

**A meeting of the Full Governing Body held on Wednesday 3 July 2024 At The Angmering School.**

**PRESENT:** Mr Liley (HT), Mrs Hamilton-Street, Mrs Young, Mrs Beeby, Mrs Charlesworth, Mrs Genge, Mr Gisby, Mr Kingsley, Mrs Knox, Mrs Miller, Mrs Mitchell, Mr Smith, Mrs Dyson.

Also Present: Mr Gooding AHT (IGO)

**APOLOGIES:**

1. Apologies were received in advance from Mr Carr, Mrs Thomas, Mr Fielder and were accepted by the board.
2. The Clerk sends her apologies for sudden illness and the meeting will be recorded in her absence.

**DECLARATIONS OF INTEREST**

3. There were no declarations of interest

**MEMBERSHIP MATTERS**

4. Mrs Hamilton-Street was nominated and unanimously **elected** as Chair of Governors for a further year.
5. Mrs Young was nominated and unanimously **elected** as Vice Chair for a further year
6. **Governors thanked** Mrs Thomas for her service last year as co-vice chair; and will remain as a co-opted governor on the board.
7. Mr Smith was invited and **accepted** to serve a further term of office as a co-opted governor.
8. Mr Kingsley is attending his final meeting following his decision to step down from being a co-opted governor, the board wished to thank him for his 3 years of service.

**URGENT MATTERS**

9. **Reduction to PAN** (Planned Admission Numbers) The HT wished to make the board aware of the decision to request to WSCC to reduce the school's PAN from 270 to 240 from September 2026 due to a national and particularly in this area, reduction in cohort across primary school numbers, leaving the school vulnerable to parents who hop from school to school to avoid difficult conversations around attendance, behaviour and exclusions. This will also aid the school to plan more effectively financially with curriculum and staffing.. He explained that the process is lengthy and will not become effective in time for September 2025 intake but there will be an opportunity to cap Year 8 to 240.
10. **Governors asked** if there would be a revised Admissions policy? The HT confirmed there would be no requirement to change the Admissions policy - however, there may be an increase in the number of appeals for places.

**REPORTS TO GOVERNORS**

11. **REFOCUS** IGO was invited to update the board on the recent changes implemented this term around **Behaviour and Refocus acknowledged the board's virtual ratification of the amendments to the Behaviour Policy.**

12. **Governors asked about staff feedback** so far; IGO **confirmed** that there has been a transformation regarding the culture shift and disruptive behaviour in classrooms has dropped significantly. Lateness to lessons and school has also seen a significant reduction.
13. **Governors asked about the parent's view** of the Refocus Room - IGO **reported** that a very small minority of parents raised concerns regarding an "isolation room" - and required clear understanding of what time in the room entails for the clear directive to refocus the student with the goal to prevent matters escalating further. 5 parents met with him personally and left feeling more positive and reassured. The slide presentation loom video of IGO reading from the slides has been shown to all students, and was not designed to be shared with parents, but a powerpoint presentation is accessible.
14. A governor who has recently attended 3 separate Link Governor meetings has **received feedback from staff who are fully supportive of the changes** and there is **clear evidence of smooth start to lessons, and notably less children out of lessons. Students also have positive feedback, identifying that they have better concentration during lessons, and appreciate that the student experience is getting better.**
15. **Governors asked** IGO to clarify the length of time a student attends the refocus room and what restorative practices are used as a follow-up - IGO ran through the process, confirming that the new approach produces data and early indication to academic difficulties, Pastoral issues, and Teacher/Student relationships giving a proactive approach to issues which require further work or resolve situations before the student attends the next lesson.
16. Queries around use of toilet facilities during lesson time was also discussed.
17. **Governors noted** that consistency in all classrooms is needed. IGO was thanked for his time and left the meeting.

### **QUALITY OF EDUCATION Key Stage 3**

18. MWH report attached - **Governors asked** if the DHT's roles and responsibilities will change from September following the departure of MWH. HT confirmed that there will be a slightly different arrangement with AAN focussing on Student Experience (Teaching and outcomes) and MSM focusing on Staff Experience (including staffing, timetabling and CPD). AAN will line manage Key Stage 4 year team leaders, whilst MSM will line manage Key Stage 3 Both Deputy Headteachers will continue to complete Learning Walks together, current policies will continue.
19. Governors wish MWH well in his new post as Headteacher at Imberhorne School.

### **HEADTEACHER'S REPORT**

20. Copy attached - **Governors asked** for an update on the Section 106 monies - the HT confirmed that an amount of £359000.00 has been signed off by WSCC and they have appointed a project manager, whilst currently on annual leave, will be receiving pressure from the school upon their return to get planning underway.
21. **Governors wished to note** the fantastic news that the school is continuing to support apprenticeships again next year.
22. **Governors wished to note** that despite the large number of staff leaving the school due to the restructure, those choosing to leave have been moving on for progression purposes.
23. Since writing the report, the HT reported that the school's Business Manager will be retiring at the end of September, and the school is currently looking at recruiting a replacement.

24. **Governors raised a concern** around the attendance impacting performance and engagement having looked at the data for the past 6 years. - It was agreed that the school is in line with the national secondary school attendance at 90% but acknowledge that there is a minority of big hitters due to factors such as EBSA (Emotional Based School Avoidance) Blended Learning, Social Care and SENAT (WSussex Educational Needs Assessment Team) delays. The HT concluded that with the known battles, and desire to keep parents' engagement positive, the school is doing well or better than the national average.

#### **SCHOOL IMPROVEMENT PLAN**

25. Shared with the board prior to the meeting, the board agree the RAG ratings to be a fair current position
26. Mrs Knox arrived at the meeting 17:38 and was congratulated by the board for gaining the position of Head of Sixth Form.
27. The HT wished to thank the board for their continued support throughout the year with their consistent approach and positiveness with staff and students.

#### **GOVERNMENT CONSTITUTION**

28. **INSTRUMENT OF GOVERNANCE - Governors voted to retain** the current instrument of governance
29. **NGA CODE OF CONDUCT - Governors voted to adopt** the NGA code of conduct which was **signed by the chair**.

#### **TERMS OF REFERENCE**

30. Governors reviewed the terms of reference and accepted the current version with no changes and were **signed by the Chair**.

#### **FINANCE**

31. **Scheme of Delegation. - approved by the board and signed by the Chair**
32. **Budget monitoring** - BM reported that budget monitoring for May has been uploaded to the GVO and noted the following points;-
- Expected WSCC In year funds are now shown as income (a negative figure) on line 134 'LA Funding' rather than a virement.
  - A breakdown of these expected WSCC funds is show on a tab on the Budget Monitoring Additional Detail spreadsheet and the actual funds received are recorded alongside.
  - Any variance to the amount received, is shown on the 'Virement' tab along with any unexpected funding from WSCC.
  - Expected income from other sources are also shown on the Additional Detail sheet.
  - Because I have not been allowed to lock the budget on Bromcom yet, the 'original budget' column will be different from the 'Set budget 'column as we have already received some in year funding in April and May.
33. Governors discussed the recent restructure having a marked impact positively on the final deficit budget.

34. The Chair, on behalf of the board, thanked the BM for her 24 years service with the school.

### **MINUTES AND MATTERS ARISING**

35. The minutes of the FGB meeting held on 22nd May 2024 were approved by the board as a true record. And were signed by the Chair.
36. There were no matters arising from the minutes.

### **SAFEGUARDING**

37. No matters arising.

### **HEALTH & SAFETY**

38. No matters to report

### **CHAIRS ACTIONS**

39. **A Staff Survey** using Bounce Surveys, has been issued to all staff, closing date 12th July - these are anonymous and the outcomes will be shared in the October meeting.
40. **A Student Survey** (again anonymous) has been issued to all students, with a closing date of 15th July. Outcomes will be shared in the October meeting.
41. Governors wished to see a 3 year trend analysis moving forward.
42. Wellbeing surveys were discussed and it was confirmed that they are not anonymous to enable the school to pick up on specific concerns.
43. The school has engaged in 'Thoughtful' to skill up 40 student ambassadors in years 8 and 9 to create a student led package of mental health first aiders, to be implemented from next year.
44. Chair's Attendance at the Summer Stage Performance of Mary Poppins and STEM Science Fair and ART and Technology Exhibition - reported that the level of brilliance was fantastic and it is a pleasure to attend and celebrate whole school achievements
45. Exit interviews - Chair reported that she has attended and has further meetings planned
46. TAS @ 50 - meetings have concluded a realistic offer in the pipeline, inviting the community to an open day and celebrations for the year to involve Angmering in Bloom and the Yarn Bombers - there is a view to incorporate the STEM Fair and LNC Summer Fair on the same day. Alumni past students as well as enterprise work are all being considered.

### **LINK GOVERNOR REPORTS**

47. The Chair thanked the board for the recent link visit reports and explained that the staff report that they appreciate the visits. The following reports were acknowledged by the board with notes attached;
- Attendance - *Governor query on length of time it takes to complete an EHCP The most recent figures show that the average time between granting an EHCNA and agreeing an EHCP is just over a year. The target is 20 weeks. In part this is because WSCC are currently clearing a backlog of cases which were originally submitted 12-18 months ago (whilst also trying to keep pace with newer submissions). The forecast is that we will be at the 20 week target in around 12 months time.*
  - Computing

- English – *Governors wished to recognise the immense amount of work the subject leader has accomplished this academic year since joining the team, there is clear evidence that the students and staff are well disciplined and in a routine, keeping focus and following the basics, having achieved getting all staff on board in a cohesive team, the true measure of outcomes will be evident in 2025 - Governors note personal experience of their children's phenomenal achievements this year in the subject.*
- H&S and Premises
- ITT – *Provision was discussed and it was noted the excellent work across the school to support the ITT students.*
- KS3 Quality of Education
- Maths- *funding for rewards (approx £350) community champions have been contacted at the local supermarkets for support. Again, governors with children at the school reported on vast improvements with their learning, and wished this to be noted.*
- Performing Arts
- Science
- Wellbeing Working Group

#### **ADVENTUROUS/OVERNIGHT/OVERSEAS TRIPS**

48. There were no trips to report on.

#### **GOVERNANCE SURVEY 2024**

49. The Chair reminded the board to complete the survey, link shared on the agenda - stating this is an opportunity to be open and honest.

#### **GOVERNOR TRAINING**

50. The Chair reminded the board to make the most of the links available for useful training linked to their responsibilities via the links shared on the agenda.

#### **POLICIES**

51. Assessment Policy - was ratified
52. Careers and Enterprise Provider Access Statement was approved, with note that there will be a revision on the wording in September.
53. CEIAG Policy - was ratified
54. Home Learning Policy - was ratified

#### **GOVERNORS ACTION AGAINST THE SIP**

55. The Chair confirmed that the revised link roles had been agreed in advance of the meeting following liaising with each individual governor. It was agreed that the Parent Governors will hold a whole school overview to ensure policies are implemented effectively and will meet with the HST for learning walks in specific areas. A minimum of 3 visits each is required
56. Governors were pointed towards the Subject Focused Link Visits 2024-25 document (att) to plan their diaries for link visits.

57. The Link Visit form can be adapted to suit your visit, please ensure you complete your visit forms and submit to the Clerk to gain HT's comment, this is then used as evidence that governors have an understanding of what is going on in school when Ofsted visit.

**NEXT MEETING** - Wednesday 2nd October 2024 5-7pm

Notable dates for your diary:

10 July Y11 Prom

11 July Music Mania

17 July Empowerment Awards HKN would like volunteers to help with presentations on the night.

**FGB 2024-2025** meeting schedule:

2.10.24

20.11.24

22.01.25

26.03.25 -NB: changed from 19th

14.05.25

09.07.25

Meeting closed 18.50