

Present

Gavin Tisshaw	Chair	GT	Jo Lackovic	JL
Andrew Morrison	Headteacher	AJM	Sue Le Page	SLP
Katie Donnison		KD	Diane Flood (1720)	DF
Jacqui Edwards		JE	Hugh Steed	HS
Michele Scott		MS	Shane Woodhatch	SW
Michael Clayton		MC	Vetty Shervell	VS
Laraine Holdsworth		LH	Roberto Da Silva	RD
Emily Tomalin		ET	Janet Fitzgibbon	JF

In Attendance

Lorraine Hughes	PTFA Chair	LHu	James Dollery	JD
Jenny Knight	Clerk	KK	James Sheppard	JS

Action **Support** **Challenge**

Item		Action Lead
1	<p>Welcome & Apologies</p> <p>GT welcomed all to the meeting, in particular the three newly elected Parent Governors, for whom this was the first FGB meeting. There were round-the-table introductions.</p> <p>Apologies had been received from Roger Smith and Hugh Boulter.</p>	
2	<p>PTFA</p> <p>GT welcomed Lorraine Hughes, Chair of the PTFA.</p> <p>LHu outlined some of the PTFA's activities and challenges: There are only 5 people on the PTFA Committee, in a school with 1400 students. The network needs expanding and more helpers are always required. The PTFA is therefore limited in what they can do, but runs a successful quiz (booked for 27 March 2020) as well as refreshments at concerts. It was agreed that a second hand uniform shop would be organised by the PTFA in the new year as they have a large stock. The 200 Club is going strong, although there have only been 6 new joiners this year.</p> <p>The Easyfundraising site has raised £3600 so far – but more could be done with this, especially at this time of year.</p> <p>HS suggested that students doing DofE could volunteer with the PTFA as part of the scheme.</p> <p>LHu reported that the following amounts of money had been donated to the school: £1500 for the Community Garden £2261 for DofE £374 for drill batteries £1900 for sewing machines</p> <p>LHu reported that the Secretary and 200 Club Administrator roles shortly need filling prior to the next meeting on 22 January. Governors are encouraged to pass on details of anyone who would be interested in these roles, or in getting involved with the PTFA. SLP asked if more could be included in ParentMail about the PTFA – with specific requests for help.</p> <p>LHu said the last page of the newsletter was always for PTFA but that perhaps a separate newsletter would be effective.</p>	

	<p>JF suggested wider use of social media.</p> <p>LHu said the current Crowdfunding appeal was ongoing alongside the fundraising the PTFA were doing.</p> <p>GT thanked the PTFA for all they did and encouraged governors to make suggestions/share contacts and get involved.</p>	
3	<p>RSL Data Sheets Training</p> <p>JD presented examples of subject analysis: KS4 Term 1 Maths and KS5 Term 1 Chemistry. He ran governors through the data and explained terminology such as P8 and P1 scores. The presentation was also available on FP Online.</p> <p>JD thanked those who had attended RSL meetings (of which there are 5 sets across the year). The focus is mainly on years 11 and 13 in September, November and January and the purpose is to support and challenge the Heads of Department and to understand why things are working or not working. Teaching Staff action points are also covered in the process.</p> <p>LH commented that it would be useful to have the data sheets before the RSL meeting that a governor was attending. AJM asked for plenty of notice that a governor was attending the meeting so this could be prepared. JS added that while the data is available in advance the Heads of Department are only asked to complete the additional sections 24 hours before the RSL meetings.</p> <p>GT explained that Governors attend RSL meetings as observers, not to judge the standard of teaching etc. They are enormously useful in informing governors about the workings of the school, especially as governors may have to show an understanding of e.g. P8 scores in an inspection situation.</p> <p>KD said that she was collating reports from those who had attended RSL meetings. A paragraph or two on learnings should be sent to KD/JK. Some governors have been following the journey through by attending a panel meeting and a lesson observation after the RSL. This was an excellent way of holding the school to account.</p> <p>JS added that it was useful to get a Governor's perspective in the meetings too.</p> <p>GT thanked JD for his useful presentation.</p>	
4	<p>AOB None</p> <p>Declarations of Interest None</p>	
5	<p>Minutes of 26th September 2019</p> <p>The Minutes of the last meeting were accepted and signed. There were no matters arising. See updated Action Points list below.</p>	
6	<p>Appointment of new Parent Governors</p> <p>GT asked if Governors were happy to ratify the appointment of ET, RD and JF as new Parent Governors. All Governors approved. None against.</p> <p>GT congratulated ET, RD and JF on their appointment.</p>	
7	<p>Academy Accounts</p> <p>The Trustees' Report and Financial Statements for the year ending August 2019 had been previously circulated. HS presented them and explained that these had been discussed at length in the Resources Committee meeting and now required FGB approval.</p> <p>HS flagged the key points: There was a significant actuarial loss that distorts the figures. The money is not actually lost and the pension review in the spring will give clarity on the impact. The message from the auditors is not to panic about this; in fact</p>	

	<p>the £181k surplus is a good position. There were no other red flag areas. SW commented that this was to do with pension reserves and it was unsurprising to have a loss in this area: it is to do with the performance of the market. SLP referred to the letter to Governors from auditors, in which the formatting made it difficult to read.</p> <p>LH asked why FP's figures were better this year than last year against the context of schools suffering losses.</p> <p>GT explained that there were some unexpected pots of money received last year and expenditure had not been as high as predicted. However, the School cannot be complacent: it would be a different position if it suddenly found itself not at capacity or took a downturn in popularity.</p> <p>SW asked what was the level of materiality in the accounts.</p> <p>GT asked SW to check this with LM.</p> <p>GT asked if Governors were happy to approve the accounts. All Governors agreed; none against.</p>	SW/LM
8	<p>Site Expansion Update</p> <p>AJM reported that the new building was a great success so far, especially the feeling of light and space. English teachers particularly had commented on the feeling of calm in the building and the difference this was making to teaching.</p> <p>AJM thanked all those past and present for helping to make this building happen. He reported that the steels were in the process of going up for the new hall. There had been a delay until 26th June due to finding asbestos.</p> <p>There were two CIF bids underway, one for asbestos and one for flat rooves. The new bid company that has been commissioned is working hard at these and results will be known by Easter.</p> <p>HS commented that the new teaching block had made a big impact at the Sixth Form open evening. He felt it would be big draw for prospective students.</p> <p>AJM reported that a large mural would shortly be going up in the Atrium, in time for an official opening with a special guest which will happen at the earliest on 17th January or a subsequent Friday.</p> <p>FPJS staff are coming in for a tour of the new block on Monday 9th December.</p> <p>JE asked about the spend on AV equipment, specifically whether the SEND department was being consulted, e.g. for hearing loops etc.</p> <p>AJM confirmed that LM has been discussing it with them and he will check progress.</p> <p>KD suggested that more time is built into the construction schedules in the future as it is now expected that asbestos will be found.</p> <p>AJM replied that the contract and schedule are between RBWM and the Contractor: The school is not in control of setting timescales. However it could be made explicit in future when briefing contractors that they are likely to find asbestos on site.</p> <p>LH asked how the Crowdfunding scheme is going.</p> <p>AJM said it was slow: £4k had been raised out of £34k needed. There are plans to take it out to businesses in a new push.</p> <p>LH felt that it had perhaps been over-mentioned in the newsletter.</p>	AJM
9	<p>Headteacher's Report</p> <p>AJM had previously circulated the Headteacher's report and Inspection Data Summary Report (ISDR). This is the unvalidated version; the validated version will be available in January – but is unlikely to change much. Key messages are that Science is in the highest 20% nationally for value added; however Languages were in the lowest 20%. AJM reported that Languages had had a poor year, but this was seen as a one-year error of staff judgement. English had also suffered a 3-year declining trend but plans were in place to boost the subject. Generally it was felt the School was in a positive place for inspection.</p> <p>Notably there has been a local dip in P8 scores, with the exception of Newlands.</p>	

<p>AJM highlighted the figure of 77.1% of teachers having at least one day off sick in a year. He felt that the national average of 54% was incredible.</p> <p>JE asked about the Music result, which was also in the lowest 20% nationally.</p> <p>AJM said that there had been a specific issue in the last two years with both music teachers leaving, which had ‘pulled the guts out’ of the music department. AJM felt there was a good case for recommending to Ofsted that they did not ‘deep dive’ the Music Department. The staffing situation was still not perfect, with one member of staff off on long-term absence.</p> <p>GT asked about the results for girls as compared to Newlands.</p> <p>AJM responded that in 2018 the P8 score for girls had been as good as Newlands but that 2019 the figure had dipped for girls in comparison with the previous year.</p> <p>AJM also referred to the very useful SEF (self evaluation) document which is discussed in the Head’s 90 minute phone call with Ofsted prior to their arrival.</p> <p>This has been uploaded to FP Online and AJM encouraged Governors to read it.</p> <p>Regarding Staffing, AJM reported that the appointment of a Geography teacher for January was proving very problematic. Cover supervisors will probably have to be used initially, but efforts were ongoing to find the right person.</p> <p>KS4 curriculum plans: AJM reported that, unexpectedly, there had been very little reaction to the proposals to move from a 3-year to a 2-year KS4.</p> <p>LH asked if there had been much response from students.</p> <p>AJM reported some feeling that students were disappointed that they would have to continue in subjects they did not like for another year; however the School was looking at the Year 9 curriculum with a view to allowing the dropping of a second language at this stage (currently only a very small number of students continue with 2 languages into GCSE and beyond).</p> <p>AJM asked if Governors would be interested in some training from Andy Morbey prior to an Ofsted Inspection.</p> <p>JK highlighted that there were training slides available on FP Online following the recent RBWM training session attended by JE.</p> <p>GT suggested a separate session could be set up for this, as the next FGB meeting in February was Strategy only. GT/JK to organise this.</p> <p>AJM reported that there had been two permanent exclusions this year and another one was due to be discussed by the Governors panel. He reported that the School is struggling to get any external support for pupils with additional behavioural needs and it is a difficult balance between enforcing the school rules and trying not to exclude. The need for a separate unit on site to provide for interventions with some pupils is being discussed. This would require extra financial resources.</p> <p>JE asked if there was a common thread to the permanent exclusions.</p> <p>AJM responded that there were problems particular in the Year 8 cohort; largely associated with pupils being ‘switched off’ from school, hence displaying persistently poor behaviour, defiance and abuse. Not all of the pupils were PP or SEND pupils. SLP commented that the School has already put a lot of resource into supporting these pupils and others.</p> <p>AJM said that a canine detection team would be coming into the School in Term 3. There is no suggestion that the School has a worsening drugs problem; it is a preventative measure to get the message across to students.</p> <p>JE asked about the destinations of excluded children.</p> <p>AJM said they all go to Haybrook initially. Some then have managed moves into other mainstream schools, e.g. one has successfully transferred to Altwood. However, some pupils never make it back into mainstream school.</p>	<p>All Govs</p> <p>GT/JK</p>
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	AJM reported a successful Hustings event last Friday. He thanked those who attended and in advance to those who had signed up to attend the Christmas Concert.	
10	<p>Governor Visits and Training</p> <p>JK gave Governors the opportunity to sign up for RBWM training and school visits. JK reminded Governors to send an email to confirm if they had attended an event or training session, and especially to let her know if they had missed one.</p> <p>SLP said she had attended Pupil Premium training in November and that slides from the training session were available in the Pupil Premium section on FP Online.</p>	
11	<p>Committee Feedback</p> <p>Teaching & Learning Committee</p> <p>No red flag items that haven't already been covered in the Headteacher's Report.</p> <p>Staffing Committee</p> <p>No red flag items that haven't already been covered in the Headteacher's Report.</p> <p>Governance Committee</p> <p>GT reported that HB was unwell and couldn't be present but had sent an email report in which he noted that the administrative side of the GB was in much better shape, with visit logs, attendance records, training and skills audits all managed and policies largely up to date.</p> <p>Resources Committee</p> <p>No red flag items that haven't already been covered in the Accounts item or the Headteacher's report.</p> <p>SLP asked whether any grants could have been sought for the solar panels instead of allowing the cost to go over budget.</p> <p>AJM said that the School was already working with MaidEnergy on the scheme and that it was a limited time opportunity that had to be taken advantage of.</p> <p>SLP asked about comments in the Resources Committee minutes about class size. HS explained that this was a figure that had come out of the SMRSAT tool but that it wasn't a cause for concern.</p>	
12	<p>Chair's Update</p> <p>GT reiterated the success of the new teaching block, despite some fire alarm challenges early on. He reported a recent change in removing the school bell between lessons which makes for a calmer environment and eases congestion during lesson changeovers.</p> <p>GT said there had been five new governors in recent months and reassured them that if they were in need of any advice or a mentor in their new role, they should not hesitate to ask other governors.</p> <p>GT reminded the GB that the focus was on strategic issues, not operational ones. If any parent put an operational query to a Governor the appropriate response was to refer them back to the school system for dealing with it.</p> <p>GT alerted Governors to the fact that they may see their biography appear in the School newsletter over the coming months. He reported that an Alumni database was being developed and asked that Governors spread the word to Alumni contacts, perhaps by sharing the last newsletter with them, which contained details of how Alumni could reconnect with the School.</p>	
13	<p>5-Year Strategic Plan</p> <p>GT thanked the Working Group for their efforts with the Governors' Strategic Plan. This has now developed into a one-page document (which had been previously circulated) which will be put on the website to show what the School hopes to achieve.</p>	

	<p>GT explained that there was a more detailed working document (tabled) sitting behind this that included KPIs and 5-year priorities. This will be re-assessed and developed each February at the Governors' Strategy meeting.</p> <p>LH commented that the title of the one-page document was misleading as it was not a 5-year plan. It was agreed to re-name the document 'Strategic Objectives'.</p> <p>GT asked Governors to pass any comments or suggestions on the background document to JK prior to the Strategy meeting in February.</p> <p>Governors approved the one-page Strategic Objectives.</p>	All Govs
14	<p>Governance Development Plan</p> <p>KD said the document had not moved on since the last iteration as it was waiting for the Strategic Objectives document. It will be updated in January. This document is similar to the School Action Plan and is the outcome of the Governance Self Evaluation and the Governance Review. There are areas which Governors need to be mindful of, such as communication, and it is the responsibility of the Governance Committee to ensure the plan is progressing.</p>	
15	<p>Policies</p> <p>Admissions 2021-2022</p> <p>The Policy had previously been circulated. JS explained that this has to go out to consultation every 7 years. On this occasion small changes have been made to the sibling policy. The document is sent out for a period of 6 weeks to all the local admissions authorities. There were 8 responses of which 7 were in favour and one made some suggestions regarding the wording, plus a request to include Courthouse Junior School as a priority school. The latter request was not agreed but a small change was made to the wording. The policy went through the Pupils & Parents Committee at the last meeting.</p> <p>There were no comments or queries on the changes. Governors approved the policy.</p> <p>Children with Health Needs</p> <p>The Policy had been previously circulated and had gone through the Pupils & Parents Committee at the last meeting.</p> <p>JE commented that she had recently visited the SEND department and had observed the work going on with a very high needs pupil. JE reported that she had been very impressed with the level of training and the efforts made to support the pupil and felt it was a great example of an inclusive school at work.</p> <p>Governors approved the policy.</p>	
16	<p>Congratulations</p> <p>GT congratulated the School on the highly successful open evenings, particularly the positivity of students.</p> <p>GT also noted thanks for the very interesting Election Hustings meeting, during which the ex-pupil of FPSS Joshua Reynolds acquitted himself well.</p> <p>GT felt the behaviour of students was exemplary at the event and they were a credit to the School.</p> <p>SLP reported that FPSS has had its first Gold Duke of Edinburgh Award confirmed and congratulated the School and the pupil on this achievement.</p>	
18	<p>AOB</p> <p>None</p>	
19	<p>Date of Next Meeting</p> <p>Thursday 27th February 2020 (Strategy Meeting)</p>	

The meeting closed at 19.20

Actions arising this meeting

Ref	Action	Lead	Status
7	SW to check level of materiality with LM.	SW	
8	AJM to check with LM about involvement in the SEND department in decisions about AV equipment in the new building.	AJM	
9	Read the latest SEF document on FP Online.	All Govs	
9	GT/JK to organise an Ofsted training session by Andy Morbey for Governors	GT/JK	
13	Governors to pass on any suggestions about the strategic priorities document to JK.	All Govs	

Actions arising previous meetings

Ref	Action	Lead	Status
2	JS to forward training powerpoint slides to JK for distribution to Governors	JS/JK	Done
2	All Governors to read and sign the documents in MyConcern by end October	All Govs	Done
6	Governors to let JK know if they are interested in RBWM Chair Training	All Govs	Done
9	Governors to read information folders in JP's office and let JK know of any additional information that should be included.	All Govs	Ongoing
11	Investigate why fewer girls are applying to the School.	AJM	Ongoing
15	Governors to let JK know if they would like to come to the PTFA Quiz Night.	All Govs	Done
15	Governors to let JK know if they would like to be involved in planning a Summer Ball.	All Govs	Not happening
16	JK to update the website and Committee Membership list.	JK	Done
17	Governors to book 2019-20 RBWM Training courses through JK.	All Govs	Ongoing
17	Governors to send JK an email confirming visit/event attendance and sign in using the Governors book in Reception. Governors must send a report to JK after Link or RSL visits.	All Govs	Ongoing
6 (7/19)	RS to visit science labs to view refurbishment demands	RS	c/f