

**Meeting Minutes**

**from a**

**Full Governing Body Meeting**

**Tuesday 15thJune 2021**

**(Virtual)**

| Date | Start Time | End Time |
| --- | --- | --- |
| 15th June 2021 | 5:15pm | 7:55pm |
| Present | Apologies for Absence | In Attendance |
| Ian Crabtree ***(Chair of Governors)***  Mike Hartnell ***(Headteacher)***  Kathy Gunn  Claire Blundell (Staff)  Robert Page  Karen Arnold  Stefan Muller  Alice Carse  Colin Swettenham  Cher Jeffrey  Louise Elvy (Staff)  Mark Goulty  Kate McInnes | Cara Gregory  Esther Richards  Hayley Perry  Karen Sequeira | Gemma Harvey *(LA Clerk)*  Fran Lansley  Jane Fletcher  Greg Chaplin (Staff)  Grainne Rason (Staff)  Katie Whitely Fuller (Staff)  Pippa Horne (Staff) |
| Absent |
|  |

| Item | Subject | Action  Lead |
| --- | --- | --- |
| **1.**      **2.**  **3.**    **4.**  **5.**  **9.**  **6.**  **8.**  **10.**  **11.**  **12.**  **13.**  **14.**  **15.** | **Welcome and Apologies for Absence.**  All Governors and staff were welcomed to the meeting being held virtually via Microsoft teams. Apologies were received from Cara, Esther, Hayley and Karen and Jane.  **Declaration of Pecuniary Interests**  There were no declarations of pecuniary interest relating to items on the agenda.  **House System Explanation Presentation**  The PowerPoint ‘Warblington School House System’ had been available for the Governors to review prior to the meeting, Greg Chaplin presented some of the key points and benefits of the system:   * This will provide leadership opportunities for all years throughout the school in roles such as House Captains. * This will encourage a collaborative and caring attitude and belonging with ties to a house. * This will help to implement the vision to maximise student voice and engagement whilst driving inclusivity and participation. * The Governors will be invited to be involved in house events or to speak at events.   Questions were received including:  Q – How would house captains be selected/nominated?  A – This will be outlined in some upcoming assemblies but in a similar way to selection for prefects this will depend on roles and characteristics, there may be enough interest to shortlist some candidates and have an interview process where their passions and reason for applying can be explored.  Q – By what criteria will you be able to know if this is a success, eg. 12 months down the line?  A – Attendance can be monitored but against earlier years such as 2019 when Covid was not disrupting figures, behaviour can also be assessed and hope this will be seen as something to strive towards, to be part of an event could be an incentive too. Staff are willing to run events and competitions so the engagement in this can also be tracked. The aim will be to develop students as people whilst providing them with an opportunity to lead part of the school vison.  Q – Will it be linked to attendance, such as the house with the highest attendance earning extra points?  A – It may, but as difficult to compare may be an option for the future if not now.  Q – How are students allocated to a specific house?  A – There will be a fair balance across many skills and factors, this allocation will be assisted by house leaders and other staff.  There were offers to help made by the Governors and some showed preference to certain houses for various reasons, it was added the SLT members would also be allocated to a house each.  **English Subject Update Presentation**  Katie Whitley Fuller presented some of the key points and progress made in her subject:   * The curriculum model which had been produced with HIAS was explained, this showed the curriculum intent and also the curriculum map for all years across the school. * A statement of aspiration and aims was explained. * The pathway was checked to see if the intent was being achieved. * Ideas are given in the lower school years to prepare for the GCSE years and curriculum. * Links to careers are discussed and the importance of the skill of English. * There have been changes in literature topics and choices,   Comments are made by the Governors:  “The map makes the school journey clear”  “Offers are made to chat to students promoting the links from English to other subjects, careers and life skills”  “Praise is given for an informative session”  The Headteacher adds this description of the curriculum at Warblington when given to an outside observer/expert was noted as being the best they had heard for knowledge of the curriculum  **Maths Subject Update Presentation**  Pippa Horne provided an update for her subject and how this has changed over the last year:   * The overall vison for maths has been updated. * The roadmap for maths shows the topics which are repeated. * The scheme of work has been updated so students revive a high quality of education * KS3 scheme of work is mapped to the national curriculum and then expanded or topics are added for the next year. * Every six weeks tailored assessments are taken in years 7-10, in year 11 this is more adapted to current year group so may differ year to year. * Homework will include revision before an assessment. * Staff have completed CPD in their own time which shows their commitment to improve. * There has been liaison with feeder schools on how they can work together to prepare for senior school learning. * 2020/2021 has been focused on what to teach but for 2021/2022 this will change to looking at teaching and learning and how to teach the subjects.   Questions were received including:  Q – Can students move between the higher and lower levels relativity easily and at what frequency? A – Yes they can change and work can be made more challenging to increase to a higher level.  Q – Is there support at either end of the learning?  A – There are checks to review attainment.  Q – What have been the key positives after lockdown?  A – To improve engagement in online lessons it was noticed hellos and welcomes to the session really helped and were key for relationship building, there were also changes to homework papers when online teaching.  **Eco Project Q & A**  Grainne Rason had already provided an update for the Eco-Project, what it is, where Warblington are, the blocks, considerations for the Governors, value to the school some further points are mentioned:   * Photos are shown to demonstrate the differences made already around the site and to projects in practice or where progress has already been made. * An update is provided of actions that have already been completed or are in progress. * Survey results and feedback received from staff and students and suggestions what they would like more education on or what they feel can be achieved around the site. * The governors are asked for help as this is a project that can increase the school value in the local community and promote the school.   Benefits are:   * Development of personal or employment skills. * Links over several departments. * Encourage empowerment. * Provide opportunity to link with the wider world and further education.   Questions and comments were received including:  Q – How does this link to the Science and Geography curriculum?  A – There are environment links to Biology as a keypoint is observation of outside areas, once the classroom is left and outside Geography can also link to the local town ‘green week’ for example.  Q – Can this be used as a cross curricular learning opportunity and include growing produce, working with the produce, potential sale of the produce.  A – I hope to engage and encourage groups to be able to achieve this in the future.  Q – Have any grants been applied for to finance this project?  A – Currently looking for new ideas and completing applications now.  Q – Are you taking part in the recycling project still?  A – This is still in progress, 2020/2021 was concentrated on the planting and the mural so this will be developed next year maybe.  “ The photos really help us to see what has been happening in the outdoors”  “ It was amazing seeing the students involved in the mural today and being outside painting”  “ We can share learning about a Bee Club ran at a previous school”  A further question was asked to the Headteacher  Q – How will this be incorporated into the wider curriculum?  A – It will added on the SIP for more importance as the project has grown significantly in a small amount of time, there are many staff, students and now Governors wanting to be involved so this will all help the eco-project grow well. This can also link into the conflict in ideas around the building works as there are differing priorities by Havant Council and Historic England.  **Review Minutes of the Last Meeting**  The minutes of the FGB meeting held on 15th May 2021 had been previously circulated.  Governors agreed that the minutes were a true and accurate record of the meeting.  These will be signed at a later date.  **Actions from Previous Meeting(s)**  The actions outstanding from the last meeting held were discussed.   * Discuss careers Enterprise role with Mr Gellett.   Discussion has begun on this. CLOSED   * Form a focus group to discuss the website needs.   Changes have been needed now ready for the current Year 5 potential website viewings in the summer so this has been provided by the school IT team. CLOSED  ***Action – Add to Autumn agenda and re-name to an assessment group to focus on statutory checks and usability.***   * Update communication plan to publish assessment results of 2021. ONGOING * Provide feedback on communications strategy.   This has been shared with IT and SLT so next will be made into a timeline. CLOSED   * Plan date for school staff support with the communications strategy.   CLOSED   * Provide feedback on training courses.   CLOSED  **Headteacher’s Report**  This is a verbal update.  Covid Updates – The Year 11 Teacher Assessed Grade assessments were finished before half term, these had looked at the last 6-7 weeks of classroom assessments and were felt to provide a fair and robust process. £62,000 had asked to be refunded as the exam boards will not be used except for providing certificates. The staff were praised for their outstanding knowledge of KS4 expectations and the grades students receive are expected to be fair as detailed evidence has been produced.  Q – Will there be an opportunity for Governors to see the evidence?  A – The curriculum group will look at a random selection of students work across various subjects.  Budget Update – There have been discussions with County EPS and at the next FGB it will be discussed how the school can be sustainable. There is a £300,000 in year deficit forecasted for the next three years, so almost £1 million in total potentially.  Safeguarding – There has been a document available for review before the meeting.   * A safeguarding evaluation of practices had taken place in school, this seeks to make all of the FGB responsible for overseeing the responsibility of safeguarding and not rely solely on the safeguarding Governor. The previous audits have used the local authority form but it had been thought this is not a genuine evaluation although it has been very detailed. * Within the new document all safeguarding aspects are covered, each aspect will be reviewed throughout the year and not just in September when polices are reviewed or when the local authority audit is due. This will ensure all Governors can be involved and include in their other monitoring asking a couple of safeguarding related questions to staff or students. * The seven sections will be recorded throughout the year when also discussed at FGB and what evidence has been seen to support or validate this. * The subjects and curriculum being taught in school are often intense and detailed so a new IT package is hoped to provide help with this as currently own resources or research has to be sought. * Over 1000 concerns were logged in 2020/2021 and this covers a large range of students and reasons also varying between minor and significant.   ***Action – Include this in the annual business plan so meetings can be arranged***.  Governor comments are received:   * This could also be included as an agenda item on the Governor away day in the new academic year. * Thanks are given by the Chair as this change of practice will improve involvement with all Governors. * As part of the anti-bullying policy check a discussion was started airing particular concerns in year 9 from students so this has been raised with SLT who were already aware. * It also needs to be highlighted school can help with online bullying even if this may be taking place off the school site or outside of school hours.   **Governance**  Approve Dates of GB Meetings for 2021/22 – These are in the Governor folders and some changes have been made so can be checked before the next meeting and approved then when also confirmed by school as acceptable.  Approve staffing plan for 2021/22 – Postponed to July.  Review plan for off-site visits for 2021/22 – Postponed to July.  **Assurance**  Reports from Heads of Core Subjects – Presented at item 4&5.  Monitoring Visits – None taken place.  Looked after/vulnerable children annual report approval – Not received.  A one-off application for an alcohol licence has been received for a small local event, this has been approved.  Matthew Russell is thanked for his many years of being a parent governor and in particular the E-safety expertise he has provided. He will not be standing for re-election so a new parent governor vacancy will be advertised.  **Governing Body Development and Training**  Governor Review – The whole governing body date is agreed to be held on the 16th November.  The Governor away date has been booked for 25th September.  Governing Body Development Plan –No updates, communications strategy progress already been discussed,  Training Plan/Feedback – Alice has attended a course looking at Ofsted, this is reported to be an overview course.  Hayley has attended the Governor induction and registered on Governor Hub.  Kathy has attended the DTG seminar.  Stefan is two sessions into a five session course on leading governance.  Governors are reminded to provide feedback on training and listthe positives of the course.  **Policies**  None for review  **Future Events**   * Inset Day 02/07 and Staff CPD Day. * 23rd July end of Summer term * Away day 25th September   A couple of Governors are invited to attend on the 2nd July after lunchtime to hold some staff informal conversations and discuss wellbeing. They can advise the Headteacher PA of their attendance.  **Next Meeting**  **FGB 13th July**  Provisional Agenda   * Approve: staffing plan for next academic year. * Review plan for off-site visits for 2021/2022. * Receive annual report from designated teacher for looked after/vulnerable children. * Annual Review of 2020-21 (to include GDP) * Termly H&S audit and Annual H&S review * Review governing body performance and procedures * Review ToRs * Planned summer works * Approve: Inset dates for next academic year   **Close**  The Chair of Governors closed the meeting at 7.55pm  **Effective Governance**  *What have we done in this meeting that shows effective governance and improved outcomes for our pupils?*   * **Strategic leadership:** *Agenda Items:* * **Accountability:** *Agenda Items:* * **People:** *Agenda Items:* * **Structures:** *Agenda Items:* * **Compliance:** *Agenda Items:* * **Evaluation:** *Agenda Items:* |  |
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