

Rye College Full Governing Body Meeting

19 November 2013

MINUTES

A meeting of Rye College Full Governing Body was held on Tuesday 19th November 2013 in the Learning Resource Centre, Rye College. The first part of the meeting commenced with Governor training at 6.00pm followed by the main meeting at 6.20pm.

PRESENT: Jane Burnett (JB) [Chair]; Ian Bryan (IB), Ann Cockerham (AC), David Cooper (DC), (arrived at the beginning of the main meeting), Sarah Glen (SG), Anita Hollowday (AH), Jo Kirkham (JK), Allen Mills (AM), Peter Savory (PS), Hazel Russell (HR), Angela Soderberg (AS).

APOLOGIES: Nicola Midgley (NM).

In Attendance: Colin Riggs (CR) for Governor training; Luke Atkinson (LA) attending for NM, Patricia Kaye, Francine Thomson, Sally Welch (SW) [Clerk].

Part 1: Governor Training: The meeting opened with Governor training focusing on changes to the SEN framework at the national level.

1. Significant changes are proposed which will see Statements of SEN replaced with Education Healthcare Plans (EHCP), designed to put the child at the centre and to promote a multi-agency approach to providing support across different aspects – home, school, medical. This will mean that in future, EHCPs will involve a greater number of support agencies and Plans can be held by all manner of leading professionals – not necessarily the school. Specimen paperwork for an ECHP was distributed to Governors. There will also be a further category of students identified as needing support who will have 'School Based Plans' (SBPs) with the further detail of the criteria for this group yet to be published. The basis for formula funding under the new regime has yet to be published but is not necessarily expected to result in a reduction of funding. Importantly, parents will in future play a role in deciding how funding is to be used.

2. *The impact of these changes on SEN provision at Rye College:*

- The criteria for EHCP's is expected to be stricter resulting in an overall reduction in students with EHCPs – Rye College has twelve statemented students currently and this number is expected to be reduced to five or six at most with EHCPs. The categorisation of SEN will present real challenges going forward.
- Work to identify and reduce the existing SEN cohort is being undertaken, led by the SENCo, which would be expected to result in approximately 30 students being retained on the SEN register compared with the current figure of 120. A matrix defining students under the two categories of ECHP and SBP will be published by ESCC in April.
- A provision map will be drawn up for students cut from the SEN register but where there is an ongoing need to provide support. The funding formula for the new framework was expected to acknowledge the need for ongoing financial support for students lying outside the two new categories but where there is a continuing need for support to be provided.
- Statemented students would be carried forward as ECHP students in the first year of the new framework. New applications would be covered by the new criteria.
- A group of schools – including Rye College – had agreed to work collaboratively to trial SBPs and share experiences.
- The new framework will require schools to publish their 'offer' to parents and this could be done with schools working collaboratively to provide a local offer. Schools would in future be held to

account on fulfillment of their 'offer'. CR would be attending training in December on how a school offer can be developed and fulfilled.

3. Resolved:

a) Governors invited an update on the impact of the new framework when the review of SEN provision at Rye College is further advanced.

b) that, with the agreement of Governors, the Chair would propose to the Rye Academy Trust Board the development of a specialist unit for SEN within the Trust which could offer services to schools within the Trust and schools locally.

[Colin Riggs left the meeting at 6.20pm].

Main Agenda

1. Introduction

1.1 Noted: the Chair welcomed Patricia Kaye and Francine Thomson who were observing the meeting.

2. Declarations of Interest

2.1 Noted:

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

b) the Chair notified Governors that she had been asked to provide training for Middle Leaders on an unpaid basis.

3. Minutes of the meeting of 1st October 2013

3.1 Received: the minutes of the meeting of 1st October 2013.

3.2 Resolved: to approve and sign the minutes as a correct record.

4. Matters Arising

Minute 4.4 – Governor Recruitment

4.1 Noted:

a) a closing date of 20th November 2013 for applications for the Staff Governor vacancy.

b) letters had issued to parents/carers regarding the Parent Governor vacancy with a closing date for applications of 29th November 2013.

Minute 4.6 – RAT Conference

4.2 Noted: Governors were reminded that a meeting of the Trust was organised for Monday 2nd December 2013 at 6.00pm. The purpose of the meeting would be for the Task Group on Roles and Responsibilities established by the Rye Academy Trust Board, to report back on its suggestions for clarifying roles and responsibilities vis-à-vis the Rye Academy Trust and its Local Governing Bodies.

Minute 10.3 – Principal's Performance Management

4.3 Noted: the Chair reported that the meeting for the Principal's Performance Management had taken place earlier that afternoon. The Governing Body had therefore fulfilled its statutory responsibility to conduct the Performance Management by 31st December.

5. Principal's Report

5.1 Received: paper RCFGB/14, the Principal's Report for November 2013.

5.2 Noted:

a) **in response to a Governor question concerning the number on roll at Rye College:** LA reported that the figure of 696 was down from 711 at the same point last year. Twenty students had transferred from Rye College to the Rye Studio School this year. The impact had been mitigated by a healthy sized cohort in Year 10; however, Rye College would not be able to sustain this level of transfer in the longer term which would impact on the curriculum Rye College is able to offer.

b) that the Rye College roll needs to increase to a healthy 150. An emphasis was being placed on transition work with feeder primary schools and collaboration through the Rye Creative Alliance. Governors raised the importance of positive marketing/incentives in the local context to counteract campaigns of other schools and it was suggested that there is a role for marketing to be more high profile.

c) it was noted that line management is happening regularly with all Heads of Department looking carefully at tracking data which would be picked up at the January meeting.

d) Governors discussed grades from lesson observations and questioned actions to be taken to address issues identified and improve teaching quality where necessary. It was explained that the observations are to do with specific areas of focus and they are being picked up in line management meetings.

e) it was noted that the Principal is mapping a new model curriculum which will be brought to Governors to consider in January.

5.3 Resolved: it was agreed that the Trust should be approached to find out if there is to be a central marketing policy and to help with determining whether Rye College needs to establish its own marketing group.

6. Policies

6.1 Received: draft documents presented for consideration by the Policy Sub-Committee: Student Behaviour Policy (paper RCFGB/15) and Drugs, Alcohol and Tobacco Education Policy (paper RCFGB/16).

6.2 Noted: Governors discussed the need for the policies to state clearly that *where a formal sanction is considered* a full investigation of the circumstances will be undertaken and that students will be given the opportunity to disclose all relevant information concerning the incident which may be relevant to the investigation.

6.3 Resolved: to refer the policies back to the Policy Sub-Committee for further consideration of wording in light of Governors' suggestions.

7. Governor Monitoring

7.1 Received: reports of the Monitoring visits undertaken to Globe and Tate Communities (papers RCFGB 17 & 18), with the agreed focus on 'accuracy and effectiveness of marking and feedback to accelerate student progress' (CIP, Objective Bii).

7.2 Noted:

a) that the monitoring visits were felt by Governors to have been very effective on the whole.

b) that Governors enjoyed working in pairs and felt the preparatory information circulated to have been helpful.

c) the Executive Principal reported teaching union members' concerns about receiving 'drop-in' visits to classrooms.

- d) the suggestion that it would be helpful for Assistant Principals to be reminded of their role in supporting the monitoring visits by designing an appropriate programme for the visit and ensuring teachers are briefed appropriately.
- e) that the visits would be picked up again in January when Governors would agree the new monitoring strategy for the Spring term.

7.3 Resolved:

- a) that there should be follow up on issues raised in monitoring reports, e.g. Homework.
- b) that LA would refer 7.2 (d) above to the Senior Leadership Team for discussion.

8. Rye College Budget 2013-2014

8.1 Received: paper RCFGB/19, the Rye College Budget for 2013-2014.

8.2 Noted:

- a) there were no comments on the budget report. The Chair of Finance and Personnel Committee reported that the Finance and Personnel Committee would be meeting on 27th November 2013 and would report to Governors in January. The format of reporting requirements had yet to be finalised but would be agreed to align with requirements for the RCFGB Chair to report to the Trust in February.

9. RAT Update

9.1 Received: a summary report of business considered by the RAT Board.

9.2 Noted: an oral report from the Executive Principal on Rye Studio School, and the outcome and feedback on the application for Studio School 2, and staff restructure.

10. Health and Safety

10.1 Noted: an accident had occurred due to a wet floor in the Technology Block foyer (first floor) as a result of a recurrent roof leak. The Chair had received a letter of complaint from a parent and further to advice from the Director of Business Development, a written response had been issued to parents.

11. Any Other Business

11.1 Noted:

- a) the Chair suggested an informal social occasion to be arranged in the New Year.
- b) AM updated Governors on training.

12. Date of Next Meeting

12.1 Noted: that the Governing Body would meet on Tuesday 7th January 2013 at 6.00pm.

Meeting closed: 20.05