

**Meeting Minutes**

**from a**

**Full Governing Body Meeting**

**Tuesday 11th May 2021**

**(Virtual)**

| Date | Start Time | End Time |
| --- | --- | --- |
| 11th May 2021 | 5:15pm | 7:50pm |
| Present | Apologies for Absence | In Attendance |
| Ian Crabtree ***(Chair of Governors)***Mike Hartnell ***(Headteacher)***Kathy Gunn (left meeting at 7pm)Claire Blundell (Staff)Matthew RussellRobert PageKaren ArnoldStefan MullerAlice CarseColin SwettenhamKaren SequeiraCher JeffreyLouise Elvy (Staff)Mark GoultyHayley Perry | Kate McInnesCara GregoryJane Fletcher | Gemma Harvey *(LA Clerk)*Fran Lansley Esther Richards |
| Absent |
|  |

| Item | Subject | ActionLead |
| --- | --- | --- |
|  **1.****2.****3.** **4.** **5.** **6.****7.****8.****9.****10.** | **Welcome and Apologies for Absence.**All Governors and staff were welcomed to the meeting being held virtually via Microsoft teams. Apologies were received from Kate, Cara and Jane. Hayley was welcomed to the meeting as a new parent Governor.**Declaration of Pecuniary Interests**There were no declarations of pecuniary interest relating to items on the agenda. **Review Minutes of the Last Meeting**The minutes of the FGB meeting held on 23rd March 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.1. **School virtual tour to be made available to new Governors**

This is now available on the school website and received a lot of praise from Governors who thought it was well produced and informative. CLOSED.Q – Could a project be undertaken where students could create subtitles to explain the different areas and rooms on the tour?A – This can be considered.A point was made in the above discussion that the virtual tour was difficult to locate, which led to a wider discussion about the structure of the school website and how its current layout did not seem particularly user friendly. Governors were informed that plans to overhaul and improve the website were being developed in partnership with Fareham college who will provide IT students to work with school IT staff. The Chair reported that the Governing Body Strategy Group had discussed the idea of further research to investigate the needs and expectations of the various users of the school website including prospective and existing parents, and of ensuring all legal information is clear and readily accessible.***Action – Form a focus group to investigate the needs of different users.***1. **Provide updated plan for next FGB with timescales for transition events**

The Transition Update had been previously circulated. Governors were pleased with the progress made and noted that additional feedback is expected from the primary schools which distributed questionnaires to their pupils to investigate what they seek in a senior school. CLOSED.1. **Discuss careers Enterprise role with Mr Gellett**

A date has been set to discuss this in further detail. ONGOING1. **Agree equality objectives**

An update has been made for the school website. CLOSED1. **Governor review action plan**

Update given. CLOSED**Headteacher’s Report**This had been available for review before the meeting with a question submission form. Discussion points:Covid Updates – As advised by Government guidelines face coverings will no longer be required to be worn in lessons from 17th May.Q – What is the teacher opinion of face coverings affecting pupil progress?A – It is felt this has hindered communication as face expressions can’t be seen, which has limited interaction. As there are Covid cases still in local schools this change will be monitored closely.Q – What if a student still asks to wear a face covering?A – This will be respected as an individual decision.PPE Results Analysis/Year 11 Grading - The Year 11 policy has been submitted and processes are being checked to ensure grades are awarded correctly. The students who may require to submit further assessment pieces are also being identified.The results from the PPEs have shown grades are already higher than the final grades received in 2019 so the current year 11’s are performing significantly better even with the disruptions of lockdown.Q – Will benchmarking against previous years affect the current year as a comparison, maybe putting them at a disadvantage?A – Will have to show where the progress has been made and evidence that results are greatly improved. Other schools will also be used for marking when there are single teacher subjects along with SLT rigorous checks of the evidence.Q – Has the time spent out of school impacted behaviour now back in school or absence figures risen?A – There have been a few behaviour issues and support has been given to those needing encouraging to continue with assessments and not think the PPE was the end of the assessment period. The pride system is being used well in year 11 with all staff being reminded and encouraged to issue these. For those that truant an afternoon blended learning session is in place and this is making them see the importance of what they are receiving.Q – Is there an opportunity for the students that are finishing school to provide feedback of their time at the school and could this contribute to reasons to choose Warblington especially as there are no recent exam grades to publish?A – It was agreed as a federation not to publish results of 2020 so for this year it will be made public that results have been assessed and show how standards and outcomes have really improved.***Action – Add to communication plan***The year 11 tracking analysis was used to demonstrate to Governors how the current year 11 have improved results on previous years. Year 7 tracking data was also discussed to demonstrate how any student in the school who is behind their expected progress can be targeted in all years, providing evidence of robust tracking. The year leaders have a collated sheet of all subjects per pupil so they can clearly see where a student is above or below target.Monitoring Visit (LLP) – In line with advice from HIAS, the senior roles in the school have been reviewed and there may be a possible restructure. HIAS Support for 2021/22 will continue, based on the last published GCSE results of 2019, which placed the school as a high priority for support.Q – Is the budget shortfall also a local authority priority?A – HIAS have provided training but no other support has been received. The aim is to improve the outcomes of students and the expert advice being provided is helping to achieve this.Budget Update – Several reports have been available for review before the meeting, some highlights are mentioned:* The move to provide cleaning in-house has begun in a bid to provide a saving in the future and also more effective monitoring of performance management and standards.
* There is still a high amount of budget spent on IT but as leases end this will reduce. Printers have also been reduced in school and this is expected to save £8000-9000 per year. Further IT services are also being developed so duties can be taken on in school and not via other contracts or organisations.
* The lease for white boards is due for renewal soon so the effectiveness and use of this in school will be reviewed.
* The new catering manager would like the facilities to make a profit but running the split break system is reducing queue length but is also taking a lot of time to provide supervision for.
* Business rates have been checked and it has been clarified these may vary school to school but local authority will reimburse in full.
* The apprenticeship scheme is being used wherever possible to make full use of the mandatory charge made for this.

Staffing Updates – These are provided in the report.Building Works – Plans have been updated to ensure budget is available. More discussions have taken place with Historic England, materials are being checked for effectiveness and it is hoped a start date will be finalised for October 2021.Parent View Outcomes – Year 9 results were more negative but as this took place after options which had not run as smooth virtually as in person this may have affected these responses. For future discussions with parents, staff will ensure they tell parents how well their child is performing and explain the systems being used. This will be reviewed for next year after listening to feedback received.**Governance**Set Dates of GB Meetings for 2021/22 – These are in the Governor folders so can be checked before the next meeting.**Governing Body Development and Training** Governor Review – All Governors should complete three training sessions per year, one of these will be the whole GB training and there should be two individual courses taken. It has been agreed there should be rotations on tasks so all Governors can participate effectively and cover various skills and subjects, including succession planning. All scrutinies should be well evidenced. The option to hold virtual meetings when required should remain. Governing Body Development Plan – This shows improvement has been made and can be viewed to track progress.* Communications Strategy, some assistance will be required from the Headteacher, PA and IT to progress this to the next stage. The deep dive group will also investigate this further.

***Action – Provide feedback on the strategy.******Action – Plan date for school support with the strategy.***Training Plan/Feedback – All new Governors have completed their induction and also made bookings for other courses. It is suggested curriculum intent, implementation and impact should be the topic for whole governing body training, this is agreed by all. Some verbal feedback is provided on recent courses attended which is positive.***Action – Governors to provide feedback on training and list the positives of the course.***Teams Training – An update is given to show Governors how to receive the weekly reports.**Assurance**Monitoring Visits – There has been a deep dive looking at scrutiny following work with the local authority. It has been advised improvements could be made to Governor knowledge of evidence. As a Governing body and discussed at the strategy group the school needs to be assessed against Ofsted rating and look for the evidence to support this.Approve Annual ReportsBehaviour report – Exclusions are the highest in the county but the time excluded is the lowest in the county. The sanctions are effective with mobile phone usage in school creating issues. The red and yellow card system is being monitored to ensure the system is consistent and to reaffirm the outcomes.Q – How can you show the short exclusion timeframe works?A – The number of repeated exclusions are low, there are less repeat occasions in years 7-9 but higher amounts in year 10-11, which reflects the change to the current system and being the only one used by the lower years. In September 2020 occasions were less than other schools so this demonstrates the system in place was effective.Q – Is the break out room still in use?A – Yes still used as an alternative to move a pupil out of a classroom, but where behaviour is unacceptable, exclusion will be the better option. Red cards go to the reflection room and this room has been quiet lately. If a detention is not attended, the wave room will be used for a whole day plus the detention.Q – Are the parents of excluded students working with you?A – Parents have become more accountable for their child’s behaviour and there is clear guidance what is required. There is impact being made as can be heard in the reflection room groups of students discussing what has taken place and how others have reacted. Parents have also been more understanding how they can help and prepare the students for school.Attendance (and lateness) of Pupils – There has been a new data tracking system introduced in year 7 where the tutors are looking at weekly attendance, this began in March 2021.Q – Are there many concerns around punctuality?A – Some are repeatedly late and detentions are in place for these students along with communication back to parents, when highlighted in minutes this is being more effective as a cumulative figure.**Policies**These had been reviewed before the meeting, feedback was provided.Sex and Relationships Education Policy - is this known as not reported at FGBGender Equality and Disability Policy – This needs updates to the JLQ documents and sections, felt exam focused so the title may need amending. There is also mu+ch focus on disability.Q – Is there a more general policy for this subject?A – Yes and also requires updating. This one is required for exams so the title can be changed and once the school equality objectives are reviewed the other policy can be finalised too.Health and Safety (property management) – Minor amendments have been submitted and consideration of a link is required to other outbreaks like Covid and to a critical incident policy or strategy. The deep dive taken in December met with statutory and legal requirements already. It is added a further review of this policy may be required when the building work commences so the review date of this policy could change, it is also suggested a link could be made from sub policies to a main policy.Best Value – is this known as not reported at FGB?Conditions of Hire – Minor edits were required to explain acronyms but the content is fine.Attendance – A comprehensive policy, links to legislation were checked but not known if these are the most updated ones, Covid has been included and the annual review is relevant.Student Teacher Training – Acronyms were given in full after review along with small changes in phrases.Word Processor – The content is fine, will need updating to the JLQ document.**Future Events*** End of half term 28/05
* First Day of 2nd half Summer Term 07/06
* Year 11 grades submitted 18/06
* Inset Day 02/07 and staff/Governor BBQ

**Next Meeting****FGB 15th June**Provisional Agenda* Approve: staffing plan for next academic year
* Receive annual report from designated teacher for looked after/vulnerable children
* Receive reports from Heads of Core Subjects to include progress update
* Receive plan for off-site visits for next academic year

Saturday 25th September is booked for an Ofsted focused away day for Governors.**Close**The Chair of Governors closed the meeting at 7.20pm |  |