Meeting Minutes
from a
Full Governing Body Meeting
Tuesday 1st October 2024
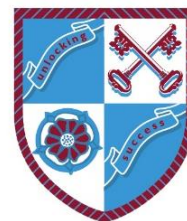
Date	Start Time	End Time
1st October 2024	5:35pm	7:35pm

Present	Apologies for Absence	In Attendance
Colin Swettenham *(Chair of Governors)*	Michelle Dennis	Gemma Harvey *(LA Clerk)*
	Kelly Duncan	Fran Lansley
Mike Hartnell *(Headteacher)*		Jane Fletcher
Andrew Chapman		Claire Durrant Francis
Stephan Muller		Scott Bradshaw
Jane Burrows		
Vanessa West *(Staff Governor)*		
David James		**Absent**
Cher Jeffery		Mark Goulty
Chris Pengelly		
Alec Payne		

Item	Subject	Action Lead
1.	**Welcome and apologies for absence** All Governors and staff were welcomed to the meeting. Apologies were received and accepted from Michelle and Kelly, Mark was absent.	
2.	**Declaration of conflict/interest** There were no declarations of pecuniary interest relating to items on the agenda. Governors were reminded to complete the annual declaration on	

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		Action – Send annual self-declaration for confirmation	GH/ALL
3.		**Election of Chair and Vice Chair** Colin is re-elected as Chair of the Governors and Stephan as Vice-Chair **Review minutes of meeting held 2nd July 2024** These are agreed to be accurate and re approved by the Governors.	
4.		**Actions from above meeting** **<u>Earlier meeting actions</u>** • Slides from the presentation by Carl to be shared. CLOSED • Complete the proforma after a Governor visit, for next steps and feedback. Available on the Governor SharePoint site as a template. CLOSED • Small group of Governors to assess KS3 data and report back to the FGB. David had added the report to the SharePoint site, and will continue to meet once each term with new groups of students. CLOSED Action – David will alternate between meeting with a KS3 and KS4 group. • Exclusions policy to be reviewed. This still requires further discussion and review. ONGOING • David, Michelle and Kelly volunteer to pick a date and let SLT know so it can be arranged, to meet with children and see what they have learnt and this may be best achieved by grouping similar learners, also reviews within a faculty. The next date will be set for after half term. CLOSED • Add behaviour policy to September FGB agenda. On agenda. CLOSED **<u>FGB 2nd July Actions</u>** • Confirm when policy checks are complete. This has been discussed and confirmed. CLOSED	DJ JB/MH
5.		**Governance** <u>Confirm membership of Pay committee and HTPRP</u> Pay committee – Kelly, David, Colin and Cher. HTPRP – Stephan, David and Jane The other subject roles will continue.	

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Safeguarding – Jane

DTG – Andrew

Inclusion – Jane

Pupil Premium – Cher

Safer recruitment – Colin and Cher

E-safety – Andrew

Health and Safety – vacant, so covered by Colin.

<u>Confirm adoption of Policies and procedures within the Manual of Personnel Practice</u>

This is approved by the Governors as it is a thoroughly checked policy by local authority HR and legal.

<u>Plans for Offsite visits updated/agree</u>

This is reviewed including looking at the comparison in visits between 2023/24 and earlier years.

There were 26 visits in 2022/23 compared to 48 in 2023/24, including the addition of an overseas visit in 2023/24.

A local authority database is used for school visits which stores consent forms, risk assessments and information for safeguarding.

The policy for visits has also been rewritten and this is agreed by the Governors.

<u>Subject connections update</u>

This information has been shared with the Governors.

<u>Safeguarding KCSiE update and Knowledge check</u>

A copy of KCSiE 2024, Safeguarding at Warblington 2024/25 and the summary of changes are given to each Governor. There are minor changes in wording this year for KCSiE. Contextual details for safeguarding in Havant are provided to the Governors which includes Havant being the worst town in Havant for crime involving drugs, and also the highest rate per daytime population. Bike theft is also a major issue for the area.

There are new reporting requirements and it is also considered how education plays a part in working together to safeguard children. Concerns in school include GDPR breaches where information may be shared with the wrong family being the recipient so this is frequently reminded to check. Allegations against staff has also been reviewed to address low level concerns and the school code of conduct, this includes verbal and behaviour disclosures.

<u>Annual safeguarding audit (due 30/09/2024)</u>

This was submitted to the local authority at the end of September after being checked by Colin, policies have been checked, staff awareness and training has been reviewed and an action plan created. Evaluation of safeguarding arrangements – the guide for DSLs and Governors, is discussed and the checklist understood. There are eight sections to review and assess and define the evidence required. Action – Create a governor action plan for safeguarding so evaluation of safeguarding arrangements will be covered in full each academic year. Action – SG for reduced hours provisions. Action- Check of the SCR. Action – Check SG training undertaken and what could be added. Governance check of the school website This has been check and minor updates have been actioned, since the school has owned the website it has been made clearer to navigate. Q – Who to contact of errors are found on the school website, or out of date links? A – Send to Colin to escalate, this can include suggestions for missing information. Confirm Governor meeting attendance for 2023/24 This has been shared and once agreed will be sent for adding to the website. Governors agree the dates provided for attendance. Directed time There have been three x 30 minutes sessions added to discuss observations and it is discussed time on site is not always the hours worked, these changes have been agreed as acceptable by the unions. Governor crib sheet 2024 This has been updated and shared on the Governor SharePoint and is positive to see improvements in the key points. Action – All Governors to review and email to Colin any updates or changes they could recommend or suggest.	FL MH JF AC All	
6.	**Headteachers report** Exam Results A key 2024 outcomes headline document is provided to all Governors, this includes: - Standard pass in Maths and English 61% which is up 7% since 2022	

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- 1 in 10 grades awarded were a 7 or better Which is up 7% since 2022
- 67% of students achieved a grade 9-4 in English which is up 7% since 2022
- Strong pass in both Maths and English is 39% which is up 6% since 2022
- 75% of students achieved a grade 9-4 in maths which is up 9% since 2022
- There is a significant improvement in the progress 8 score, Including progress in Maths ranking Warblington as the top 20% of schools in the country and in the top 5% in computer science
- Outcomes for SEND students also improved with over double the percentage achieving the basics from 2022 and treble compared to last year, 2022 was 14% and 2024 30%
- The vast majority of projections were accurate although in humanities there were discrepancies but this was due to grade boundary changes, HIAS support is planned for geography to focus where most require the additional help
- Outcomes were dependent on attendance and those students whose attendance was above 90% achieved in line with their prior attainment
- All students left with a qualification even those with extreme low attendance
- Outcomes for science saw an improvement in all areas since 2022 with the progress 8 score being almost three times better than in 2022
- Outcomes for disadvantaged and still remain the focus despite being less than national with overall attainment 8

Q - How many students need to repeat English and Maths exams?

A - We are looking to see how they can re-sit these at school as the ones who can't obtain a college place or an apprenticeship do not have anywhere for the resits, This only affects three ex-pupils as the rest are able to reset at college.

Governors would like to send thanks to the science lead as they can see all the work undertaken has really taken effect with the data to support this. Colin has already sent letters of thanks to all of those with the improvements in outcomes.

HIAS Reports and focus 24-25

The focus for this year will be humanities and SEND support

SEN update

There are new staff who have settled well into the team with provision in class matches with teaching and learning, that is a blueprint for CPD with staff next week and we will work alongside the Havant SENDCo. There is a high level of students with an EHCP which accounts for 40 which is an extreme need with funding provided. Several other students are on the SEN register who meet our criteria and

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have a student profile, for some of these we may be gathering further evidence so we know the next steps for student reviews

Q – Is the SEN On the website?

A - it will be checked which policy is shown as this should be fit for purpose and has been updated.

Q - How is progress being made in Reading?

A - The interventions have begun with the new programme being used in STAR time four days a week with staff support and this is for years 8-11. A new system is being used for year 7 so we are testing and selecting those who need the interventions and staff will be trained to lead this programme.

Q – How many students have SEN?

A - This is over 100 which is above average compared to national and is a common fact for our area.

Q – Are there more who should be registered or recognised?

A - Some students arrive from a primary education with an EHCP and this number is increasing as all special needs schools are full, there are two students in year 7 who are not attending school and this has been escalated to the Havant SENDCo, Court cases booked for next year as parents feel school is not the right provision or the students do not feel safe and we have already expanded our staffing to meet the current pupils needs.

SIP Priorities

This is added as a link to the agenda and will focus on three key areas, behaviour, quality of education and the teaching toolkit.

Q - What has been the impact on new leaders?

A – SEN has been discussed along with personalised feedback add a pedological approach and this will be updated as the year continues

Ofsted Update

There have been changes in the criteria but this is not clear how this will be applicable for monitoring visits, we could have a one day visit to check progress and this will include meeting with senior leaders and governors, criteria is now judged in separate sections but we will carry on with the correct action for our school.

Behaviour and Attendance Plus Ofsted Grid

The ready to learn adaptations are based on Ofsted criteria add allow for flexible consistency, familiar requirements and routines, a revamp of the trigger system, CPD is planned following a three-week review including restorative practise, strategies and how to promote relational over behaviourist opinions.

A refocus Is a classroom check to help students achieve tasks and how they exit and arrive at the classroom.

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There are in class expectations which adapt the system to enable students to remain in the classroom and have less time in wave including extra support for SEN.

There is individual support with pastoral interventions available and support to regulate, restorative time is provided in detention where there will be a mutual child and teacher agreement.

Removal from lesson is a step if the student is unable to regulate and have received a 1st and 2nd yellow card, an on call intervention will be called and they will be moved in to Wave to work through a structured plan of 6 steps.

The data has already been reviewed early in term and it can be seen there have been huge reductions in emergency alerts, more students have been reintegrated to class and there have been less moves to Wave away from lessons, There has only been one incident from a Year 11 student needing removal.

Q - Is there repetition in the students needing these interventions and time in Wave?

A - A pattern can be seen in those with severe SEN so we will continue to look at support, coaching and mentoring to reintegrate into class

Governors Comment that on their meetings with students some did say there was inconsistency in the way staff picked up on poor behaviour and sometimes was not quick enough so the new meetings will review this.

Q - Is stage five with an external time away from site or 24 hour fixed term exclusion a formal agreement and has this been checked for the legality?

A - We will choose what is right for the situation and a federation exclusion is often used but we will clarify the wording of this stage

Although this is a new system students can already see how this will work and how long they will spend in Wave.

The staff observed by CDF linked to the great teaching toolkit shows that 7 passed the criteria for clear behaviour management and 4 were graded as amber so received a low level chat for guidance.

Results of students opinions and how behaviour is managed in school has been tracked on an anonymous database, the results and different charts are shared with the governors.

Q- How do we compare locally to other schools and is there a parent concern which may sway their choices, could we add this to pupil voice?

A - These changes were provided in this year's presentation and the data shows national and county outcomes, I can also use the data to characterise the year group or gender for example.

Year 8 and 10 felt safer against bullying in school compared to the national results and say they have never experienced bullying for gender, sexual orientation, religion or skin colour.

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	For attendance we need to look at ways to look ahead and plan which could include end of school year holidays which peak at this time and when we keep non attendees on our school roll. Some students said the school have higher aspirations for their outcomes compared to home and offer much in the way of support including that for mental health. Exclusions although higher compared to national are much lower than some of the other local schools.	
7.	**Business cycle** <u>Budget update</u> There is a folder available in SharePoint for governors to review which includes benchmarking other schools and also Hampshire comparisons, staff pay rises account for £109,000 previously been included in the school budget. Q - Was the full amount of the pay rise received or was this a difference between expected an actual? A - The amount was funded for teaching staff although support staff pay rise has still not been agreed with the unions. Q - With the projected increase in enrolment still steady does this help with the budget? A -61 pupils have already chosen us as a first choice so this looks to rise steadily and when staff leave we are looking at what is required and not just a straightforward replacement to accommodate the growth in numbers. The next budget update will be presented in November as budget revision will be due then.	
8.	**Policies** <u>Pay Policy and Performance Management policy</u> This has not been received yet. <u>Agree Governors code of conduct</u> There are no changes so this is agreed by the governors. <u>Instrument of Governance</u> There are no changes so this is agreed by the governors. <u>All safeguarding policies</u> The review date displayed on the website require checking, this will be confirmed at the next meeting Action - Check dates of renewal and if this is correct on the website <u>RSE policy</u>	MH

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	This is not ready for review yet	
	<u>Attendance Policy</u>	
	This is a policy template from local authority so requires checking against our school policy. This is agreed by the governors.	
	<u>Behaviour policy</u>	
	This is agreed by the governors following several changes.	
	<u>Remote Learning</u>	
	This is agreed by the governors.	
	<u>Whistleblowing</u>	
	This is a policy template from local authority so requires checking against our school policy. This is agreed by the governors.	
	<u>Equality of Objectives</u>	
	This is due March 2025.	
	<u>SEND Policy</u>	
	This is still under review.	
9.	**Future events** See school calendar online	
10.	**Next Meeting(s):** Pay committee – 23 October 2024 1.30-3.00pm FGB 12 November 2024 Provisional Agenda - Presentation by Humanities and MFL Safeguarding topics Q - Can we receive a report to give us progress on Arbor now this is used by students and parents? A - We know the behaviour management side is working well but there is a transition from previous use of class charts, an app is in development for students use which should improve the service, we need to familiarise ourselves with new phrases. Action - Provide feedback at the end of term for parents and maybe ask for comment queries or concerns in use of the system Q - Can we link with other schools who use Arbor affectively? A - Meetings have been arranged with senior leaders to meet with other schools to discuss best practise and tips.	MH
11.	**Close**	

Signed: _____

Date: _____

	The Chair of Governors closed the meeting at 7.20pm	

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Date: _____