

**Full Governing Body Meeting
Tuesday 6th November 2018 at 5.00pm
Robertsbridge Community College**

Present	Initials	Attendance
Alison Ambrose	AA	Apologies
Jenny Barrett	JB	✓
Jane Corin	JC	✓
Peter Davies	PD	✓
Vanessa Everett	VE	✓
Kenny Fitzpatrick, Interim Headteacher	KF	✓
Stephen King	SK	Apologies
Karen Marr	KM	✓
Keith May	KMy	✓
Kathy Robinson	KR	✓
Zak Vice, Incoming Headteacher	ZV	Apologies
Jess Wilks	JW	Apologies
In attendance		
Jacqui James, Deputy Headteacher	JJ	✓
Andrew Wright, Associate Deputy Headteacher	AW	✓
Patrick Healey, English Faculty Lead (Item 3)	PH	✓
Sally Welch, Clerk to Governors	SW	✓

		Action
1.	<u>Welcome and Apologies</u>	
1.1	Chair opened the meeting, welcoming all those present.	
1.2	Apologies were accepted from AA, SK, JW and Zak Vice.	
2.	<u>Declarations of Interest</u>	
2.1	There were no declared interests relating to the business of this meeting.	
3.	<u>Teaching and Learning Presentations</u> <i>There were two presentations:</i>	
	➤ <i>Report on Lesson Observations (PH) (Please see presentation slides attached to these Minutes)</i>	
	➤ <i>Attitude to Learning Grades (AW) (Draft proposals were tabled in the meeting)</i>	
3.1	<u>Lesson Observations</u>	
3.1.1	The data presented has been collated from observation reports available in BlueSky – the performance management tool used by the college. As a result, there is quite a lot of variability in what is reported on.	
3.1.2	The exercise has demonstrated the need for some changes to be implemented:	
	➤ Report form: This is to be reviewed to refine the focus and hence reduce variability.	
	➤ Observation cycle: Timing of the first round of observations will be moved to after the first data capture. In a number of cases, observers reported data was not available. Governors queried how the issue of progress was addressed in that case. PH advised observers had to	

<p>3.1.3</p> <p>3.1.4</p> <p>3.1.5</p> <p>3.1.6</p> <p>3.1.7</p> <p>3.1.8</p> <p>3.1.9</p>	<p>look at different ways of having progress conversations with teachers.</p> <p>Governors asked what the data is used for and the audience(s). PH advised the data will be analysed to inform CPD and identify strengths which can be shared across the college.</p> <p>Governors suggested the process should allow for a combination of qualitative and quantitative data to be collected. Headteacher advised leaders will look carefully at getting this right, informed by staff voice.</p> <p>Regarding Challenge: Governors queried why pace and homework score lowest. PH advised observers may not have thought to comment on those aspects, which again, illustrates the need to adjust the observation form to make expectations clear.</p> <p>Regarding areas of strength: Governors welcomed the positive indicators around relationships and engagement, as supporting evidence of the school’s culture. Governors asked about other areas of strength. PH advised questioning is strong, around teachers using targeted/open-ended questions to move students on.</p> <p>Referring to the earlier point made about progress data, Governors asked if quality marking and feedback is evident from the data. PH advised Governors the data shows teachers are using verbal feedback in lessons as well as written feedback, providing students with what they need to do to improve.</p> <p>Governors asked when the changes outlined above will be implemented. Headteacher advised these will be brought in for the Term 3 observations. He assured Governors of a continuing focus on the areas identified in the meantime.</p> <p>Governors asked about any concerning trends. PH advised Governors there are no ‘red flags’ as such in addition to the areas for development identified. Moving from general trends to individual teachers, Governors asked about mechanisms for addressing individual performance concerns. Headteacher assured Governors that concerns would be managed in accordance with the college’s agreed performance management procedures, including the provision of appropriate support and development.</p> <p>Chair thanked PH for the presentation and substituting at short notice for the SEN presentation originally scheduled for this meeting which is now deferred to the December meeting. <i>PH left the meeting.</i></p>	
<p>3.2</p> <p>3.2.1</p> <p>3.2.2</p> <p>3.2.3</p> <p>3.2.4</p>	<p>Attitude to Learning Grades</p> <p>The draft proposals presented address a general issue around consistency in the way ATL operates across departments. Currently, leadership are seeing very few ‘1’s (outstanding), which it is felt does not reflect the work students are doing in terms of quality. Teachers will in future agree grades within teams, thereby promoting accountability between colleagues.</p> <p>The descriptors around focus, expectations, character and determination, reflect the different areas of executive function, recognising that for some students, closing gaps is not just about what happens in the classroom.</p> <p>Governors asked about the communication strategy for rolling out the new scheme. AW advised there are plans to develop a version of the scheme for students which will be widely publicised around the college and through assemblies etc. Events will be planned to teach parents/carers how they can support at home. Governors queried what it is realistic to expect in terms of parental engagement. AW cited the example of the recent wellbeing sessions offered to parents which were very well attended. Leaders expect a high take-up from parents providing the purpose and benefits are shared in the right way.</p> <p>Governors asked whether ATL grades will form part of the information provided in reports to parents. Headteacher confirmed they will be included as parents find it helpful to have this information to support conversations at home.</p>	

3.2.5	Governors welcomed the new approach as being beneficial to the college ethos of supporting the whole student.	
3.2.6	Chair thanked AW for the presentation and work undertaken to date.	
4.	<u>Urgent Business</u>	
4.1	<u>Safeguarding:</u>	
4.1.1	<u>Social Media:</u> Governors received a report of actions undertaken by the college in response to a recent social media incident involving RCC students. AW assured Governors the college has dealt with the matter robustly and is continuing to work proactively with partner agencies involved. The college has written to parents/carers about safeguarding measures and encouraging parents to be vigilant. Students have been spoken to and are receiving appropriate support.	
4.1.2	<u>Safeguarding Link Governor:</u> Chair asked for expressions of interest in taking on this crucial Link Governor role replacing KR who has carried out the role admirably over recent years but is now looking to step down. With KR's agreement, it may be possible to shadow in this role for a time in order to get up to speed. There is face to face training for the Safeguarding Link Governor as well as a networking group. Governors were asked to contact the Chair to discuss further.	
4.1.3	<u>Compliance:</u> Chair reported AA has raised a matter regarding the SCR, concerning document checks for governors and volunteers. Governors agreed that two references should be sought for governors and volunteers to align to the process for staff.	BG
4.1.4	<u>Mental Health & Wellbeing Governor:</u> Chair asked for expressions of interest in this link governor position. JC expressed an interest and would attend Governor training.	JC
4.2	<u>Health and Safety</u>	
4.2.1	KMy raised the Health and Safety Policy. This will be updated and brought to the next meeting for adoption and ratification.	BG
5.	<u>Minutes of Previous Meeting – 18th September 2018</u> <i>(Copies of the draft Minutes were circulated with the agenda).</i>	
5.1	Amendments to wording for the purposes of accuracy and clarification were proposed and agreed as follows: Minutes 4.8; 8.4; 9.6.	
5.2	Subject to the above, the Minutes were agreed as a true record of the meeting and signed by the Chair.	
6.	<u>Actions from Previous Meeting</u>	
6.1	The actions log was reviewed, and updates noted (<i>see actions log attached to these Minutes</i>).	
7.	<u>College Development Plan – Outcomes</u> <i>(2019 Year 11 Term 1 data was circulated with the agenda). Please see slides attached to these Minutes. Headteacher advised the focus for this meeting is an update on progress. The next full review of the CIP will be presented at the December meeting.</i>	
7.1	Governors received a presentation on: <ul style="list-style-type: none"> ➤ Key headlines based on FFT20 targets for 2019. ➤ A summary of Attainment 8 data compared to targets ➤ A summary of the Basics measure ➤ A summary of Progress 8 data ➤ National gap data (PP students) ➤ Subject summary progress data 	
7.2	Term 1 data indicates that in all areas forecast results show an improvement on 2018 and that predicted outcomes are more or less in line with FFT20 estimated targets. Year 11 data looks very positive moving forward on the whole.	
7.3	<u>Basics measure:</u> The gap for the %5+ EM is the same as last year and the gap for %4+ EM is	

<p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p>	<p>significantly better which suggests interventions for PP should focus around conversion from 4 to 5.</p> <p>Progress 8 data: The forecast gap for PP has significantly decreased and if it remains will most likely exceed national data comparisons as well.</p> <p>National gap data (PP students): A8 gap continues a decreasing 3-year trend. There is a significant decrease in P8 gap. Governors asked about the reasons for the decrease. Deputy Headteacher advised the forecast decrease reflects the impact of work undertaken to raise the profile of PP students. Governors asked if teachers’ awareness of PP is now embedded within the culture of the college. Deputy Headteacher advised on the whole, teachers recognise and accept the need to do something different for PP students. However, the focus on PP students must be maintained as cohort differences mean the needs of students must be continually reassessed and intervention strategies adapted as appropriate.</p> <p>Governors discussed the subject summary provided in the context of the CIP focus on reducing in-school variation. Governors asked about German. Deputy Headteacher advised this is the last year of German. The cohort size is 8 students. A very experienced German teacher has been appointed to support the students. Governors discussed the target profile for Triple Science. As this is a very able cohort group, attainment should be targeted towards the higher grades.</p> <p>Chair thanked Deputy Headteacher for her presentation.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p>Pupil Premium</p> <p>Deputy Headteacher advised Governors the internal review of the Pupil Premium strategy statement has been completed. Governors asked about the next review date. Deputy Headteacher advised the process is dynamic, reflecting the changing needs of the PP cohort group and therefore further updates will be actioned as and when necessary.</p> <p>PP Link Governor queried value for money in respect of the college’s use of Lexia. It was agreed to ask the SENCO to include this in the presentation to the next meeting. Link Governor also asked to meet staff responsible as part of the next PP governor visit. This was agreed and will be scheduled in.</p>	<p>HT</p> <p>Dep HT</p>
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>Governor Monitoring</p> <p>Chair reminded Governors that visits provide the opportunity for effective challenge and support, to triangulate evidence presented to the FGB, as well as helping Governors to get to know the school well. Headteacher further advised that Ofsted will be giving greater attention to school culture not just focusing on data.</p> <p>There were updates from around the table on monitoring visits:</p> <ul style="list-style-type: none"> ➤ Teaching and Learning – JB/JW ➤ Health and Safety – KMy ➤ Outcomes – KMy/AA ➤ Pupil Premium – KR ➤ Homework – PD/VE ➤ Online safety – PD ➤ Careers – SK ➤ Appraisal scrutiny -KM <p>In some cases, Governors reported difficulties in arranging/finalising visit dates with key staff. Leadership will facilitate where necessary.</p> <p>Chair asked Governors to notify the Clerk of visit dates when agreed for the purposes of maintaining a schedule centrally.</p>	

10.	<u>Reports from Committees</u>																															
10.1	Finance & Estates Committee – 16.10.18 Meeting <i>(A copy of the draft Minutes was circulated with the agenda, together with draft F&E Terms of Reference for ratification).</i>																															
10.1.1	<p><i>The following points were highlighted in discussion:</i></p> <p>Budgets:</p> <ul style="list-style-type: none"> ➤ Budget share remains unchanged at £3,522,24 ➤ Capital Fund £15,458 ➤ Following the annual performance management review and recruitment of a Maths and English teacher and all other known staffing implications the headlines of the budget are as follows: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Year</th> <th>18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> </tr> </thead> <tbody> <tr> <td>NOR</td> <td>721</td> <td>722</td> <td>722</td> <td>725</td> <td>725</td> </tr> <tr> <td>Predicted Outturn</td> <td>+£144,604</td> <td>+£125,570</td> <td>+£142,162</td> <td>+£186,220</td> <td>+£127,314</td> </tr> <tr> <td>% predicted outturn</td> <td>4.3%</td> <td>3.6%</td> <td>4%</td> <td>5.2%</td> <td>3.3%</td> </tr> <tr> <td>% staffing</td> <td>83%</td> <td>84%</td> <td>84%</td> <td>83%</td> <td>86%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ This is a positive and secure financial outlook but there is scope moving forward to look at the staffing profile – i.e. the balance of UPS/MPS staff. ➤ Deprivation (FSM) funding has dropped significantly, decreasing from £186,866 to £26,682 in the 20/21 year but this has been alleviated by the new IDACI weightings which had not been reflected in the budget planning. This is now in place. 	Year	18/19	19/20	20/21	21/22	22/23	NOR	721	722	722	725	725	Predicted Outturn	+£144,604	+£125,570	+£142,162	+£186,220	+£127,314	% predicted outturn	4.3%	3.6%	4%	5.2%	3.3%	% staffing	83%	84%	84%	83%	86%	
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10.1.2	<p>Premises:</p> <ul style="list-style-type: none"> ➤ Compliance review underway. ➤ Spreadsheet now in place for all compliance issues and fire log being completed. ➤ Going forward the caretaking team will be working in a different pattern to increase productivity. ➤ Fire/lockdown procedures are being reviewed. 																															
10.1.3	<p>GDPR:</p> <ul style="list-style-type: none"> ➤ RCC is subscribing to the GDPR traded service provided through the LA to add capacity. The LA are performing the function of DPO as part of this service. ➤ Business_Manager advised Governors an LA audit of RCC’s GDPR compliance is planned. The optimal outcome at this stage would be for RCC to be judged as ‘substantial assurance’. Governors agreed that GDPR should be a standing agenda item for F&E and FGB until such time as RCC is fully compliant. ➤ There was a discussion around organising bespoke training for Governors on GDPR which is available through the LA service at no additional cost. Governors agreed this would be useful and a date will be arranged. ➤ Governors approved the F&E Terms of Reference with no amendments. ➤ Governors thanked Business Manager for her contribution to ensuring compliance in this area. 	Clerk Clerk																														
10.2	Pay Committee – 29.10.18 Meeting <i>(A copy of draft Pay Committee Terms of Reference was circulated with the agenda).</i>																															

10.2.1	Chair advised Governors the Pay Committee has met to consider and approve teachers' pay progression (backdated to 1 st September 2018).	
10.2.2	Governors approved the Pay Committee Terms of Reference with no amendments.	
11.	Emergency Closure – Severe Weather Procedures	
	<i>(A copy of the process for closing the school during the school day was circulated with the agenda).</i>	
11.1	Chair advised Governors had asked for procedures in the event of college closure to be clarified, including setting of homework.	
11.2	Headteacher advised Governors that EduLink would be used to set homework and suggested that Jack Richardson (JR) be invited to the next meeting to present on EduLink. Chair advised EduLink is also used by parents/carers to book appointments for parents' evenings. Headteacher advised parents have responded very well to the app and most staff are now using it.	
11.3	Governors asked about accessibility of the app for all parents/carers. Deputy Headteacher advised Governors school analysis has identified five (5) parents/carers who are not on email but as long as they are able to access the internet via a device, they will be able to access EduLink.	
11.4	Governors asked about accessibility of the app for students. Deputy Headteacher advised the school has previously looked at subsidising the purchase of smart devices but some parents do not want their children to have these. Deputy Headteacher will pick up points raised around accessibility with JR.	Dep HT
12.	Policies	
	<p><i>Copies of policies for adoption were circulated for Governor review prior to the meeting:</i></p> <ul style="list-style-type: none"> ➤ <i>Assessment Policy</i> ➤ <i>Late Contract & Protocol for Persistent Lateness</i> ➤ <i>Appraisal and Managing Teacher Performance Policy</i> 	
	<i>In discussion of the policies:</i>	
12.1	Assessment Policy: Headteacher advised Governors the policy has been reviewed to ensure appropriate expectations around teacher workload.	
12.2	Governors agreed to adopt the policy.	
12.3	Late Contract and Managing Teacher Performance Policy: Headteacher advised this has been developed as an appendix to the Student Attendance Policy as a mechanism for tackling a few persistent offenders.	
12.4	Governors agreed to adopt the policy.	
12.5	Appraisal and Managing Teacher Performance Policy: Governors agreed to defer consideration of this policy pending further work to be undertaken to align the policy with the updated Teachers' Pay Policy for 2018/19.	Pay Cttee
13.	Governor Training	
13.1	KR reported on a meeting attended organised by DfE to discuss teacher workload. Peer evaluation had been raised in the context of marking and assessment. KR asked about teachers' use of peer evaluation as this was not reported in the observations data presented earlier. Headteacher advised peer evaluation is used by teachers at RCC.	
13.2	Chair and Clerk have attended training on 'Chairs and Clerks working together'.	
13.3	JC attended training on 'Governor Visits' which emphasised the need for visits to have a clear purpose, linked to the CIP, and to show impact.	

13.4	Chair advised Governors that the online safeguarding module within NGA Virtual College has been updated in line with changes to KCSIE (September 2018). Governors were asked to retake the module and email certificates of completion to the Clerk.	All Govs
13.5	Chair reminded Governors of forthcoming Governor Area Forum meeting dates.	
14.	<u>Meeting Review</u>	All Clerk
14.1	Chair explained this item is intended to provide Governors with an opportunity to reflect on the GB's effectiveness in contributing towards school improvement. Chair suggested this is implemented from the next meeting. Governors agreed.	
14.2	There was a discussion around cross-referencing of agenda items to the CDP. This was agreed to be implemented from the next meeting.	
	<i>JJ and AW left the meeting at 7.05pm. Chair thanked colleagues for their contribution to the meeting.</i>	
15.	<u>Any Other Business – Confidential Minute</u>	
16.	<u>Date and time of next meeting</u> Tuesday 11 th December 2018 at 5.00pm	
	<i>Meeting closed at 19.20pm</i>	