



**Full Governing Body Meeting
Tuesday 18th September 2018 at 5pm
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	✓
Karen Marr	KM	✓
Keith May	KMy	✓
Kathy Robinson	KR	✓
Zak Vice, Incoming Headteacher	ZV	✓
Jess Wilks (left at 19.05)	JW	✓
In attendance		
Jacqui James, Assistant Headteacher	JJ	✓
Lynne Phillips, Assistant Headteacher	LP	✓
Andrew Wright, Deputy Headteacher	AW	✓
Sally Welch, Clerk to Governors	SW	✓

		Action
	Welcome KM opened the meeting welcoming all those present to the first meeting of the new academic year.	
1.	<u>Election of Chair and Vice Chair 2018-19</u>	
1.1	<u>Election of Chair</u>	
1.1.1	Clerk was in the chair for this item and advised Governors that SK has nominated KM as Chair (in writing). Clerk invited any further nominations in the meeting. No further nominations were received.	Clerk
1.1.2	KM advised Governors she is content to stand as Chair for 2018/19 on the proviso that a succession plan for leadership of the FGB is formulated with the aim of identifying and developing potential Chair(s) from 2019/20. Clerk to add this to the list of FGB objectives for 2018/19.	
1.1.3	KM was elected Chair for 2018-19 by unanimous agreement of members present. Chair took over the meeting at this point and reminded Governors that the FGB operates within a framework of distributed leadership in which all have a collective responsibility for ensuring governance is effective.	
1.2	<u>Election of Vice-Chair</u>	

1.2.1	Chair advised Governors there had not been any nominations received for Vice Chair. She has spoken with VE who has agreed to stand again for 2018-19 with the same caveat as at 1.1.2 above.	
1.2.2	VE was elected Vice-Chair for 2018-19 by unanimous agreement of members present.	
2.	Procedural	
2.1	Apologies: Apologies were accepted from Alison Ambrose	
2.2	Pecuniary/Business Interests: Forms for the Register of Interests were distributed for signature. Clerk asked that any outstanding forms should be returned at the Term 2 meeting. There were no declarations of interest relating to the business of this meeting.	
2.3	Code of Conduct: Copies of the Code of Conduct were circulated with the agenda. Governors agreed to adopt the Code.	
2.4	Programme of Meeting Dates 2018-19: Governors agreed the programme of FGB meeting dates as previously circulated. Dates for F&E committee meetings will be set against the financial calendar.	Clerk
2.5	Safeguarding: There were no urgent matters for report.	
2.6	Health & Safety: Governors sought assurances about asbestos management at RCC following articles in press during the summer about the prevalence of asbestos in ES schools. Headteacher advised Governors that asbestos identified at RCC is encapsulated and therefore does not present a risk. The school adheres to the prescribed inspection regime and all relevant certification is up to date and can be made available on request. Headteacher is in ongoing communication with one parent who has expressed concerns. Although leadership are confident asbestos management framework in place is robust, the school has commissioned a further review from the LA to provide additional reassurance.	
2.6.1	H&S Link Governor: Further to the above, KMy agreed to take on the role of Link Governor for H&S to support the FGB's corporate responsibility for H&S. Chair thanked KMy on behalf of Governors.	
3.	Minutes of Previous Meeting – 10th July 2018 <i>(Copies of the draft Minutes were circulated with the agenda).</i>	
3.1	Some corrections to meeting dates for future reports were identified.	
3.2	Subject to the above, the Minutes were agreed as a true record of the meeting and signed by the Chair.	
3.2	Matters Arising from the Minutes	
3.2.1	Governors requested the minute extracts for Matters Arising be removed from future agendas and summarised as a separate actions list.	Clerk
3.2.2	Governors requested a glossary be produced of frequently used terms/abbreviations as an aide memoire and reference document for new governors in particular.	Clerk
3.2.3	Homework: Headteacher advised Homework has been written into the College Development Plan and one of the Assistant Headteachers has been given responsibility for leading on this area. Headteacher agreed to obtain a progress update.	HT
3.2.4	Protected Emails: Governors could not recall what this related to. Chair undertook to investigate.	Chair
3.2.5	ASDAN (curriculum development organisation): Chair advised Governors that ASDAN provision has ended. ASDAN provision is separate to Genius Within.	
3.2.6	SENCO Presentation to FGB: Diarise for next meeting (06.11.18). Clerk to add to agenda. Governors asked to have sight of the criteria used to purify the SEN register.	Clerk
3.2.7	Attitude to Learning Update: Diarise for next meeting (06.11.18). Clerk to add to agenda. Governors raised the issue of report cards. Headteacher advised Governors leadership are reviewing consistency of approach and linking to rewards.	Clerk

4.	Exam Results 2018 and Targets 2019 <i>(Governors received a presentation in the meeting. Please see slides attached to these Minutes).</i>	
4.1	Governors asked why the data had not been made available to Governors to review before the meeting. Leadership advised data analysis was being undertaken right up until the meeting.	
4.2	Governors were reminded that 2018 outcomes is the first year of roll-out for the new grading system (9-1) and new GCSE specifications.	
4.3	Governors reviewed: <ul style="list-style-type: none"> ➤ Attainment 8 (2018 cohort and projected outcomes for current Year 11) ➤ Progress 8 (2018 cohort and projected outcomes for current Year 11) 	
4.4	There was a discussion about RCC’s performance in comparison to similar schools locally in response to governors’ questions.	
4.5	RCC performed well in Strong Measures (9-5) in a challenging year.	
4.6	Governors asked what more the school could have done to improve 2018 outcomes. Leadership advised Governors that the school has undertaken analysis to identify key actions that can be implemented in Year 10. Headteacher further advised Governors that getting the curriculum right is a key issue and the school needs to be bold in effecting changes for students’ benefit.	
4.7	Governors discussed contributing factors and the impact of in-year admissions (75 students since February ’18).	
4.8	Governors commended the accuracy of school forecasts against targets. This is a terrific performance and represents a continuing trend year on year.	
4.9	Governors asked about RCC’s links with other schools for the purposes of collaboration/sharing best practice. Headteacher advised Governors leadership are driving for collaboration with other schools.	
4.10	Governors asked about school action to close the gap for Pupil Premium (PP) Progress 8. Headteacher advised the school is analysing performance in each subject. The open element continues to cause concern. The PP gap nationally is not closing. It is crucial to identify the right strategies for impact. The review of PP expenditure will be presented to the next meeting (06.11.18).	
4.11	PP Link Governor requested the format of the PP statement on the school website be reviewed for clarity. Leadership agreed to look at this noting that the document is dynamic taking into account in-year movement within the PP cohort.	HT
4.12	Governors asked if benchmark data is available for gaps in other schools and if there would be value in undertaking such an exercise. Headteacher advised Governors the updated data dashboard will be released to Governors in January.	
4.13	Governors discussed the data presented for SEN cohort. Achievement for this cohort is measured through progress rather than attainment. Governors congratulated staff on the achievements of this cohort group who left RCC prepared for the next stage of their education.	
4.14	Leadership advised Governors the school is analysing outcomes versus Grade 4 predictions to further improve the accuracy. Governors asked for summary actions from the exam review meetings to be circulated.	HT
4.15	Governors asked about the impact of results for RCC externally. Headteacher advised Governors that key measures hold up across a 3-year trend and RCC is strong in core – English, Maths and Science. Maintaining and building upon this position is critical for student recruitment.	
4.16	Governors asked the Headteacher to report Governors’ pleasure and thanks to all staff for their hard work at Thursday’s staff briefing.	HT

5.	<u>Draft Improvement Priorities for 2018-19</u> <i>(Copies of the draft priorities for 2018-19 were circulated with the agenda).</i>	
5.1	Headteacher advised Governors the plan before them is in draft and requires further tightening. It reflects discussions between KF and ZV to ensure approaches are aligned. Priorities have been further reviewed in light of 2018 outcomes – i.e. learners vulnerable to underachievement.	HT
5.2	Chair asked Governors for their input on priorities in light of the previous presentation on outcomes.	
5.3	Governors suggested the target re PP students should be made more explicit based on the data presented in the meeting. Headteacher agreed to review the target for pupils vulnerable to achievement including those in receipt of PP.	
5.4	Whilst endorsing the aims of the Genius Within programme, Governors raised questions about the scientific approach underpinning the programme and target setting for teachers' appraisal linked to the programme. Leadership advised Governors that one appraisal target will be linked to Genius Within, with the aim of encouraging staff to try out new ways of working with students and to reflect on their own practice and the contribution they make to RCC being an inclusive school.	
5.5	It was agreed to bring anonymised examples of relevant appraisal targets to the FGB.	
6.	<u>Leadership Structure and Staff Structure</u> <i>(Copies of the following were circulated with the agenda):</i> <ul style="list-style-type: none"> ➤ Leadership Line Management and Responsibilities for Terms 1 & 2 2018-19 ➤ Staffing Structure 2018-19 	
6.1	Headteacher took Governors through the rationale for changes to responsibilities within leadership which are designed to maximise existing capacity as well as being cost effective and ensure robust leadership is in place up to the arrival of the incoming new Headteacher in January.	Clerk Chair
6.2	Governors asked if the model is working in practice. Leadership team members present in the meeting reported staff morale and general atmosphere in school is very positive.	
6.3	Governors sought assurances that the new structure provides the necessary oversight of safeguarding. Headteacher confirmed capacity and experience of the safeguarding lead.	
7.	<u>Governing Body Objectives and Monitoring 2018-19</u>	
7.1	Chair has circulated dates to come in. The objective this year is to ensure governor monitoring is effective in terms of governors getting to know the school well through their monitoring of the CDP.	Clerk Chair
7.2	Governors will monitor as pairs/trios and have been assigned an area of the CDP. Governors should be prepared to challenge around the tabled on their area of the CDP. In addition, some governors have assigned areas such as: <ul style="list-style-type: none"> ➤ SK – CIEAG ➤ KMy – H&S ➤ PD – e-Safety ➤ KR – Safeguarding – needs governor to shadow to build capacity 	
7.3	Three monitoring reports are required across the year - in Terms 2, 4 and 6. Clerk to recirculate Governor Visits policy.	
7.4	Chair advised she will be arranging keeping in touch meetings with all Governors over the coming months.	
8.	<u>Finance & Estates Update</u>	
8.1	Chair of F&E thanked outgoing School Business Manager (DE) for his contribution to the school.	Clerk Chair
8.2	An initial meeting has been held with the new School Business Manager (BG). Healthy pupil numbers and waiting lists are contributing to the financial security of the school.	
8.3	There are strong waiting lists in all years except Year 10.	

<p>8.4 The year-end position is positive and the budget this year is secure, with one exception – teacher absence. The incoming Headteacher will set the budget for next year and bring it to Governors.</p> <p>8.5 Membership of the F&E Committee was confirmed as:</p> <ul style="list-style-type: none"> ➤ VE ➤ AA ➤ PD ➤ KM ➤ JW (available to attend as required) ➤ KR (attending as required for PP discussions) 	
<p>9. <u>Policies</u> <i>Copies of policies for adoption were circulated for Governor review prior to the meeting:</i></p> <ul style="list-style-type: none"> ➤ CIEAG ➤ Behaviour Management ➤ LA policies for Health and Safety and Employment 	
<p>9.1 <i>In discussion of the policies:</i> CIEAG Policy: Link Governor endorsed the draft CIEAG policy before Governors for ratification at this meeting. RCC is working towards Investors in Careers accreditation in July 2019. A progress check is scheduled for November. A careers workshop is scheduled for October 30th with an open invitation to Governors to participate in mock interviews. JB is supporting on marketing the workshop. Careers budget was noted as an issue. Leadership advised Governors that the post-16 provision evening went really well with new providers attending.</p> <p>9.2 Governors asked when destinations data will be available. Headteacher will follow up.</p> <p>9.3 JB asked about possibilities for linking RCC with the committee of the Robertsbridge Arts Partnership. JB to contact Laura Linch.</p> <p>9.4 Governors agreed to adopt the policy.</p> <p>9.5 <u>Behavioural Management and Discipline Policy:</u> Leadership advised the updated policy is aimed at setting high expectations around improving attendance, reducing exclusions, providing successful strategies for working with vulnerable students. RCC has reduced fixed-term exclusions by half – from 63/64 to 31. Governors congratulated staff for the impactful strategy of keeping students in school.</p> <p>9.6 Governors discussed the in-school impact of FAP referrals; RCC has the 3rd highest number of referrals in the HRP. RCC has a proven record of success in working with challenging cohorts to build students’ confidence and self-belief in their ability to be successful. In response to a Governor question, leadership confirmed RCC also receives managed (school to school) transfers, usually 6-week placements.</p> <p>9.7 Governors asked if the school has a rewards and recognition policy. Leadership confirmed a separate policy exists for this. Leadership advised that the approach adopted for misdemeanours follows that seen operating in successful schools locally. A few students are slow to buy into the concept of RCC citizenship. Teachers are engaging in restorative conversations to reinforce the ethos of the school and reduce the overall number of detentions issued. Governors discussed the inclusion of the behaviour log in the student record which transfers with the student to their next destination.</p> <p>9.8 Governors asked how the policy has been rolled-out and monitored for consistency. Are all staff aware of the expectations and do these include support staff. How has the policy been cascaded to parents and carers. Leadership advised the policy was launched at the first INSET with further</p>	<p>HT</p> <p>JB/LL</p>

<p>9.9</p> <p>9.10</p> <p>9.11</p> <p>9.12</p> <p>9.13</p> <p>9.14</p>	<p>input at subsequent INSET. The policy applies to support staff. Parents and carers were updated by by means of the Friday newsletter.</p> <p>Governors agreed to adopt the policy subject to further proofing before publication.</p> <p>Attendance Policy (Students): Governors asked if the school holds data on the number of young carers. This cohort is not always visible and has the potential to impact on attendance figures. Leadership agreed to provide an update to a future meeting.</p> <p>Headteacher reported attendance figures:</p> <ul style="list-style-type: none"> ➤ Whole school data: <ul style="list-style-type: none"> ○ 2016-17: 92.97% ○ 2017-18: 94.47% <p>Representing a positive upward trend (1.5%). Governors congratulated staff on this achievement.</p> <p>Leadership advised Governors the focus is on maintaining the positive trend and building on it through continued close tracking of attendance.</p> <p>Governors agreed to adopt the policy.</p> <p>LA policies – Health & Safety and Employment: Governors agreed to adopt the policies as circulated.</p>	HT
	<p><i>JJ, LL and AW withdrew from the meeting at 7.05pm. Governors thanked them for their contributions to the meeting.</i></p>	
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p>	<p>Headteacher Performance Management</p> <p>In light of transitional leadership arrangements, Chair sought agreement of Governors to close the PM cycle with the Interim HT without an External Adviser. Governors will then look to appoint an External Adviser to start the PM cycle with the incoming Headteacher.</p> <p>For the purposes of continuity, it was suggested that KM and KR close out the PM exercise for the Interim HT. KM and KR to agree a date with KF.</p> <p>Governors agreed the above proposals.</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p>	<p>Deputy Headteacher Appointment Panel</p> <p>Chair advised Governors of the intention to go out as soon as possible to recruit a substantive Deputy Headteacher, enabling ZV to be fully involved in the recruitment and selection process.</p> <p>Governors discussed the process for development of the DHT JD. It was agreed that PD, SK, VE and KM would meet to discuss the draft JD in consultation with KF and ZV. These discussions would also determine the format of questioning at interview.</p> <p>Governors noted the requirement for scenario planning around potential internal applicants.</p>	
<p>12.</p> <p>12.1</p>	<p>Pay Committee</p> <p>Governors agreed that KM, VE and KR should form the Pay Committee this year. Meeting date to be arranged.</p>	
<p>13.</p> <p>13.1</p>	<p>Any Other Business</p> <p>Governors asked about the process for determining if/when Governors should be advised of issues/incidents relating to RCC which may be picked up by the media/other stakeholders.</p> <p>Chair advised Governors there are established protocols in place to deal with such matters. Governors should immediately refer enquirers to school management/Chair of Governors via the school. Chair and Headteacher meet weekly on operational matters. Chair makes a determination about those matter(s) which may require other Governor(s) to be informed by virtue of their role on</p>	

<p>13.2</p>	<p>the FGB. As a general reminder, individual Governors do not have authority to speak on behalf of the FGB. Adherence to these protocols will ensure communication strategies are managed effectively.</p> <p>Governors asked who is leading the Open Evening on 11th October. Chair advised Governors KF will be leading as ZV cannot be there. The suggestion was made that ZV record a message that could be shown at the event. Chair invited a strong showing of Governors at the Open Evening.</p>	
<p>14.</p>	<p><u>Date and time of next meeting</u> Tuesday 11th December 2018 at 5.00pm</p>	
	<p><i>Meeting closed at 19.30pm</i></p>	