

**Full Governing Body Meeting
Tuesday 12th February 2019 at 5.00pm
Robertsbridge Community College**

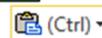
Present	Initials	Attendance
Alison Ambrose	AA	✓
Ruth Ashenden	RA	✓
Jenny Barrett	JB	✓
Jane Corin	JC	Apologies
Peter Davies	PD	✓
Vanessa Everett	VE	✓
Stephen King	SK	✓
Karen Marr (Chair)	KM	✓
Keith May	KMy	✓
Kathy Robinson	KR	✓
Jess Wilks	JW	✓
Zak Vice (Headteacher)	ZV	✓
In attendance		
Bridget Greenwood, School Business Manager	BG	✓
Jacqui James, Deputy Headteacher	JJ	✓
Sally Welch, Clerk to Governors	SW	✓

		Action
1.	<u>Welcome and Apologies</u>	
1.1	KM opened the meeting, welcoming all those present.	
1.2	Apologies were accepted from JC. ZV was welcomed formally, to his first meeting as Headteacher.	
2.	<u>Declarations of Interest</u>	
2.1	KM declared an interest in relation to Item 7 (confidential minute). There were no other declared interests relating to the business of this meeting.	
3.	<u>Any Urgent Business</u>	
3.1	<u>Safeguarding</u>	
3.1.1	Headteacher informed Governors of an incident that occurred at the College on 8 th February 2019, involving a small number of Year 11 pupils. The pupils took, what is believed to be, synthetic Xanax (Alprazolam), a prescribed drug used to treat anxiety and depression. Thanks to the vigilance of staff, the students were quickly identified, parents were contacted, and all affected students received appropriate medical treatment and are continuing to receive support from professionals. The College is working alongside the police, NHS and Local Authority in this matter.	
3.1.2	Governors asked about the College's response to the incident with respect to the behaviour policy. Headteacher advised the supply or possession of illegal substances will not be tolerated by the College. This is a Level 5 transgression in terms of the behaviour policy. The seven students who took the tablets have all received a two-day fixed term exclusion as well as three days in Isolation. They are therefore out of mainstream circulation this week. Following an investigation, the student identified as supplying the tablets to the rest of the group has been permanently excluded. The student was on a school-to-school placement with RCC. The exclusion will therefore be dealt with by governors at the student's home school. Governors asked how long the student had been at RCC. Headteacher advised the school-to-	

<p>3.1.3 school placement had hitherto been successful and it was anticipated for the student to remain at RCC for the remainder of this year.</p> <p>3.1.4 Parents and carers have been reminded of the support available from “Talk to Frank” – a service which provides useful information about signs to look out for and where to seek support. Assemblies for Years 10 and 11 will be held to reinforce expectations. The police will be coming in for the assemblies and the drugs team will be talking to the students involved.</p> <p>3.1.5 Governors noted the actions taken to safeguard students. Staff were thanked for the efficient way in which the incident was responded to.</p> <p>3.2 <u>Power Outage</u></p> <p>3.2.1 School Business Manager reported on a recent power outage resulting in the need to evacuate the building. The electrical fault was traced to a fuse board. The boards are over 50 years old and School Business Manager is pursuing county about upgrading them. County had responded quickly on the day of the incident in light of Senior Leadership Team concerns around the need for an emergency closure the next day. The kitchen, computers and telephones were all affected by the outage.</p> <p>3.2.2 As a test of the recently revised procedures, the building evacuation went well. The new assembly point at the edge of the field has more space and enables students to face away from the building. Staff and students responded calmly in following procedures. This was supported by the Staff Governor who observed students behave very well in responding to drills.</p> <p>3.2.3 Governors asked if the revised lockdown and evacuation procedures will be added as codicils to the Health and Safety policy. Headteacher advised this will be done after further drills being planned to test procedures in the event of a power outage – e.g. sign-in procedures, operation of the main gates and the telephone system. Governors asked if there is an override facility for the gates in the event of a major fire. Headteacher confirmed nominated staff – including the Headteacher - have cards to override the system.</p>	
<p>4. <u>Minutes of Previous Meeting – 11th December 2018</u> <i>A copy of the draft Minutes was circulated with the agenda.</i></p> <p>4.1 The Minutes were agreed as a true record of the meeting and signed by the Chair.</p> <p>4.2 <u>Matters Arising</u></p> <p>4.2.1 <u>Pay Policy 2018-19: Governors agreed to adopt the policy.</u></p> <p>4.2.2 <u>Scheme of Delegation:</u> F&E Chair proposed increasing the limit for school expenditure from £5k to £10k. In approving the Scheme of Delegation, F&E Governors had tested whether the limits were too low in light of operational requirements and agreed to revisit the issue if required. The proposal therefore carries the support of F&E Governors. Governors agreed to raise the limit for school expenditure from £5k to £10k. Expenditure above £10k will require governors’ approval.</p> <p>4.3 <u>Actions from previous meetings:</u> The actions log was reviewed, and updates noted (see actions log attached to these Minutes).</p> <p>4.3.1 <u>Homework:</u> Headteacher advised the review of the curriculum will have a direct impact on the approach to homework and it was therefore suggested to bring a report to governors in the summer term. This was agreed.</p> <p>4.3.2 <u>EduLink:</u> Headteacher advised EduLink is being replaced with an alternative system called Class Charts and it would therefore be appropriate for governors to receive a presentation on Class Charts instead. There was challenge from governors around the basis for moving to a new</p>	<p>SBM</p> <p>HT/ Clerk</p>

Key Headlines

Measure	2017	2018	2019 Y10 T6	2019 Y11 T1	2019 Y11 T2
% strong (9-5 EM)	53	50 (50)	60	61	50
% standard (9-4EM)	76	67 (70)	85	82	80
P8	0.19	-0.25	+0.42	+0.27	+0.21
PP gap	-0.9	-1.1	+0.10	-0.03	-0.03



(The number in brackets is the term 6 forecast)

FFT 20 benchmarks targets for 2018 were 51% (strong) and 76% (standard)

FFT 20 benchmark targets for 2019 are 50% (strong) and 72% (standard)

- 5.2** Deputy Headteacher advised the data puts the College within range of the top 5%. **There was governor challenge around the dip in forecast outcomes between Terms 1 and 2 in this year.** Deputy Headteacher advised this relates to an issue of over-forecasting in Maths in Term 1 and Term 2 data is felt to be much more realistic.
- 5.3** Progress 8 score for PP is positive. In response to governor questions, Deputy Headteacher advised internal tracking indicates the college is on track to meet FFT20 targets for all Attainment 8 categories.
- 5.4** **Governors congratulated the school on closing the PP gap and asked which strategies have had an impact.** Deputy Headteacher advised this reflects the approach taken over the last couple of years to raise the profile of PP students with staff. The cohort profile is also different this year. The college has targeted reversing the trend for PP achievement towards the positive with the aim of exceeding National Averages. Deputy Headteacher described the use of positive reports with disadvantaged students which are used to engage this cohort in a dialogue with teachers in each lesson. This has proved effective in challenging students in a gentle way. The effectiveness of the measures in place were endorsed by the Staff Governor who offered by example whole staff meetings which are held following each data capture.
- 5.5** Outcomes from the core mocks in March may produce a dip in the data. There was a discussion on the targeting of final decisions around exam board entries which need to be decided in April.
- 5.6** Governors reviewed monitoring of curriculum areas identified for additional support:
- **MFL** – Deputy Headteacher advised the number of French groups has been reduced from 3 to 2, to reduce reliance on cover. French is overstaffed – to compensate for disruption and supply cover. The current supply cover is excellent, and the college has also been fortunate in engaging the services of an ex-colleague who is coming in to teach Year 11 German. The college is also drawing proactively on support from other schools.
 - **Drama** – the member of staff recruited to replace the maternity cover who left is working out very well. The focus is on providing students with individualised support.
 - Monitoring of **PE, Food and Music** is ongoing.
- 5.7** Governors queried the scheduling of revision sessions on Thursdays, resulting in students having to choose between attending core or other subjects. Deputy Headteacher agreed to look at the schedule, although there are a number of activities which run across the week which limit flexibility. The point was also made that some departments – e.g. English run lunchtime and morning sessions.
- 5.8** **There was a governor question about the impact of the mocks on student wellbeing.** Deputy Headteacher advised she has met all Year 11s to explain the rationale for the mocks. The system

<p>5.9</p> <p>5.10</p>	<p>of partial mocks is designed to avoid putting students under too much pressure. There is regular communication between school and home about how parents can support, and parents are encouraged to contact the school if they have concerns. This has resulted in one parent making contact.</p> <p>Governors asked about support for students who need it. Deputy Headteacher advised the pastoral team work proactively with students identified as needing additional support. Students are also proactive about seeking support. Governors asked if this extends to the students on positive report who may find it more difficult to raise issues. Deputy Headteacher responded that Learning Mentors know the students well and use a range of different strategies – e.g. engaging students in a discussion of college requirements. Headteacher added the 12 rocks of wellbeing are designed to provide students with strategies for managing stress. It was noted that exam success is correlated to the amount of practice students have. Homework requirements are removed for the period of the mocks.</p> <p>There being no further questions, Chair thanked Deputy Headteacher for her presentation and input.</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p>	<p><u>Vision and Social Norms</u></p> <p><i>Headteacher led an interactive session with Governors on developing social norms for the College.</i></p> <p>Research shows successful organisations have a set of agreed, explicit norms and language. Presently, within RCC, there are no agreed norms. There is a piece of work to do around how members of the college community treat each other, what good learning looks like and agreement of non-negotiables which must not be transgressed. This conversation involves all members of the college community having an input and the outcomes will inform future approaches to behaviour and reward.</p> <p>Part of this work will be to develop a tangible artefact/graphic representation of RCC values. Governors discussed the existing ‘message tree’ and various views were expressed around whether to keep, replace or develop the ‘tree’ consistent with agreed values.</p> <p>There is a misalignment of norms and expectations currently. The RCC norms should be uniquely different and distinctive from other schools.</p> <p>Governors asked about the communication strategy with parents and carers. Headteacher advised the chosen artefact/graphic will be used to support communications, alongside key messages around culture change to prepare the organisation for the future.</p> <p>Governors asked what support will be available to students who may struggle to adjust to the new social norms. Headteacher advised the college is proposing to further develop the work begun with Kit Messenger through the appointment of 4 lead coaches who will lead on intensive support and intervention for those students who may need it, as well as providing coaching for teachers. Expectations for learning will be clearly defined and applied consistently to support the pro-social, pro-learning approach. Andrew Wright will be leading on specific projects such as revising the use of mentor time.</p> <p>Governors asked if the behaviour policy will be rewritten to reflect this more positive approach. Headteacher confirmed this is part of the review as the current policy is too cumbersome and focused on the punitive.</p> <p>Headteacher described the ‘listening exercise’ currently underway with staff using discussion boards which have elicited a range of interesting responses. This is part of a broader approach around encouraging collaboration and honesty. Headteacher has responded to issues raised by staff with a ‘You said, we did’ approach, ensuring staff feel heard and addressing quick wins where possible. It was agreed to circulate the document to Governors.</p>	<p>HT</p>
<p>7.</p>	<p><u>School Structure for the Future</u> Confidential Minute.</p>	

<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p>	<p><u>Governor Monitoring</u> <i>A copy of the Teaching and Learning Governor Visit report was circulated with the agenda.</i></p> <p>There was a discussion around the timing of the next T&L governor visit in light of the curriculum review which will impact on the pedagogical approach moving forward. It was therefore agreed to use the report as a benchmark against which to assess progress and to arrange a further governor visit for the summer term.</p> <p>Chair asked if any further visits have been scheduled and reminded governors to keep the Clerk informed of dates.</p> <p>KMy and AA are planning the next visit on Outcomes after the Term 4 data capture.</p> <p>SK and JC are planning the next behaviour visit in the summer term.</p> <p>PD will schedule an e-safety visit – date to be agreed.</p> <p>The timing of governor visits will be determined in liaison with the Headteacher so that they are meaningful in terms of impact against the various reviews in process.</p>	
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p><u>GDPR</u></p> <p>Work is continuing to embed best practice amongst staff.</p> <p>A subject access request has been received this week and is being processed in accordance with procedures.</p> <p>Governors have been sent their logins for Educare and should complete the online training on GDPR. Certificates of completion should be forwarded to the Clerk. Headteacher advised GDPR and Prevent training are to be added to the SCR.</p>	
<p>10.</p> <p>10.1</p>	<p><u>Meeting Review</u></p> <p>Chair invited governors’ reflections on the meeting.</p>	
<p>11.</p> <p>11.1</p> <p>11.1.1</p> <p>11.2</p> <p>11.2.1</p> <p>11.2.2</p> <p>11.3</p> <p>11.3.1</p> <p>11.3.2</p>	<p><u>Any Other Business</u></p> <p><u>Use of agency</u></p> <p>Governors asked for a report to be provided on the use of cover and supply staff. Headteacher agreed to include this in the Headteacher’s Report to the next meeting. Headteacher advised the use of agency cover is stabilising and is targeted to be reduced.</p> <p><u>Cleaning Contract</u></p> <p>School Business Manager advised that following discussions with ESCC HR and Contracts Management, the college has agreed to buy into the new cleaning provider, Nviro, rather than seeking to bring the cleaning service in-house. School Business Manager has met the new provider and based on those discussions, is satisfied that the provider can meet the college’s requirements as regards quality of service and equipment and HR policies – including staff training and support. The new provider will be visiting RCC to scope service requirements. There are financial penalties linked to performance built into the new contract. School Business Manager, ESCC Contract Management and Nviro will monitor the new contract closely over the first three months.</p> <p>Governors agreed the contract.</p> <p><u>Catering Contract</u></p> <p>School Business Manager advised governors as a consequence of the catering contract renewal becoming overdue, agreement has been reached with the existing provider to extend the contract for a further year.</p> <p>Governors agreed the contract.</p>	<p>HT</p>
<p>12.</p> <p>12.1</p>	<p><u>Date and time of next meeting</u></p> <p>Tuesday 12th March 2019 at 5.00pm.</p>	

	<i>Meeting closed at 7.20pm.</i>	
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