

# Rye College Full Governing Body Meeting

1 April 2014

## MINUTES

A meeting of Rye College Full Governing Body was held on Tuesday 1<sup>st</sup> April 2014 in the Learning Resource Centre, Rye College. The first part of the meeting commenced with Governor training at 5.00pm followed by the main meeting at 6.30pm.

**PRESENT:** Jane Burnett (JB) [Chair]; Ian Bryan (IB), David Cooper (DC), Thomas Earl (TE), Sarah Glen (SG), Jo Kirkham (JK), Sally King (SK), Nicola Midgley (NM), Allen Mills (AM), Peter Savory (PS), Hazel Russell (HR), Francine Thomson (FT).

**In Attendance:** Ali Bayley (AB), Colin Riggs (CR), Nikki Langham (NL), Sally Welch (SW) [Clerk].

**Part 1: Governor Training:** The meeting opened with joint (Rye College and Rye Studio School) Governor training on Child Protection and Safeguarding, led by Richard Munro, Independent Trainer and Consultant.

1. The '*Safeguarding Children in Education: Safeguarding Audit Toolkit for Schools and Colleges in East Sussex, 13-14*' is a key Safeguarding tool which can support the Governing Body's role as 'Critical Friend' by providing a framework through which Governors can present appropriate challenge to the Senior Leadership Team and check that the College has robust procedures in place for dealing with safeguarding issues. It was confirmed that Rye College has completed the safeguarding Audit and that this would be discussed by Governors later in the meeting.

2. It was confirmed that AM has undertaken training on 'safer recruitment' and it would be useful for other members of the Governing Body to undertake this training to add capacity.

3. The model 'Safeguarding and Child Protection Policy' (October 2013) produced by East Sussex Local Safeguarding Children Board was commended to Governors.

4. A stress was put on Governors being aware of the mechanisms within College for ensuring that the student voice is heard.

4. The Governing Body has a duty to ensure that the Single Central Record (CSR) of Pre-employment Checks Template 2014 is up to date and that where documents have been reviewed, the reviewers' initials are included in the Register. The CSR should be updated to include any offences recorded by the Disclosure and Barring Service (DBS). It was suggested that the CSR should be signed off by the Principal/named member of the Senior Leadership Team and named Child Protection/Safeguarding Governor on a half-yearly or annual rolling programme.

## **Main Agenda**

### **1. Chair's Introduction**

1.1 Noted:

a) the Chair welcomed the extended SLT to the meeting. Following Luke Atkinson's departure, NL has taken over responsibility for Barbican students. SG has assumed overall line management responsibility for the Barbican Community subjects: Humanities, PE, Music and Science. The changes had taken effect from January 2014.

b) the Chair welcomed Peter Savory to the meeting following successful completion of the six month probationary period and thanked Peter for his contribution to date.

## **2. Declarations of Interest**

2.1 Noted: that no member(s) of the Governing Body had declared an interest in relation to any item(s) of business on the agenda.

## **3. Safeguarding Audit**

3.1 Received: the *Safeguarding Children in Education: Safeguarding Audit Toolkit for Schools and Colleges in East Sussex, 2013-2014*, as completed for Rye College.

3.2 Noted:

a) AB and FT took Governors through the document highlighting action points identified to comply with the indicators and evidence requirements. [Bracketed numbers cross-refer to Audit document].

- [1 1.6, p.3]: First Aiders would take full responsibility for making logs of any treatment and consultation. AB had consulted Bernard Thomson on this requirement and First Aiders had been made aware. It was recognised that this is an area where 'joined up' thinking is required to enable appropriate actions to be taken in cases which may have implications for both safeguarding and health and safety.
- [2 2.4, p.5]: SK has agreed to be the named Governor for e-Safety and would undertake relevant training and liaise with key staff as required.
- [3 3.3, p.11]: that SLT would give further thought to the optimum placement of information concerning referral and support services to enable students who may wish to access this information to do so privately.
- [4 4.3, p.14]: that costs for in-house training for staff on safeguarding issues were being explored with the intention of commissioning a provider who would be able to deliver in-depth training. Information provided to new staff on induction would be updated. There should be a written record kept of all conversations between staff relating to safeguarding issues. Information relating to safeguarding issues held in student files should be copied on pink paper to indicate its confidential nature and removed if a member of staff needs to access the file.
- [4 4.6, p.16]: relevant information for staff, including the Whistleblowing Policy, would be published on the staff notice board. It is the responsibility of the agency concerned to ensure that supply staff are up to date with safeguarding training and this will be checked through Jane Loveless.
- [4 4.7, p.17]: AB will liaise with SF, Attendance Officer, on absence management, including record keeping. It was noted that the College has agreed with East Sussex Attendance and Behaviour Service an enhanced level of service involving regular visitations by the Education Welfare Officer to review all cases where attendance falls below 95%. Governors were advised that the College is not offering a CAF in cases of exclusion as these no longer exist. The College's procedures for supporting students in such cases - appropriate referrals to support services etc. - were not evidenced in the Audit and would be added. The College has attempted to obtain training for relevant staff on the SEN reforms which will come into effect from the new academic year but ESCC have placed a cap on training for the moment.
- [5.3, p.18]: the training action had been completed today. It was suggested that future training updates for staff in the two schools should be commissioned at Trust level to reduce costs.
- [5.6, p.19]: the nominated Governor for child protection issues will be undertaking relevant training.
- [6.2, p.21]: record keeping of recruitment panels is to be formalised
- [6.3.11, p.26]: a check of relevant qualifications will be undertaken.

- 3.3 Noted: actions to be undertaken as set out in the Action Plan.
- 3.4 Resolved:
- a) to diarise half yearly reviews of the SCR with sign-off by NM and JB on behalf of Rye College to demonstrate Governors' oversight of the SCR within the context of the RAT. **ACTION: NM/JB.**
  - b) to develop an e-safety policy and to bring this to the RCFGB for approval. **ACTION: SK/Policy Committee**
  - c) to review the draft Rye College Child Protection and Safeguarding Policy in light of the model policy produced by ESCC. The draft Rye College Policy would therefore be withdrawn from consideration at this meeting. **ACTION: Named Safeguarding Leads/Policy Committee**
  - d) to invite AB and FT to consider a reporting framework to the Governing Body on the College's record-keeping procedures. **ACTION: AB/FT.**
  - e) to attach deadline dates to individual actions in the Action Plan. **ACTION: FT.**
  - g) to diarise periodic updates on safeguarding at Governing Body meetings. **ACTION: FT to advise the Clerk as appropriate.**
- 3.5 Noted: the Chair thanked AB and FT for their work in carrying out the Safeguarding Audit.

#### **4. Minutes of the meeting of 7<sup>th</sup> January 2014**

- 4.1 Received: the minutes of the meeting of 7<sup>th</sup> January 2014.
- 4.2 Resolved: to approve and sign the minutes as a correct record.

#### **5. Matters Arising**

##### ***Minute 6.2 – Marketing Committee***

- 5.1 Noted:
- a) HR reported that the Marketing Committee had met the previous day and would be in a position to deliver a focus group involving relevant stakeholders at the INSET day on Friday 2<sup>nd</sup> May, which Governors were invited to attend. The purpose of the focus group would be to sense check elements of the emerging marketing strategy, in particular how to increase student numbers and engage prospective parents. Student numbers were of particular concern going forward as it was understood that Rye Studio School was expecting to receive 25% of its students from Rye College at the end of year 9 and 50% at the end of year 11. It had not been possible to confirm the point of origin for these assumptions.
  - b) that the Committee would turn its attention to marketing for prospective staff as a second order priority.

##### ***Minute 4.2 – Parent Voice Champion***

- 5.2 Noted:
- a) the bowling trip, literacy and ICT events had taken place. TE was now looking at whether it would be possible to hold similar events for other curriculum areas, subject to teachers' agreement to run these.
  - b) that consideration was being given to running a bigger event – e.g. a trip for KS3.
  - c) that efforts would be made to significantly increase the number of parents attending parents' events and parents would be asked to sign in as a record of attendance.

#### **6. Principal's Report**

- 6.1 Received: the Principal's Report to the Governing Body for March 2014.

- 6.2 Noted:
- a) that the report was confidential to the Governing Body and should not be discussed outside of the meeting.
  - b) that attendance figures for February were missing from the report and would be circulated.

### **Year 11 Update**

- 6.3 Noted:
- a) that the Year 11 update identified the work being overseen by the Senior Leadership Team by departments to ensure a greater level of confidence in predicted outcomes for 2014. Each line manager had RAG'd the departments to reflect levels of confidence in the data and predicted outcomes.
  - b) the following departments were flagged as being of concern (red and amber):
    - Geography: had gone from red to amber as a result of improvements to tracking.
    - RE: continuing concern due to reduced curriculum time and quality of delivery. Timetabling issues have impacted on delivery of classes by specialist teachers. It was noted that RE would be replaced by a philosophy and ethics exam in the curriculum restructure which would provide more interesting content for students and would be taught by the specialist teacher who is the current Head of RE.
    - Spanish: significant interventions have been put in place to support and re-engage students. However, there are continuing concerns about the low level of language ability which will impact grade predictions.
    - ICT: new course requirements introduced. Additional ICT support has been put in place during tutor time.
    - Technology: an external review of the department was commissioned following poor results last year (2013). Easter revision classes would be geared towards the examination which would count for 20% of the final grade. The curriculum had been structured towards enabling students to do as well as possible.
  - c) English: the report confirmed a significant programme of interventions running to support students and prepare them for final examination.
  - d) Maths: there is a final push to achieve 65-75% attainment. Lots of interventions are running to support students. Maths tracking was considered to be sound.
  - e) Art: the departmental focus is year 11 interventions and progress to mitigate the absence of the CL (now returned and being supported in College).
  - f) Photography: intervention in place to support the CL to develop knowledge of assessment and tracking.
  - g) Science: due to concerns about accuracy of record keeping and security of progress data maintained by teachers, the Curriculum Leader has stopped teaching Double Science and is now focusing on the BTEC student group ensuring that students are given clear and accurate feedback on the quality of their work. In some cases students have had to repeat elements of the course. **In response to a question from the Chair about the impact of Year 11 interventions on Year 10 students:** the Principal responded that all Year 10 students are doing Double Science and classes are rotated to ensure that students are able to be taught by specialist teachers.

### **Key Stage 3 Update**

- 6.4 Noted:
- a) that CR is working on new systems of measurement for student progress in Key Stage 3. Each curriculum area has been asked to devise assessment methods to best fit subject requirements which will be analysed to identify common themes and to quality assure the proposed methods.

b) a summary of the progress made by Key Stage 3 students in each subject area was provided in the report based on line management meetings conducted in Term 3.

### **2014 Predicted Outcomes**

- 6.5 Noted:
- a) that the predicted outcome for national examinations (summer 2014) is 63% (% 5+ A\*-C GCSE including English and Maths), continuing the upward trend in outcomes since 2012. If 19 additional identified students achieve to their potential, that figure could rise to an aspirational target of 75%.
  - b) the Senior Leadership Team are inculcating a sense of whole responsibility for outcomes. **In response to a question from the Chair about the level of confidence Governors can take from the predictions (given the greater than 50% difference between predictions and attainment in 2013):** the Senior Leadership Team responded that they were challenging Curriculum Leaders on the predictions for every student, interrogating the quality of the data provided by Curriculum Leaders and the tracking behind it, as well as carrying out formal lesson observations in addition to as many drop-in observations as possible. Staff have undertaken online training on standardised marking and moderation which is certificated so that the SLT can track when staff have completed the training. Moderators' reports from last year have been reviewed with Curriculum Leaders.

### **Curriculum Planning and Staffing Restructure**

- 6.6 Noted:
- a) that the staffing restructure consultation period ends on 5<sup>th</sup> April 2014.
  - b) consultation feedback will be considered and final restructure proposals issued on 22<sup>nd</sup> April 2014. The interview and selection process would take place during 28 April – 23 May 2014.

### **Pupil Premium**

- 6.7 Noted:
- a) **in response to a question from the Chair on assurances for Governors that Pupil Premium is being spent to best effect:** CR responded that there were some commitments to expenditure from last year and that the targeted aim would be more focused expenditure in future to achieve further progress in closing the gap (9% against 26% national average) and to ensure that funding benefits identified students rather than the wider student community.

### **Student Intake**

- 6.8 Noted:
- a) that the year 7 roll for next year stands at 132 at present.
  - b) that, in light of the planning assumptions for the movement of students between Rye College and Rye Studio School, it was proposed to raise the PAN to 150 and apply to ESCC to reduce the roll for Years 10 and 11 back down to 130.

## **7. Ways of Working**

- 7.1 Received: a structure diagram prepared by the Chair showing the FGB committee structure and current 'task and finish' groups, and Governor membership.
- 7.2 Noted:
- a) that the role of the FGB Chair is to maintain strategic oversight of all aspects of the Governing Body's activities.
  - b) that Governors must be prepared to accept collective responsibility in enabling the Governing Body to fulfil its statutory remit. This required all members of the Governing Body to

be willing to engage with the various areas of Governing Body activity –e.g. exclusions, appeals and complaints panels. The collective contribution made by Governors was highly valued by the Chair and the College.

c) it was suggested that consideration be given to adding capacity through the pooling of resources across the Local Governing Bodies of both schools where permissible – e.g. for membership of exclusions, complaints and appeals panels.

7.3 Resolved: that the structure diagram should be reviewed periodically in the light of changes to Governing Body requirements.

## **8. Exclusions**

8.1 Received: DfE Guidance on Exclusion from Maintained Schools, Academies, and Pupil Referral Units in England.

8.2 Noted: measures put in place to support the exclusions process: a new Student Behaviour Policy and Drugs Policy were to be considered later on the agenda; training on exclusions procedures had been arranged for relevant staff involved in supporting Governors' Disciplinary Committees.

8.3 Resolved:

a) that a procedural document should be drawn up on the conduct of exclusion hearings, including the role of the Clerk. DC offered to support this review.

b) that whole Governing Body training on exclusions should be arranged. **ACTION: Clerk.**

c) to set up a small working group to review drugs education at Rye College with the following membership: AM, IB, HR, FT, NM. **ACTION: AM.**

## **9. Reports from Committees**

### ***Policy Committee***

9.1 Received: a report from the Policy Committee with the following accompanying procedures for approval:

9.2 Resolved: to approve the following policies:

*Assessment, Recording and Reporting of Students' Achievements*

*Registration of Students*

*Home School Learning Contract*

Proposed: JB

Seconded: HR

*Drugs, Alcohol and Tobacco Education Policy*

Proposed: AM

Seconded: NM

*Student Behaviour Policy*

Proposed: SG

Seconded: DC

*Religious Education Policy (including Collective Worship)*

Proposed: TE

Seconded: PS

*Sex Education Policy*

Proposed: JK

Seconded: JB

9.3 Noted: that the Policy Committee would bring forward the following policies to the next meeting:

- Teaching and Learning Policy
- Preventing Bullying Policy

**Finance and Personnel Committee**

9.4 Received: a report from the Finance and Personnel Committee for March 2014

9.5 Noted: a request for clarification of RAT's financial planning to understand the longer term implications for Rye College's contribution to central services funding and repayment of the higher-level top slice contributed by Rye College in the period from September 2013 to date.

9.6 Resolved: that HR would address the request at 9.5 above to the Chair of the RAT Finance Committee.

**10. Governor Monitoring**

10.1 Received: the summary report of the Governor Monitoring visit by Globe Community Link Governors.

10.2 Noted:

- a) the Principal reported that the 2<sup>nd</sup> May 2014 INSET day would be dedicated to curriculum planning with Curriculum Leaders asked to produce their plans for the medium term.
- b) that the Chair would discuss with NM the involvement of Governors in reviewing the year.
- c) Governors were encouraged to provide written feedback on their Monitoring Visits in a timely fashion. Likewise, staff would be encouraged to provide prompt feedback to Governors on any actions identified from Monitoring Visits. Governors from Globe Community thanked CR for the prompt feedback given on their report and account of actions to be taken.
- d) the need for further clarification of the Monitoring Visit guidelines with respect to purpose, aims and objectives, as Governors were now monitoring across Communities and could potentially be visiting a number of departments and looking at cross-cutting themes.
- e) that the Finance and Personnel Committee has responsibility for monitoring performance management of staff and would report to FGB accordingly.

10.3 Resolved: to invite the Principal to consider guidance for Monitoring Visits in terms 5 and 6.

**ACTION: NM.**

**11. RAT Update**

11.1 Received: a summary report from the RAT Chairman.

11.2 Noted: the Chair reported that the Governing Body of Rye Primary School had voted to join the Rye Academy Trust from September 2014 pending legal advice and further consultation with parents etc. This represented a step towards realising the vision of the learning village for Rye.

**12. Health and Safety**

12.1 Noted: that the Health and Safety Committee had met on Thursday 27<sup>th</sup> March 2014. There were no significant items for report.

### **13. Any Other Business**

#### ***Chair's Update***

- 13.1 Noted:
- a) that there would be a standing item for 'Chair's Update' on future agendas.
  - b) a Complaints Committee had been convened to hear a complaint against Rye College. The Chair thanked Governors who had sat on the committee.
  - c) that there would be a review of Governing Body activity for 2013-14 at the last meeting of the year which would discuss how to build in opportunities for Governors to share knowledge and experiences as a team.
  - d) that DC had indicated his intention to step down as a Governor at the end of this year and the process for filling the vacancy would commence after the Easter break.

#### ***School to School Support***

- 13.2 Noted:
- a) that the Chair had received a request from ESCC Governor Services made on behalf of Peasmarsh School which was in Special Measures, for Governor(s) from Rye College to join the School's Governing Body for an interim period to build capacity and model good practice.
  - b) HR and NM confirmed they would be happy for their names to be put forward to ESCC.

#### ***Performance Related Pay***

- 13.3 Noted: that Governor training on Performance Related Pay was being organised. Proposed date(s) to be circulated.

### **14. Date of Next Meeting**

- 14.1 Noted: that the Governing Body would meet on Tuesday 13<sup>th</sup> May 2014 at 6.00pm.

*Meeting closed: 21.00*