Yes, we are not abandoning the houses.</p> <p>There is a peer mentoring programme that is starting up and we have things like the Y8 careers champions where Y9’s support Y8’s as they are looking at their options. There are also theme days, such as Remembrance where students are grouped vertically.</p> <p><b>Governor Challenge</b> <b>With the challenges of Y11, how will that work?</b></p> <p>It will be a flexible system so if students are not behaving, they can be moved.</p> <p>A member of the board expressed reservations: Older children do not want younger children to see them misbehaving. You will also be losing a lot of learning opportunities. Research shows that children learn most from those who are 2 years older than them.</p> <p>We have had issues before with the effectiveness of learning mentor time and the change would address this.</p> <p><b>Governor Question</b> <b>What have parents been told about this?</b></p> <p>Nothing yet as it would be included in the transition materials</p> <p><b>Governor Question</b> <b>Who will be going out to the Y6 primary children?</b></p> <p>The Student Support Manager Y7&amp; 8</p> <p><b>Governor Challenge</b> <b>What was the justification for the change?</b></p> <p>Currently there are 3 heads of house (2 teaching and 1 non), the 1 non is remaining. From September we will have 3 nonteaching members of staff. We want those people to have a good understanding of progress of the students that they are responsible for.</p> <p>With regard to the PSHE messages, it is more appropriate and effective to manage those through single year groups.</p> <p><b>Governor Challenge</b> <b>As governors, we have seen ineffective use of tutor group time.</b></p> <p>The Deputy Headteacher reflected that it is dependent on the learning mentor and in previous years we have been praised for what has been seen in Learning Mentor time.</p> <p><b>Governor Challenge</b> <b>The beginning of the day is prime learning time and the tutor time needs to be viewed like a subject. Is this the best time for it?</b></p> <p>It is timetabled in that way as a safeguarding measure so that students</p>	<p>VE to circulate Chartered Schools of America research to CY</p>
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	<p>have a safe, regular person to see each day.</p> <p><b>Governor Challenge</b> <b>With the new system, whichever way it is decided, can you assure us that the same level of safety that we currently have will remain?</b></p> <p>Yes, we have a new member of staff whose role will be safeguarding in addition to the 3 Student Support Manager.</p> <p><b>Governor Challenge</b> <b>If you are going to retain the house system, you will need to work harder to ensure that the house element is more than just sports day.</b></p> <p>SLT in agreement. It is about having House Captains who drive that forward</p> <p><b>Governor Question</b> <b>Where does the system of rewards fit with the house groups. Such as House Points?</b></p> <p>At the end of each year, we have an assembly where we count up all the credits</p> <p>Although the Board members reflected feeling mixed about the proposal, they were in support of the change, with the confidence that the SLT will develop the House programme of events to support the benefits of the vertical system.</p> <p>The Chair thanked the SLT for allowing the board to explore this, an operational decision. LP thanked the board for their comments</p>	
<p><b>FGB300117/7</b></p>	<p><b>SEND Report</b> Purpose: Receive and Discuss</p> <p>KMy checked that the board had received his reports.</p> <p>As a governor new to RCC, KMy could not find an answer to the following question: Why is there a huge drop off in the performance of Y11 SEND students?</p> <p>LP reported that a lot of the students who are currently in that category are K code because they are on the register for their emotional and social needs but they might not have an EHCP.</p> <p>KMy requested data from previous years enable him to make comparisons. The Deputy Headteacher drew the board's attention to JJ's section of the Headteacher's Report, where the number of statemented students can be seen</p> <p><b>Governor Challenge</b> <b>The SEND governor requested that there is a SENDCo report at every FGB so that the board can have context to this information.</b></p>	<p>LP to bring data from previous years.</p>

	<p>The SEND governor posed the following questions:</p> <ul style="list-style-type: none"> <li>• Have all staff read the SEND report on the website?</li> <li>• Do staff know what it is we are trying to do in terms of SEND?</li> </ul> <p>Follow up meeting to be scheduled.</p> <p>The Deputy Headteacher reported that we have seen that there is an issue with data tracking. Next year, JJ will also oversee the SENDCo and the work of the SEND department. Training has been planned for SEND teaching strategies next year.</p> <p>The Headteacher reported that the whole idea of SEND at RCC is something that is an issue. The argument that will be given will relate to the cut in resources. This is a fact of the times. RCC has a big register. Secondary schools in East Sussex have 7.3% SEND so RCC should have approx. 70 students not over 100.</p> <p>The SEND governor highlighted that the combined PPG &amp; SEND is 40 so he and the Safeguarding governor should work together on this issue.</p> <p>Pupil voice questions were included and evidenced that the SEND is very nurturing</p> <p>In response to a question regarding the funding formula, the Headteacher clarified that the post code element relates to where the student live, not the school.</p> <p>The Vice Chair commented that there are twice as many SEND students in this school, if you had a larger school, the budget would be big enough to divert some funds to support those students. The LA has been slashing the funding available for these students. For this school to find those resources from the rest of its budget, is not only difficult but takes funding away from the non-SEND students who are also entitled to it.</p>	
<p><b>FGB300117/8</b></p>	<p><b>Safe Guarding Audit and Review</b> Purpose: Receive and Discuss The Deputy Headteacher has returned the report that she received from the LA as it had some factual inaccuracies</p> <p>There will be update at next meeting</p>	<p>Agenda item for July</p>
<p><b>FGB300117/9</b></p>	<p><b>Governor Monitoring Plans</b> Purpose: Receive and Discuss The Chair requested that homework be looked at but not by any parent members. VE to conduct meeting with PD (in mentoring role) on homework (in readiness for next meeting) SK &amp; JC to look at PSHE</p> <p>The Headteacher reported that there will be an external review of SEND before the end of the academic year.</p>	<p>CY/VE/PD to meet regarding Homework JW/GM/JB to look at Heads of Faculty and how they support improvement in teaching and</p>

		Learning KMy/AA?
<b>FGB300117/10</b>	<p><b>Policies</b> Purpose: Ratify and adopt the following:</p> <ul style="list-style-type: none"> <li>• On line Safety Policy</li> <li>• Recruitment Policy</li> <li>• Statement of Internal Controls</li> <li>• Whistle Blowing Policy</li> </ul> <p><b>Governor Question</b> <b>How is this shared with staff?</b> It's on the board in the staffroom and they have to read it every year as it's part of the handbook</p> <ul style="list-style-type: none"> <li>• Female Genital Mutilation</li> <li>• Prevent Policy</li> </ul> <p><b>Governor Question</b> <b>Who does the HT go to?</b> Chanel – that can be added to the policy</p> <p><b>Governor Question</b> <b>Do all governors need Prevent training?</b> No, it is best practise not mandatory</p> <p><b><u>All above policies approved by the Full Governing Board</u></b></p> <p><b>Governor Challenge</b> <b>Feedback on Behaviour Management Policy (which was deferred to July FGB) - The policy stated that behaviour is monitored by ...but there is no mention of behaviours of SEND students</b> The equality act needs to be referenced and there is a group of parents who are supporting with this</p>	Recruitment change date from November to May
<b>FGB300117/11</b>	<p><b>Headteacher Recruitment</b> Purpose: Discuss</p> <p>The Chair posed the question: Panel of 5 or 3? Shortlisting 4<sup>th</sup> June 2018 18<sup>th</sup> 19<sup>th</sup> June 2018 for interview days VE &amp; SK available JC – yes subject to diary check AA – yes subject to diary check KR – For a 5 panel and would like to see a parent involved. Willing to stand in</p> <p>Please keep those dates as everyone needs to be involved if they can be. Advert to go out this week, subject to LA approval.</p>	
<b>FGB300117/12</b>	<p><b>Training</b> Purpose: Discuss KMy – SEND KF – Health and Safety training PD, JB, JC – Induction complete</p>	KD circulate NGL link re training

<b>FGB300117/13</b>	<p><b>Any other business</b></p> <p>Purpose: Discuss GDPR            Action plan is finalised to be ready for GPDR going live            Privacy notices for staff, parents and students being written            ESCC will be Data Protection Officer            Laptops encrypted for being taken off site            SIM's is not compliant until they have had their summer release (in July). That should allow us to remove staff when they have been gone for 5 years. Currently, you cannot remove previous staff at all            DfE Beta guidance was only released 2 weeks ago and of 3 compliance videos, only 1 has been published.</p> <ul style="list-style-type: none"> <li>- Urgent matters only (please send to clerk prior to meeting)</li> <li>- Non urgent business should be notified to the Clerk for inclusion in the next meeting's agenda.</li> </ul>	<p>GDPR to be standing item on both FGB and F &amp; E agendas</p> <p>DE to check whether we can have protected email</p> <p>Reschedule the final FGB -</p>
<b>FGB300117/14</b>	<p><b>Date and time of next meeting</b></p> <p><b>10<sup>th</sup> July 2018 4.30pm start</b></p> <p><i>The meeting closed at 19:12</i></p>	

Action	Personnel	Timescale
Missing comment from KR to be located in unedited minutes. KM to sign when amended	KD	With immediate effect
Appraisals to be July agenda item	KD	With immediate effect
Safeguarding Governor to meet with Deputy Headteacher	KR/CY	With immediate effect
E-Safety Governor to meet with Deputy Headteacher	PD/CY	With immediate effect
Chartered Schools of America research re students learning from those 2 years older to be circulated to Deputy Headteacher	VE	With immediate effect
SEND data from previous years to be circulated.	LP	With immediate effect
Safeguarding Audit to be July agenda item	KD	With immediate effect
Governor Monitoring to take place CY/VE/PD to meet regarding Homework JW/GM/JP to look at Heads of Faculty and how they support improvement in teaching and Learning KMy/AA to decide focus	Board members	In readiness for July FGB
Date to be changed on Recruitment Policy from November to May	KD	With immediate effect
NGL training link to be circulated	KD	With immediate effect
GDPR to be standing item on both FGB and F & E agendas	KD	With immediate effect



Options for protected emails to be researched	DE	
Final FGB to be rescheduled	KD	With immediate effect