



**Full Governing Body Meeting  
Tuesday 19<sup>th</sup> September 2017 at 5pm  
Robertsbridge Community College**

Present	Initials	Attendance
Kenny Fitzpatrick, Interim Headteacher	KF	✓
Karen Marr, Chair	KM	✓
Vanessa Everett	VE	✓
Gus Murphy	GM	✓
Kathy Robinson	KR	✓
Stephen King	SK	apologies
Tori Bowers	TB	✓
Nicki Jacobs	NJ	apologies
Alison Ambrose	AA	✓
Jess Wilks	JW	✓
<b>In attendance</b>		
Carly Young, Deputy Headteacher	CY	✓
Jacqui James, Assistant Headteacher	JJ	✓
Lynne Phillips, Assistant Headteacher	LP	apologies
David Evans, Business Manager	DE	✓
Kate Davies, Clerk to Governors	KD	✓

Agenda Item	Discussion and Decisions	Action
	<b>Welcome from the Chair</b> KM opened the meeting. KD clerked the meeting.	
<b>FGB190917/1</b>	<p><b>Election of Chair and Vice Chair</b> KM self-nominated as Chair as there had not been any nominations received. VE explained that the Vice Chair should be “the Chair in waiting”. She is happy to continue with the proviso that she will step aside when someone is ready. Co-Chairing could be a possible. The Chair urged members to consider the post.</p> <p>Members of Finance Committee – VE (Chair), KM, JW, AA Headteacher Performance Management panel KM, KR</p> <p>The Chair reported that there are two vacancies on the FGB. GM indicated that he would like to continue after his term as parent governor has finished. Option to co-opt GM and have a parent election.</p> <p><b>Governor Challenge</b> <b>We do have a lot of parents on the board.</b> Board in agreement that it would be useful to have members from outside of the school community. Possibility of having a member from the Darvell Community to be</p>	<p>Vice Chair to be added to October agenda KD to circulate role of Vice Chair</p> <p>JJ to raise the issue of co-opted governor at Darvell Community Meeting on 18<sup>th</sup> October</p> <p>VE to introduce potential governor to KM</p>

	<p>explored. The Vice Chair reported on a potential governor who is local and was very interested in the Living Garden Project. He is a recently retired Diplomat, specialising in China. He has 2 grown up children and lives just a few hundred yards from RCC.</p>	
<b>FGB190917/2</b>	<p><b>Procedural</b></p> <p>a. Apologies for absence – The above apologies were accepted.</p> <p>b. Declaration of pecuniary/business interests in items on the agenda – There were none</p> <p>c. Safeguarding – There were none.</p> <p>d. H&amp;S urgent issues – There were none</p>	Email VE declaration of pecuniary interest
<b>FGB190917/3</b>	<p><b>Minutes of Previous Meetings</b> - 13<sup>th</sup> July 2017</p> <p>The minutes of the meeting of 13<sup>th</sup> July 2017 were signed as a true and accurate record of the meeting.</p> <p><b>Matters Arising (Action Points):</b> All actions from the agenda were addressed.</p>	
<b>FGB190917/4</b>	<p><b>Exam results 2017</b> Purpose: Receive and discuss JJ reported checked that all members were in receipt of the document. All staff are very proud of the students that have just left and the fact that the difficult circumstances last year did not impact of the classroom.</p> <p>In the past providers were measured using A*-C, now it is % of 9-5 passes. RCC was 3<sup>rd</sup> best in the LA and were more successful than Claverham, the closest competitor.</p> <p>The Chair extended the board's congratulations to the staff and highlighted the success of the maths and science results. The Headteacher reported that these results will hold up Nationally. Ofqual figures show that most of RCC departments have beaten national average. Optimistic about Progress 8 scores</p> <p><b>Governor Challenge</b> <b>The quality of grade forecasting was extraordinary as not one of your T5 forecasts were an over estimate.</b></p> <p><b>Governor Challenge</b> <b>Are there many remarks?</b> There have been a few increases: one in maths &amp; one in science. English Language have not been returned yet. Music course work is being contested. With regard to the maths, the department had to play safe because they had to decide which paper to enter them for without prior information about the papers. The Head of Department is very</p>	JJ to amend the Y10 figures and circulate to KD

	<p>conscious that there are students who got 4 and would have got 5 if they had been put in for the higher paper.</p> <p>The 4 is what is being used to get in to college and employment.</p> <p><b>Governor Challenge</b> <b>What are your plans for reporting this year?</b> To continue reporting 9-4 and 9-5. This year we have had a mixture of exams and the 9-4 is the equivalent to A*-C</p> <p><b>Governor Challenge</b> <b>In terms of forecasting, if we have underplayed it, is there a potential danger that we start to be bullish about it and go too far?</b> No, I think we will proceed with caution. There are no tiers in English so they do not have the same scenario.</p> <p>The Chair reported that the following department heads have been selected to present to the FGB this academic year: October meeting: PE and PPG coach January – Drama and history The Deputy Headteacher requested that the board make it explicitly clear what information and questions they would like to be included.</p> <p><b>Governor Challenge</b> <b>Are we asking the PPG coach to under-take work outside of her remit by asking her to present to us?</b> JJ offered to report on her behalf. The board recognised that this would be a good training opportunity for the PPG coach and agreed to invite her with the caveat that she does not have to accept and she can have support from JJ.</p> <p><b>Governor Challenge</b> <b>What about the EWO?</b> They are on the list for December</p> <p>Chiar to write to extend congratulations English, maths, DT and IT departments, as they were the departments that stood out with regard to the exam results.</p> <p><b>Governor Challenge</b> <b>When we will have the National Data for PPG?</b> It should come in at the same time as Progress 8 in December.</p>	<p>KM &amp; KR to prepare questions for PPG coach to structure presentation</p> <p>KM and JW – to visit student council and meet with the Head Boy and Girl</p>
<p><b>FGB190917/5</b></p>	<p><b>College Development Plan</b> Purpose: review and discuss priorities for 2017/18 The Headteacher reported that the CDP prepared by the staff at the end of the last academic year is serviceable. There is a need, however to take stock, as a number of things have changed since the plan was prepared.</p> <ul style="list-style-type: none"> <li>• New Headteacher in place.</li> <li>• Capacity to improve leadership as CY is back</li> <li>• Exam results are fantastic but there is in school variation that</li> </ul>	<p>DE to see Head of Finance at LA</p> <p>KF &amp; KM to meet with Fiona Wright</p> <p>VE to set up meeting with County Councillors (via HS)</p>

	<p>needs further exploration.</p> <ul style="list-style-type: none"> <li>It is time to look at the strategic plan as we have a strong SLT, FGB and good outcomes.</li> </ul> <p>School improvement cycle starts with SEF. Last week we took the OFSTED grade descriptors and looked at why are not outstanding. Headteacher recommended to the board that the current CPD is kept in place for the next few weeks with a new CPD based on the SEF being prepared for the October FGB.</p> <p><b>Governor Challenge</b></p> <p><b>Is it ambitious to have the all done in a month?</b></p> <p>It's important that we do it. CY has identified 5 key areas and there will not be anything too left field. It will be based on what OFSTED said and the financial challenges the college faces in reference to the national picture.</p> <p><b>Governor Challenge</b></p> <p><b>That should make our job as governors easier as we will have key indicators to use to hold you to account.</b></p> <p>Yes, it's not about having a stick to beat people with but raising the bar higher</p> <p><b>Governor Challenge</b></p> <p><b>The phrase that we have had historically is that RCC is a mathematics and computing Centre of Excellence. I've never got to the bottom of why we have this status other than the exam results. In previous years, I have had a few conversations with the Headteacher about this and why we can't replicate this in other departments.</b></p> <p>The Centre of Excellence status was introduced 10 years ago. Staff looked at the strengths of the school and put in a bid for that badge. They do not exist anymore and if you have that badge, OFSTED will look at those areas when they audit. The funding has been withdrawn. We need to decide going forward if we would like to continue to display that badge.</p> <p>How we get those successes across the college is what we need to ask.</p> <p>JJ reported that work on replicating successes across departments had been happening since she has been part of the SLT.</p> <p><b>Governor Challenge</b></p> <p><b>The successes of the Geography Department is the evidence of that.</b></p> <p><b>Governor Challenge</b></p> <p><b>How about external support from other schools?</b></p> <p>The Deputy Headteacher reported that she met with the Head of the PE Department from Beacon (Crowborough). This is an outstanding PE department. The next task is a visit to Beacon.</p> <p>The Headteacher reported that Uplands (Wadhurst) have requested support from RCC's Head of maths and that a trade for support from one of their successful departments will be made.</p>	
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<b>FGB190917/6</b>	<p><b>Finance &amp; Estates Update:</b></p> <p>Purpose: Receive and discuss</p> <p>DE reported the following:          £26k cost to backfill long term sick          When the budget was written, it allowed for the Interim Head until Christmas. Going forward we will need this until next year          £63K cost so far</p> <p>Additional high needs funding:          Top ups have been cut and until the date of the next review they remain the same and when the reviews happen, they are being cut substantially.          There is a consultation but RCC is the highest funded with regard to High Needs in East Sussex so it is going to affect us.</p> <p>Head of Music is currently being covered by 0.4 music teacher plus a supply teacher.</p> <p>Maternity leave will impact both financial years by £11,500</p> <p>There is, therefore, a predicted worse case £30k deficit this financial year (likely to rise to £37k if full time music teacher appointed).          Measures are being put in place to reduce all non-essential expenditure.</p> <p>Breaking news today: LA will not allow us to go over the 130 PAN. Our budget is based on 147 which means RCC will face deficit budgets over the 5 year cycle with a £133k shortfall next financial year. If there is an Interim Headteacher that figure will be £200k</p> <p><b>Governor Challenge</b>  <b>How many have we admitted this September?</b>          130 with the potential for one more.</p> <p>The Vice-Chair/Chair of Finance and Estates Committee made the following statement:          2 years ago the budget was in a poor state and we had a 2 pronged approach, tightening up on house-keeping, with 2 staff restructures and increasing student numbers. The increase in numbers was known to the LA and who told us to do it by stealth. The government still has a policy that successful schools can expand and that parents have choice of sending their children to the schools that they feel are the best. It is the academy chains that have low numbers and that is nothing to do with the LA.</p> <p><b>Governor Challenge</b>  <b>But there is a glut of primary school children so the LA will want those schools to stay open.</b></p> <p>The Chair reported that we have made the case that RCC cannot survive on a PAN of 130          The Headteacher reported that with a PAN of 145/150 you can offer a</p>	
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	<p>broad and balanced curriculum when you start going below that the curriculum narrows. The Chair and I have discussed going to County Hall to discuss this and make our case.</p> <p><b>Governor Challenge</b>  <b>This goes under the radar of a lot of County Councillors. What came back to me for Admissions was the County Councillors from Hastings will block proposals. We have 42 children on the waiting list, they have lost their appeals but have stayed on the waiting list. I think it may be stalling tactics.</b></p> <p><b>Governor Challenge</b>  <b>Are those children out of school?</b>          Some of them are and some are in schools waiting for a space. We need to change this before census day. We need to get the Councillors in.</p> <p>The Chair reminded the board that if RCC were an academy, it would set its own admissions criteria.</p> <p>The LA would let us go to 140 <i>IF</i> the children are in our catchment area. The consultation process to go to 150 as our PAN needs approval from GB.</p> <p><b>Governor Challenge</b>  <b>How many come from out of our catchment area?</b>          60</p> <p><b>Governor Challenge</b>  <b>Do we know birth year trends?</b>          JW reported that to her understanding, by 2021 there should be enough pupils to fill all the local schools.</p> <p><b>Governor Challenge</b>  <b>Another factor for the board to consider is that the worse financial state that the school is in, the less attractive it is for an academy.</b></p> <p>The Headteacher reported that we have to write to the LA and formally tell them that we want to go to 150. This letter has been produced and it has been seen by the Chair. It then goes to consultation until Christmas and it is looked at in January when decision for 2019 is given. RCC has the physical room and there are some management systems that could be altered with regard to moving around the site. It is the Headteacher's view that this should be done.</p> <p><b><i>The vote in favour of increasing PAN to 150 was unanimous</i></b></p> <p>The boilers have failed and been condemned. The LA will fully fund new boilers. Should there be enough mains gas pressure in Robertsbridge we will convert to gas. If needed, we will bring in greater pipe capacity. Gas would reduce cost by 40%          LA has agreed a temporary boiler plant.</p> <p><b>Governor Challenge</b></p>	<p>Letter informing LA of RCC's desire to formally increase PAN to be sent KF</p>
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	<p><b>Are the staff aware of this?</b> Not yet</p> <p>We have refurbished the gym. There is a major capital underspend at the LA this year and this will enable insulations for the gym roof. Food Technology now caters for 36 students Main corridor refurbishment complete.</p>	
<p><b>FGB190917/7</b></p>	<p><b>Behaviour Policy review follow Governor Discipline Committee</b> Purpose: Discuss</p> <p>Chair advised that this item was raised following a GDC that took place in September 2017 (carried over from July).</p> <p>The exclusion was upheld as it was clear that this was needed in the situation. However, the child in question has received a large number of detentions that had been ineffective.</p> <p><b>Governor Challenge</b> <b>What is the process of escalation?</b></p> <p>In class: warning, planner taken, detention (and if they continue they are exited to Head of Department or SLT call out). If there is an exit, the follow up is an after school detention. If there is an SLT call out, the student is put in isolation the next day.</p> <p><b>Governor Challenge</b> <b>What can detentions be given for?</b></p> <p>Poor behaviour, inappropriate uniform, lack of equipment.</p> <p>Over the last year, it has been changed to a more restorative approach within each department. We think that to reduce the number of detentions the class teacher needs to have responsibility for the detentions in their class.</p> <p><b>Governor Challenge</b> <b>Has any work been done on the effectiveness of detentions?</b></p> <p>Yes and the more serious cases get picked out for mentoring as they often need a different strategy.</p> <p><b>Governor Challenge</b> <b>In the case we saw, everything had been logged but does teacher A know that teacher B has given a detention?</b></p> <p>Yes, you can see in their planner. The learning mentor has a clear picture.</p> <p><b>Governor Challenge</b> <b>Is there a way of letting IT do the work for you?</b></p> <p>Yes, LP could produce those reports</p> <p>JJ reminded the board that the students at RCC are very well behaved and that these cases are in the minority.</p> <p><b>Governor Challenge</b> <b>How many pupils have a large number of detentions?</b></p>	<p>LP to provide contextual detention data</p>

	Refer to LP for that	
<b>FGB190917/8</b>	<p><b>Monitoring Paper</b> Purpose: Discuss The Chair circulated the paper Governors to come in individually this year rather than as a group for a full day. It is appreciated that some of you have many subjects. Please acknowledge them all. Presentations to be 5 minutes and relate to the proforma circulated. You are able to ask supplementary questions</p> <p>The Headteacher reminded board that the report does not need to be lengthy.</p> <p><b>Governor Challenge</b> <b>The open evening is on the same night as Claverham and Skinners School, which is not ideal.</b> The Chair resolved that next year we will aim not to clash with main local school.</p> <p>The Headteacher invited all governors to the open evening 5<sup>th</sup> October 6-8pm. All of the support staff have been invited and the majority are going to attend.</p>	KD to circulate list of link governors to SLT
<b>FGB190917/9</b>	<p><b>Policies</b> Purpose: Ratify and adopt the following:</p> <p>Adoption of Local Authority policies for Health and Safety and Employment <b><i>FGB in agreement to adopt the policies</i></b></p>	
<b>FGB190917/10</b>	<p><b>Training</b> Purpose: Update and Feedback</p> <p>JW – induction booked for 8<sup>th</sup> November 2017</p> <p><b>Results of Skills Audit</b> Members of the board who are yet to return their audits required to do so asap</p>	October agenda KD – to circulate induction dates to VB
<b>FGB190917/11</b>	<p><b>The School Bus</b> <b>(web based information point not transport)</b> Purpose: Receive and discuss</p> <p>We have bought into the School Bus with grant from National Governance lead. Unlike the Key, the school bus write their own policies and have many useful documents.</p>	KD to set up governor log in

<b>FGB190917/12</b>	<p><b>Any other business</b></p> <p>Purpose: Discuss</p> <ul style="list-style-type: none"> <li>- Urgent matters only (please send to clerk prior to meeting)</li> <li>- Non urgent business should be notified to the Clerk for inclusion in the next meeting's agenda.</li> </ul> <p><b>Governor Challenge</b></p> <p><b>In terms of getting good news messages out, are we allowed to say how well RCC has done?</b></p> <p>Yes. Several changes are being made to the website so that this information can be conveyed. A press release before open evening would be good</p> <p>The Headteacher is meeting with local primary school Headteachers over the coming weeks. IT manager is going to take one story a week from the newsletter and put it on the website.</p> <p>The Headteacher reported that he had had long meeting with Inspector Russel concerning the Zac Dunning Case. The case is due to come to court shortly but there is not a date. If that does not happen, Inspector will contact RCC immediately</p> <p>JJ &amp; CY left the meeting at 18:48</p> <p>SK to Chair disciplinary panel, JW, GM and NJ to sit on the panel. The remaining governors (with the exception of VB) to be in reserve for an appeal. Counselling services are available for staff, students and governors.</p>	<p>Photographs to be taken and sent to local press Press release to be written</p>
<b>FGB190917/13</b>	<p><b>Date and time of next meeting</b></p> <p>17<sup>th</sup> October 2017 <b>5pm start</b></p> <p><i>The meeting closed at 19:07</i></p>	

Action	Personnel	Timescale
Matter of Vice Chair to be added to October agenda	KD	With immediate effect
Role of Vice Chair to be circulated	KD	With immediate effect
Matter of co-opted governor vacancy to be raised at Darvell Community Meeting	JJ	18 <sup>th</sup> October
VE to introduce potential governor to KM	VE KM	With immediate effect
Declaration of pecuniary interest form to be emailed to VE	KD	With immediate effect
Induction training dates to be re-circulated to VB	KD	With immediate effect
JJ to amend the Y10 figures to be amended and sent to KD for circulation	JJ	With immediate effect
Questions for PPG coach to help structure presentation to be prepared	KM/KR	With immediate effect

Visit to student council and meet with the Head Boy and Girl to be organised	KM/JH	By end of Term 1
Meeting with Head of Finance at LA to be organised	DE	With immediate effect
Meet with Fiona Wright to be organised	KF.KM	With immediate effect
Meeting with County Councillors to be organised	VE(via HS)	With immediate effect
Letter informing LA of RCC's desire to formally increase PAN to be sent	KF	With immediate effect
Contextualised detention data to be provided	LP	In readiness for October FGB
List of link governors to be circulated to SLT	KD	With immediate effect
Skills audit to be October agenda item	KD	With immediate effect
School bus log in to be created	KD	With immediate effect
Press release and photographs regarding exam success to be sent to local media	SLT	With immediate effect