Rye College Full Governing Body Meeting

20 January 2015

<u>MINUTES</u>

A meeting of the Rye College Full Governing Body was held on Tuesday 20th January 2015 at 6.00pm in the Learning Resource Centre, Rye College.

PRESENT: Jane Burnett (JB) [Chair]; Ian Bryan (IB), Ann Cockerham (AC), David Cooper (DC), Sarah Glen (SG), Alan Lloyd-Smith (A L-S), Nicola Midgley (NM), Allen Mills (AM), Nicola Podd (NP), Gina Potter (GP), Hazel Russell (HR).

APOLOGIES: Sally King (SK), Jo Kirkham (JK), Francine Thomson (FT).

In Attendance: Ali Bayley (AB), Adrian Gray, Colin Riggs (CR).

	ACTION BY:

PART 1   Rye College FFT Governor Dashboard KS4 2014

1.1   Noted: The Principal presented the FFTaspire Governor Dashboard showing 3 year trends in attainment and achievement (6 months in arrears).

PART 2   MAIN AGENDA

The main governing body meeting started at 6.00pm.

1.   Introduction

1.1   Noted:
a) the Chair opened the meeting by welcoming Gina Potter, new Staff Governor and Alan Lloyd-Smith who had been invited to observe the meeting in accordance with the Governing Body's agreed procedures for the recruitment of new members.
b) the Chair invited AL-S to make a short presentation about his background, skills and experience and interest in becoming a Governor.

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 17th November 2014

3.1   Received: the Minutes of the meeting of 17th November 2014.

3.2   Noted: that AM was present at the meeting and should be included in the list of attendees.

3.3   Resolved: subject to the above amendment, 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.   Finance Update

Pupil Premium

5.1 Noted: the Chair clarified that the Governing Body's role is to monitor impact of expenditure in those areas for which it has responsibility, e.g. Pupil Premium. The Principal suggested there should be some focus on quality of experience for Pupil Premium students as well as comparison with the national picture.

5.2 Resolved: governors requested a detailed report on the use and impact of Pupil Premium funding for the next meeting (14th May 2015).   CRI

Budget 2014-15

5.3 Noted:
a) that AG is awaiting the auditors' completion of exercises relating to the last year, e.g. year-end journal entries adjustments. The EFA money per student schedule is based on previous October's census and may, therefore, be inaccurate.
b) AG will meet with NMI to agree support arrangements forward.
c) the spend actual against budget was discussed:

- no current concerns

- a separate breakdown of expenditure against £182k Pupil Premium income is required

- governors requested benchmarking data

- governors requested the % of the Principal's budget should be shown rather than the % against whole college budget.

5.3 Resolved: AG to take forward actions in relation to budget.   AG

6. **Principal's Report for January 2015**

6.1 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.

CIP

6.2 Noted:
a) an overview of progress against improvement plan targets was provided. Progress was highlighted as Amber.
b) key outcomes were summarised: 82% lessons graded Good or better. A target of 80% was set again for term 4 and ensuring KS4 lessons are observed.
C) diagnostic observations have been successful in improving practice. Targets for performance management have been moderated and adjusted accordingly.

KS3 Update

6.3 Received: CRI presented his report.
a) governors were advised that in Art quick progress in Year 7 slows in year 8 because the subject becomes more complex.
b) most subject leaders have reviewed their curriculum areas and reported on actions planned in response to assessment data. Some responses are late and have been chased by CRI.

c) there is a common thread about progress slowing form year 8 to year 9. This has prompted increased focus and teacher response.
d) the Chair suggested a possible future action for Governors to talk to KS3 students about their enjoyment or otherwise of KS3 now that focus has shifted to GCSE preparation.
e) Governors were invited to attend Book Look sessions with CRI on Monday evenings 3.30pm - 4.30pm.

KS4 Update

6.4	Received: ABA presented her report: a) governors discussed systems in place for assessment and tracking of data and predicted grades. b) a Progress8 twilight session is to be provided for staff and Governors. c) a Report on Assessment, Tracking, Intervention and Progress (Steve Ruddy's visit to Rye College on 19/11/14) was discussed as previously circulated. d) that the KS4 monitoring visit was still to be completed.	KS4 Governors
6.5	Resolved: Governors requested a report on Year 7 catch-up funding to a future meeting.	NMI

Student Support Managers and in-house support proposal

6.6 Noted:
a) governors noted the decision to review the Student Support Manager (SSM) role following the departure of two of the SSMs to take up new posts elsewhere. This had provided an opportunity to convert the remaining SSM to an in-house counsellor role working with a small case load of students identified and reviewed on a weekly basis by the Pastoral Community Leaders.
b) following a meeting with Baroness Steadman from Tomorrow's People, the Principal was planning to prepare a paper for RAT Board consideration to develop in-house support for working with challenging students but this would be dependent on being included in a Kent bid for coaching support.

7. Governor Training

7.1 Noted: NPO reported on the Governors' Disciplinary Committee (GDC) experience following recent training. Processes had tested effectively and the GDC procedural document had been found to be sufficiently comprehensive.

7.2	Resolved: a) to amend the GDC guidance to require that a formal minute is produced of the deliberations of the GDC panel.	SHI
	b) that the timescale for the decision of the GDC panel to be conveyed in writing to the parents/carers/students should be amended to read three (3) working days rather than 24 school hours.	SHI
	c) that the procedural document should be reviewed annually.	Clerk

8. Governor Monitoring

8.1	Resolved: that the focus for Governor Monitoring in term 3 should be staff use of homework and marking policy in the light of the new homework process going 'live' to parents. Monitoring to include student focus groups and Book Looks and to consider relevant policy and new policy requirements. One hundred (100) parents have so far been given passwords for SIMS Learning Gateway and monitoring should also review its purpose and value.	ALL

9.   Report of Drugs Education Strategy Group

9.1   Noted: that the Principal plans to set out the Drugs Strategy in a simple   NMI
       document. Governors were satisfied that it is a comprehensive strategy, which is
       being well implemented.

9.2   Resolved: to agree the proposal from the Drugs Education Strategy Group that   ABA/FT
       the Drugs strategy should be included in future Safeguarding reviews.

10.   Safeguarding

10.1   Noted: in the absence of FT, ABA gave a brief update on current issues.

11.   Chair's Report

11.1   Noted: the Chair reported on correspondence received and action(s) taken.
       a) 'A Framework for Governance' document as previously circulated.
       b) ESCC Governor Conference 2015.
       c) Growth Mindset assemblies to be attended this week.

12.   Health and Safety

12.1   Noted: nothing to report.

13.   Any Other Business

       Appointment of New Governor

13.1   Resolved: by unanimous agreement of the Governing Body to accept AL-S as a
       probationary Governor.

13.2   Noted:
       a) RAT has put an expression of interest in the lower school site to Rother
       District Council.
       b) the Principal thanked governors for their participation in recent interviews.

14.   Date of Next Meeting

14.1   Noted: that the Governing Body would meet on 14th May 2015 at 6.00pm.