

Rye College Full Governing Body Meeting

17 November 2014

MINUTES

A meeting of the Rye College Full Governing Body was held on Monday 17th November 2014 at 5.45pm in the Learning Resource Centre, Rye College.

PRESENT: Jane Burnett (JB) [Chair]; Ann Cockerham (AC), David Cooper (DC), Sally King (SK), Jo Kirkham (JK), Nicola Midgley (NM), Allen Mills (AM), Nicola Podd (NP), Hazel Russell (HR) Francine Thomson (FT).

APOLOGIES: Ian Bryan (IB), Thomas Earl (TE), Sarah Glen (SG).

In Attendance: Sophie Golledge and Karen Westbrook, Pastoral Community Leaders, for presentation on pastoral support system; Jacqui Lait (JL), Ali Bayley (AB), Colin Riggs (CR), Sally Welch (SW), [Clerk].

**ACTION
BY:**

PART 1 Presentation by Pastoral Community Leaders

1.1 Noted:

a) the Chair opened the meeting by welcoming Sophie Golledge and Karen Westbrook, Pastoral Community Leaders (PCLs), who had been invited to present to governors on the new pastoral support system, which placed an emphasis upon holding others to account under the strategic imperative of improving behaviour across the college.

b) the PCLs reported on work undertaken with form tutors from September and ongoing, to clarify and embed the role and responsibility of form tutors as the first point of contact for student issues, to ensure early and appropriate intervention and upward referral as necessary, consistency of approach across the college and appropriate record keeping. The tutor programme introduced by the PCLs has been suspended in order to enable tutors to focus on the basics – uniform, punctuality, behaviour logs.

1.2 Noted: the following questions from governors.

a) **on systems in place for monitoring sanctions:** it was confirmed that this is in place and the data is reviewed for patterns/trends. Weekly meetings with form tutors are in place when the data generated is discussed, and an improvement in the number of lates had been seen as a result of the new measures. The Principal scrutinises the data on a termly basis and from this, a lack of consistency of approach amongst form tutors had been raised and addressed.

b) **on whether the new system enables a global view of behaviour across the college:** it was reported that regular, weekly, reviews of behaviour across the college have been introduced, enabling focused attention to be given to detecting any issues/trends within year groups which are raised with tutors/departments.

c) **on the impact of the new system on detentions:** work was in process to develop a reporting system which will be able to generate this data. A particular focus would be given to looking at detentions for persistent, low level disruption.

d) **on staff engagement with the new system:** it was reported that the system is working well at this early stage. The PCLs would also be looking at addressing lack of parental engagement where this is identified as a factor affecting students' attitudes to learning.

e) **on how teachers are being supported to take a consistent and effective approach to behaviour issues:** it was reported that staff are able to access training and development on behaviour management. Mediation strategies

could be used where appropriate to try to resolve issues between students and teachers. **It was suggested by governors that a buddy system to enable shared learning between staff might also be considered.** The Principal responded that case studies/scenarios could be explored within learning trios/community meetings.

1.3 **Resolved:** that data referred to in 1.2 (c) above should be included in the Principal's Report to the next meeting. **NM**

1.4 Noted: the Chair thanked SGO and KWE for their presentation. SGO and KWE left the meeting.

PART 2

MAIN AGENDA

The main governing body meeting started at 6.10pm.

1. Introduction

1.1 Noted: the Chair welcomed the Chairman of the Trust to the meeting.

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) on the agenda.

3. Minutes of the Meeting of 22nd September 2014

3.1 Received: the Minutes of the meeting of 22nd September 2014.

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

4. Matters Arising

4.1 Noted: Governors reviewed the action log as attached to these minutes.

5. Principal's Report for November 2014

5.1 Received: the Principal presented her Report copies of which had been circulated previously. The Report's contents were discussed by governors, including progress against the strategic priorities and actions set out in the CIP.

6. Finance for Rye College

6.1 Received: governors discussed the proportion of the RAT budget which is to be overseen by the Principal and Governors, based on the figures circulated. Further work is to be undertaken on finalising cost centres once the new Finance Director for the Trust is in post.

6.2 Noted: that the budget would be presented to a future meeting for governors' approval and scrutiny to ensure best value.

6.3 Resolved: to invite the new Finance Director to the next meeting. **Clerk**

7. The Rye Academy Trust and its Schools

7.1 Received: a paper from the Executive Principal clarifying the governance responsibilities within the Rye Academy Trust. There were no questions on the paper.

8. Reports from Committees/Task and Finish Groups

Policy Committee

- 8.1 Resolved: to approve the Educational Trips Policy and amended Assessment, Recording and Reporting Policy as previously circulated.
Proposed: JK
Seconded: SK & FT
- 9. Governor Training**
- 9.1 Noted:
a) AM reported on ideas/strategies used by other schools as discussed at the workshop he had attended on parental engagement (10th November 2014).
b) the Chair reminded governors of the following planned training events:
- Exclusions (cross Trust) – 8th December 2014, 10.00am
- Competence and Capability (RC) – 18th December 2014, 3.30pm – 5.30pm
- RAISE (cross Trust) – January 2015 (date tba)
- Safeguarding (cross Trust, organised by RP) – date tba
- 9.2 Resolved: to set a meeting of the working group (AM/SK/JK) on parent/stakeholder engagement which would report to a future meeting. **AM/Clerk**
- 10. Safeguarding**
- 10.1 Noted:
a) the nominated governor for safeguarding reported that the action plan was up to date; consideration of any action(s) necessary in respect of Education Health and Care Plans would be addressed when guidance is published; the Single Central Register had been signed off on 13th November 2014; there were no child protection issues to report.
b) SK reported that she had sent comments on the draft e-safety policy which would be reviewed by the Policy Committee. **Policy Committee**
- 11. Chair's Report**
- 11.1 Noted: the Chair reported on correspondence received and action(s) taken. The outcome of the Chair's meeting with a potential new governor would be reported to the next meeting.
- 12. Health and Safety**
- 12.1 Noted: that the campus Health and Safety Committee would be meeting next week. An incident on a recent school trip was being investigated.
- 13. Any Other Business**
- Governing Body Membership***
- 13.1 Resolved: the Chair thanked Tom Earl formally in absentia for his contribution to the Governing Body and advised that nominations would be sought from staff to fill the vacancy. The replacement would join the Policy Committee.
- Christmas Social***
- 13.2 Resolved: governors agreed to arrange a Christmas social event.
- 14. Date of Next Meeting**
- 14.1 Noted: that the Governing Body would meet on 20th January 2015 at 6.00pm.