

At a meeting of the Full Governing Body of The Angmering School Wednesday 15 September 2021 held in L11.

Present: Mr Fielder(Chair),Mrs Hamilton-Street (Vice Chair), Mr Liley (HT), Mr Beaney (DB), Mr Gisby (JG), Mr Hamilton-Street (LH), Ms Rush(SR), Mrs Thomas (BT), Mr Street (JST), Mrs Woolam (TW), Mr Kingsley (SK), Mrs Mitchell (CMI), Mr Smith (SSM), Mrs Dyson (DDY)

Also Present: Mrs Nolan (Clerk)

ELECTION OF CHAIR

1. Mr Fielder was duly elected Chair

ELECTION OF VICE CHAIR

2. Mrs Hamilton-Street was duly elected Vice Chair

DECLARATIONS OF INTEREST

3. Governors received the annual Pecuniary Interest forms to complete, sign and return to the clerk at the end of the meeting.
4. There were no declarations of interest for the items on the agenda.

MEMBERSHIP MATTERS

5. Governors approved the board's Instrument of Governance with no changes required.
6. Chair reported that following the recent advertisements to fill the two co-opted governor vacancies had generated some interest, he and the VC will be meeting candidates over the next couple of weeks.
7. The board collectively agreed that both the Chair and Vice Chair would make the decisions on the successful candidates.

TERMS OF REFERENCE

8. Governors discussed the current Terms of reference and **resolved to approve** the Terms of Reference with the removal of the following items under section 8.
 - i. Leadership - Strengths and weaknesses in leadership, development of the leadership, key foci for current year and beyond.
9. The Chair will sign the approved final draft **ACTION: CHAIR**

REPORTS TO GOVERNORS

HEADTEACHERS REPORT - See report attached

10. After writing the report, which the governors received in advance of the meeting, the HT informed the Governors that WSCC have **approved** a passenger lift to be added to the

external wall of the new F Block building to replace the existing internal one person lift.
As yet there is no timescale for works to be completed.

11. The HT confirmed interviews for a Drama lead were scheduled for this week.
12. The following points were raised with actions highlighted, from the report:
 - i. Student numbers PAN 270 next year strong marketing in place
 - ii. Promoting Sixth Form (Lower intake than previous year) hard sell, pitch the smaller classes versus the larger facilities elsewhere.
 - iii. It was requested that the quality of the previous presentation at Sixth Form Open Evening be enhanced **ACTION: HT to review**
 - iv. Mr Beaney will attend the Sixthform Open Evening to offer advice and encouragement to future medical students with his employment at Brighton & Sussex Medical School hat on. **ACTION: Mr Beaney**
 - v. **PREVENT and InCel Training** being held on **11th October at 15:30** all **Governors welcome to attend** **ACTION Training for All**
 - vi. Mrs Mitchell explained Core Care and the work the SEND and Pastoral teams have been doing to assist a smooth transition of year 7's and **asked** governors to be mindful of the additional needs and concerns having an **impact on staff** and their emotional resilience. **Budget restraints** were highlighted as an area causing pinch points, but the SEND team will continue to **seek additional funding** from County as required.
 - vii. Governors were **informed** this cohort was an exception to previous years with a 40% increase in numbers requiring additional support. - they were assured this is not pandemic related - but were **asked to consider the additional SEMH pressures** on the school as a whole, for the next 5 years.
 - viii. A small number of parents (4) had opted to appeal the Centre Assessed Grades at GCSE across different subjects. There were no appeals at A Level.
 - ix. HT commented that the Ofsted Inspectors will not be able to discuss 2020-21 data as it has not been published, he also stated that he felt the board is now very confident with a clear understanding of data, which was missing a few years ago. It is evident that the board are now asking probing questions of the HT and for facts to be reported.
 - x. Under the item of HST Structure the HT informed the board that a resignation had been received from one of his Deputy Headteachers. He informed the board that there were no plans to recruit at DHT level, but an advert would be put out to seek an Assistant HT thus making a saving on the budget.
 - xi. The board were informed that Ofsted contacted the school in week 38 but due to lack of staff and HT due to covid19 self isolation the school were successful in their request for a deferral.

STAFF SURVEY

13. The results of the survey were shared in advance of the meeting. (see attached) the board felt happy there is a benchmark to work from. It was noted there was a small core

group of 6 staff that were unhappy in the workplace. Governors **agreed** to bring back to the October meeting any key changes, and follow-up. It was agreed that a message is sent to staff acknowledging the completed survey and a response will follow. It was also **agreed** that 2 surveys per year would not be feasible, and should be run at a different time to the Wellbeing survey. Suggest beginning of the Summer Term. **ACTION email staff ACTION OCT Agenda**

14. Key focus for governors to attend INSET training days - Chair and Vice Chair to have a 5 minutes slot with staff.

Site & Buildings Contracts - Link Governor Report attached

15. Governors acknowledged the report with no questions.

Marketing Update - SR

16. SR is confident that the new prospectus will be delivered by 29th September and be available for open day. Copies being delivered to the primary schools and online PDF versions being sent to interested parties and raised on social media.
17. Work in progress on the new website looking to go live in January 2022.
18. A different strategy is being considered for the Sixth Form market and will follow up the marketing strategy document before half term with Mrs Moppett **ACTION Ms Rush**

Parent Anxiety workshop - Link Governor Report attached

19. Governors were excited to learn about the interesting workshop delivered to approximately 20 families and would be interested to learn that the spring term offers a focus on Study Skills.
20. Parent governors and Mr Gisby requested to be invited to any future workshops.

REVIEW OF LINK GOVERNOR ROLES AND RESPONSIBILITIES

21. The following changes made to the current document (see attached)voted and approved;
 - a. Science will replace Maths for close monitoring by JGI
 - b. LH-S will take the responsibility for LOtC (Trips and Visits)
 - c. The Headteachers Performance Management committee will consist of NH-S, BT, MF.
 - d. Pay committee will consist of TW, LH-S, NH-S

GOVERNING BODY ACTION PLAN (Copy Att)

22. Governors were asked in advance of the meeting to review the action plan and note any additions. Governors **approved** the current action plan SM will manage the document.

CHAIRS ACTIONS

23. There were no Chairs Actions.

URGENT MATTERS

24. There were no urgent matters

MINUTES & MATTERS ARISING

25. Minutes of the Full Governing Body meeting held on 14th July were approved and signed by the Chair.
26. Matter arising - NH-S to share Sponsorship list of companies with the Clerk (item 40)

ACTION NH-S

BUDGET shared on the GVO for the board to view.

27. DDY reported that there is not a huge change from July figures, however has slightly amended the way additional in year funding is shown on the reporting. As well as tracking against anticipated income, and is now including any variations to income received (anticipated or otherwise) on the virements sheet - highlighted in red. This gives a truer picture of where we stand with balances.
28. The 16-19 Tuition Funding (Covid19) has been split from the Bursary Sixth Form funds as this needs to be identified separately for monitoring purposes - highlighted in pink.
29. This year Pupil Premium allocation has been split across three cost centres - salaries, vocational and general PP. When writing the budget, based our anticipated Ever6 award on the previous year's allocation (£88,170), however, we have only received £70,025 this year, £18k less than anticipated. The impact of this on PP has been reduced as I have moved JBO's remaining LSA salary from September (she has now qualified as a teacher) out of PP and put it into 'Teachers'. The three PP cost centres therefore need to be considered together when looking at the overall balance in PP. It is likely that I will redistribute the allocations between these three to reflect the current need. NH-S will be meeting with Mr Jobling to discuss PP further and report back to the board.
30. We have been informed that teachers are likely to receive the same pay award that has been proposed for support staff - £250 lump sum for those earning under £24k. DDY had put 1% in for teachers when writing the budget. Progression for teachers should happen later this term and be backdated to 1 September. No action yet from WSCC on proposed support staff rise, but progression has been actioned for applicable staff.
31. 1 x Resource Admin assistant has now been appointed in the last few days.
32. LSA's are difficult to track and predict as is the LNC budget - also made difficult to track as the fund in April is for the whole year, but take back at the end of year 11 or if the student leaves.
33. The Business manager will work on the Three Year Budget this term and will also look at the SFVS (Schools Financial Values Standard) which has been expanded, and requests link governor participation in this process.

ACTION MF & TW

SAFEGUARDING

34. KCSiE 2021 Governors were reminded that both Parts 1 and especially **Part 2** to be read and understood - All governors to confirm with the Clerk **ACTION ALL**
35. It was noted that number of students who leave the school to be Electively Home Educated (ELE) will now need to be reported to the board.

POLICIES

36. Governors **approved** to adopt WSCC model policies with any additional amendments being individually brought to the FGB where and when necessary.
37. Security Policy with the following additions to 3.4 the governors ratified the Security Policy
 - a. All visitors to the school must be processed via Reception where administrative staff in Reception maintain a record of all visitors and issue each visitor with a Visitors Pass and Health and Safety/Safeguarding leaflet.
 - b. Members of Staff should challenge any person on the school site whose presence they believe has not been authorised.
38. School Travel Plan - NH-S requested a review of the content to be more directed at the school rather than the plans for the local authority and will seek to resolve this with the author and bring it back to the next meeting.

ACTION AGENDA

AOUB

39. **Canteen review** - WSCC will be reviewing the size of the servery.
 - a. Year 7's currently have a headstart on being served during their settling in period.
 - b. Caterlink contract extension up next July - The Business Manager urges governors to consider starting the tender process in December, commitment will be required.
 - c. Student focus groups are still being held.
40. NH-S proposes an extra meeting in November (9th or 10th) to concentrate on Training - no specific date or training item agreed to.

Next meeting Wednesday 20th October 2021 6pm

Meeting concluded 20:05hrs