

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

Present	Initials	Attendance
Alison Ambrose	AA	✓
Ruth Ashenden	RA	✓
Jenny Barrett	JB	✓
Jane Corin	JC	✓
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		
Mr Tom Attwood, Chairman, Attwood Academies Trust (for agenda item 7)	TA	✓
Mrs Sara Attwood, Trustee, Attwood Academies Trust (for agenda item 7)	SA	✓
Bridget Greenwood, School Business Manager	BG	✓
Sally Welch, Clerk to Governors	SW	✓

		Action
1.	<u>Welcome and Apologies</u>	
1.1	KM opened the meeting, welcoming all those present.	
2.	<u>Declarations of Interest</u>	
2.1	There were no declared interests relating to the business of this meeting.	
3.	<u>Any Urgent Business</u>	
3.1	Chair advised there is one item of urgent business relating to the summer transition programme. It was agreed to take this later in the meeting.	
4.	<u>Minutes of Previous Meeting – 12th February 2019</u>	
	<i>A copy of the draft Minutes was circulated with the agenda.</i>	
4.1	An amendment was noted to Minute 4.3.2 which should read ‘Governors asked about the date for roll-out to parents. Headteacher advised this is to be determined’.	
4.1.1	Subject to the above amendment, the Minutes were agreed as a true record of the meeting and signed by the Chair.	
4.2	<u>Matters Arising</u>	
4.2.1	<u>Minute 3.2.3:</u> Governors sought further assurances around arrangements for overriding the lock on the main gates in the event of a full site evacuation. Business Manager advised coverage is assured through a designated member of staff always being on site during school hours. Designated staff are: ZV; BG; WL.	

4.2.2	Minute 5.7: In the absence of the Deputy Headteacher, an update on the scheduling of revision sessions was not available for this meeting.	Dep HT
4.3	Actions from previous meetings: The actions log was reviewed, and updates noted (see actions log attached to these Minutes).	
5.	Class Charts <i>Further to Governors' request to have more information about Class Charts, Headteacher presented the new system.</i>	
5.1	Class Charts offers several advantages over systems currently in place: <ul style="list-style-type: none"> ➤ A single point of access, which removes overlap and duplication of work between different systems. This will reduce teacher workload and release administrative time which can be redeployed for other purposes. ➤ Seating arrangements can be input into the system to remind staff that students need to sit in a particular place. Teachers have been asked to focus on this initially. ➤ The system will start to be used to motivate and engage students by acknowledging achievements in the classroom and positive behaviours against the RCC Social Norms. Students can decide how to spend points awarded in the Reward Store. ➤ Communication to parents will be enhanced through more detailed reporting on their child/ren's progress and achievements in school. ➤ The system provides a set of analysis tools for the senior leadership team to have a clear overview of what is happening across the college, to track trends and enable early intervention where required. ➤ The system facilitates intelligent use of data between teachers – i.e. inputting strategies that work to be maximised by other teachers. 	
5.2	Governors asked how reporting to parents will work. Headteacher explained that parents will be notified if a detention is given. Otherwise, parents will be able to stay up to date by using the parent login to the Class Charts App which will provide a streamlined point of access. There was a follow-up question about helping parents to understand timetable information. Headteacher responded parents will become familiar with class codes used over time.	
5.3	There was Governor challenge around protocols for privacy and data protection. Headteacher advised the system will be closed to RCC. Headteacher will control access. Governors pressed the point of Class Charts not being able to harvest RCC data in aggregate form. Headteacher responded the Service Level Agreement between Class Charts and RCC covers data protection. Furthermore, Class Charts is fully compliant with GDPR requirements.	
5.4	Governors welcomed the reduction in teacher workload which the new system will promote. Staff Governor added the system will be a valuable tool for teachers - e.g. analysis of students who work well together.	
5.5	Governors queried the project lead in school. Headteacher confirmed he is project lead as he has used the system previously and for reasons of capacity.	
5.6	There was Governor challenge around measures to ensure the quality of data input. Headteacher advised staff will have a number of morning briefing sessions to develop their astute use of the new system.	
5.7	Governors asked when the system will go live to parents. Headteacher advised this will happen after Easter as the college is engaged in rethinking the methodology around detentions and there is a need to get this right first.	
6.	Headteacher Report <i>A copy of the Headteacher Report was circulated prior to the meeting.</i>	

6.1	Governors' questions were invited on the report.	
6.2	<u>Behaviour/Exclusions</u>	
6.2.1	There was Governor challenge around the risk of staff feeling overwhelmed by the number of new initiatives. Headteacher responded there is clear strategic intent to improve behaviour with selective focus on which areas to tackle. E.g. the college came down very hard on "organised" fights by a group of Year 10 boys which have now stopped. Staff engagement and wellbeing is being addressed on a variety of issues utilising a discussion board in the staffroom. Staff comments have been followed up using a "You said, we did" document (<i>circulated to Governors with the papers for this meeting</i>). A number of administrative activities have been halted to balance staff workload. Chair of F&E added staff absence was discussed by F&E. Headteacher advised long-term absences are being managed successfully back to work. There has been a positive impact on reducing the level of short-term absences which are being managed using the "3 in 6" rule according to the relevant policy. Ten members of staff have been invited for these meetings since January. Referrals to Occupational Health have been made in some cases. Governors welcomed the introduction of systematic procedures for managing absence noting the positive impact this has for supporting staff wellbeing and reducing disruption to teaching and learning.	
6.2.2	Governors asked for an explanation of the key behaviour concern relating to Year 7 cited in the report. Headteacher advised successful schools have a Year 7 champion and this is lacking currently at RCC. Year 7s can have more than one teacher in a subject, which impacts on relationships. The delivery of teaching and learning has leaned too much towards teaching to the exam and lost some of the excitement and passion necessary to engage students. In response to a question, Headteacher advised behaviour has not been an issue with previous Year 7 cohorts. Governors suggested bringing the new intake in earlier as part of transition. Headteacher advised this is not in place currently but is under consideration. Governors asked if vertical tutoring is having an impact. Headteacher advised tutor time is under review.	
6.2.3	Governors reviewed the data presented for exclusions which have increased since January in response to specific, serious incidents. Headteacher described the actions the college is taking in response. In response to a Governor question, Headteacher advised there has been no feedback from parents in response to the introduction of random and regular checks and bag searches.	
6.3	<u>Teaching and Learning</u>	
6.3.1	Governors discussed the proposal to add two additional INSET days at the end of Term 6 so that staff hit the ground running in September.	
6.3.2	Governors agreed the proposal. Headteacher to write to Assistant Director of Education, ESCC, with the support of Governors.	
6.3.3	Governors welcomed the new pedagogical approaches described in the report which are strongly focused on meeting the needs of students.	HT
6.4	<u>Attendance</u>	
6.4.1	Governors welcomed the increase in attendance (current attendance 95.14% compared to 94.65% at the same point last year).	
6.4.2	There was governor challenge around the Persistent Absence (PA) cohort (reported as 12.8%) and what is being done to address this. Are there any discernible patterns/trends within this cohort group? Headteacher advised the PA figure reflects the raising of the threshold and includes several students whose attendance has been disrupted for medical reasons. Governors asked the Attendance Lead to present to a future meeting.	HT

<p>6.5</p> <p>6.5.1</p> <p>6.5.2</p> <p>6.5.3</p> <p>6.5.4</p> <p>6.5.5</p>	<p><u>Safeguarding</u></p> <p>SCR: Monitoring by the Headteacher and Link Governor indicates the SCR is compliant and some enhancements have been made through the addition of columns to confirm staff have completed relevant PREVENT and Safeguarding training.</p> <p>Governor Monitoring: A termly programme of SCR checks is in place conducted by the Link Governor responsible for SCR. (<i>Safeguarding Link Governor report covered under 10 below</i>).</p> <p>Safeguarding Audit & Action Plan: Progress against the Action plan generated from the Safeguarding Audit is kept under regular review.</p> <p>Training: Headteacher has completed DSL and Managing Allegations Training.</p> <p>Other updates were as noted in the report.</p>	
<p>7.</p> <p>7.1</p>	<p><u>School Structure for the Future</u></p> <p>Confidential Minute.</p>	
<p>8.</p> <p>8.1</p> <p>8.1.1</p> <p>8.1.2</p> <p>8.2</p> <p>8.2.1</p>	<p><u>Finance and Estates Committee Report</u></p> <p><u>Minutes</u></p> <p><i>A copy of the Minutes of the 23.01.19 and 25.02.19 meetings were circulated with the agenda.</i></p> <p>There were no questions on the Minutes.</p> <p><u>Schools Financial Value Standard (SFVS)</u></p> <p>Governors approved the SFVS for submission to ESCC by the published deadline.</p>	<p>BM</p>
<p>9.</p> <p>9.1</p>	<p><u>Governor Monitoring</u></p> <p>Governors reported on the scheduling of planned monitoring visits.</p>	
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p>	<p><u>Safeguarding</u></p> <p><i>A copy of the Safeguarding Link Governor report (Term 4 2019) was circulated with the agenda.</i></p> <p>The report was reviewed in the meeting.</p> <p>Link Governor stated their expectation to see non-anonymised information when coming in under their monitoring remit in connection with checking that information is being held in compliance with the relevant standards. Fellow Governors suggested it is not necessary for the Safeguarding Link Governor to see the file(s). The monitoring remit can be fulfilled through questioning and challenge to the DSL who is responsible operationally and is held to account through line management. Following discussion, it was agreed to seek further guidance on this point.</p> <p>Link Governor recommended the FGB maintain a watching brief on the line management structure to ensure the DSL has appropriate authority in role. It was noted that this is assured through line management by the Headteacher.</p> <p>Other points were as noted in the report.</p>	<p>HT</p>
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p><u>GDPR</u></p> <p>Business Manager thanked Governors who have completed the online GDPR training in Educare. Governors were asked to complete the training and provide certificates of completion to the Clerk.</p> <p>The F&E Committee decided not to renew the contract for the Local Authority Data Protection Officer service following a benchmarking exercise of other providers. Business Manager has sourced a new provider who can meet the school's needs and is considered to provide best value.</p>	<p>Govs</p>

12. 12.1	<u>Meeting Review</u> Governors are providing appropriate support and challenge to school improvement initiatives brought forward by the Headteacher.	
13. 13.1 13.1.1 13.1.2 13.1.3 13.2 13.2.1	<u>Any Other Business</u> <u>Feedback from 2018 Year 6 Summer Transition Week</u> <i>A copy of parent/guardian feedback for 2018 and a proposal for the 2019 programme for Governors' approval was circulated with the agenda.</i> Governors reviewed the feedback and associated proposal for running the 2019 summer transition programme for half days over a week at a cost of £75 for the whole week or £15 per day. Governors confirmed their in-principle support for the transition programme. The following points were raised in discussion of the information presented: ➤ Governors queried cost as a potential factor affecting the level of take-up and whether financial support is available if needed to enable students to attend ➤ Feedback from parents appears to indicate a preference for the programme to run on full days; however, the 2019 programme is proposed to run over half-days. Following discussion, Headteacher and Business Manager were asked to consider the points raised by Governors and to report back. <u>Staff Discussion Boards</u> Governors discussed comments that staff do not know who the Governors are. Governors discussed how the profile of the governing body can be raised through Governors dropping in to the Friday tea club and scheduled attendance at other school events.	HT/BM
14. 14.1	<u>Date and time of next meeting</u> Tuesday 30 th April 2019 at 5.00pm.	
	<i>Meeting closed at 7.15pm.</i>	