



Minutes of the meeting of the Governing Body held on Thursday 8th March 2018 at 4.00 pm.

Governing Body:

Name	Initials	Position	Type	Attended
Jenny Tuck	JT	Chair	Co-opted Governor	Y
Charlotte Morley	CM	Vice Chair	Co-opted Governor	N
Jo Luhman	JL	Head	Ex Officio	Y
David Barter	DB		Partnership Governor	Y
Philip Goddard	PG		Parent Governor	Y
Beverley Harding	BH		Partnership Governor	Y
Gavin Price	GP		Co-opted Governor	Y
Graham Rudd	GR		Parent Governor	Y
Martin Sands	MS		Local Authority Governor	Y
Leticia Welmers	LW		Staff Governor	Y

In attendance:

Jennie Morgan	JM	Clerk to Governors
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	TOPIC	ACTION
1	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received and accepted from CM. DB left the meeting at 4:30 PM.</p> <p>JT thanked governors for attending the extra session beforehand looking at new software purchased by the school (CPOMS / Doddle / Dashboard) which was interesting and exciting.</p>	
2	<p>DECLARATION OF INTEREST</p> <p>There were no new declarations of interest.</p>	
3	<p>CONSTITUTION OF THE GOVERNING BODY</p> <p>From the matters arising from the last minutes, JT noted that a letter had been sent out for parent governor nominations slightly late. The prompt and the letter will be sent today.</p>	
4	<p>MINUTES OF THE MEETING OF 8 FEBRUARY 2018</p> <p>The minutes of the meeting of 8th February 2018 were signed and agreed.</p>	

<p>5</p>	<p>MATTERS ARISING FROM THE MINUTES</p> <p>Year six are coming into science sessions next week and we will start canvassing them for parent governors.</p> <p>JT will find out if you can be a parent governor if your child hasn't started at the school yet.</p> <p>We also need to have a governor for data protection.</p> <p>Demelza Nelson will present the gifted and talented information next time.</p> <p>For the Pupil Premium audit, Demelza Nelson's work will be part of that too.</p> <p>BH is available for the learning walk on 14th March.</p> <p>PG will complete a report on health and safety.</p> <p>JT will send a template for governor visit.</p> <p>JM has set up in electronic folder for those forms as they come in.</p> <p>JL noted that the food tech room is not being used. When the oil tank was filled up, the pump was left in and it overflowed. This needs to be remedied by September. We are looking at replacing the gas ovens with electric as they don't produce emissions.</p> <p>JL is working with KC to find out about access to the site from the Frimley Road to Farnborough Fins. We need to find a way of doing something before the S I F bid.</p> <p>We need to speak to Farnborough Fins.</p> <p>JT will contact Farnborough Fins regarding the parking situation.</p> <p>JT gave her thanks to LW and KC for the SFVS.</p> <p>We will talk about the development meeting later in the meeting.</p> <p>JT met with the NQT regarding safeguarding and had an interesting meeting.</p> <p>MS noted that he went on a safeguarding course. It was a good course and well put across. We seem to be in line with what was said. However there are always areas to enhance and improve.</p> <p>JL is working to narrow the 3 to 5 year disadvantaged gap.</p> <p>Vivian Chung Penny accepted the Head of Department Maths job yesterday. She should come in on 18th June for handover. She has accepted the job from September. It was a strong interview and only concern was whether she had the steely edge needed - we will work on that. BG will be her line manager.</p>	<p>JT</p> <p>JT</p> <p>JM</p> <p>PG</p> <p>JT</p> <p>JL</p> <p>JT</p>
<p>6</p>	<p>CHAIR'S ACTION</p> <p>There have been no emergency actions since the last meeting. JL mentioned the snow days. PG commented that this was well communicated and LW said that staff agreed.</p>	
<p>7</p>	<p>HEADTEACHER REPORT</p> <p>We have made a link with the Bank of America/Merrill Lynch. An email was sent out to all Headteachers and we were the only school who responded. There will be year 9 and 10 trips for Computer Science on 6th May to the cyber security office.</p> <p><i>Governors commented that this was an amazing office.</i></p> <p>JL continued that they are also offering free coaching lessons to year 7's and hopefully on induction day to year 6's.</p> <p>They are also looking to see if they can give us a governor. They will also give £500 to the school's chosen charity for 50 hours of community service. We are taking on as much as possible.</p>	

	<p>In September we want to give all year 11's a chance to have a big interview in the autumn before the college interviews. <i>Governors commented it would be interesting to check on students who do the interview and how they get on at college.</i> School agreed and also noted that we will be bringing computing into year 9 and we are hoping to set up a coding club.</p> <p>In terms of staffing LM is out today at interview. DN is out tomorrow. SM has been offered a job and we will be putting an advert out for a Maths teacher. We can then look how to fill the gaps. Everything depends on other things. Part of the issue we are having at the moment is the pastoral team are under a huge amount of pressure. They are all spread out across the campus</p> <p>We are going to make a pastoral hub during the Easter holidays. We can see if that reduces the number of issues we have with communication. We need to ensure consistency in how pastoral staff deal with issues. This ties in with the work being done by the behaviour working party led by AI. We need to get some administration and attendance support.</p> <p>JL noted that she had made a formal complaint regarding the EWO.</p>	
8	<p>SAFEGUARDING</p> <p>JT noted that TB has completed the safeguarding report and submitted an action plan to the Local Authority as required JM to send the action plan to staff and governors.</p>	JM
9	<p>COMMITTEES, NOMINATED GOVERNOR/OTHER REPORTS</p> <p>Governors accepted the minutes from: Teaching and Learning committee on 6th December 2017.</p>	
10	<p>GDPR</p> <p>JL has undertaken the legal training for GDPR. They looked at the definition of things like personal data e.g. data breaches and how much we can be fined. We are looking at the possibility of purchasing encrypted memory sticks for all staff. The good news is that 80% of schools are compliant. The bad news is that the maximum fine is €20 million for a serious data breach. The key points are:</p> <ul style="list-style-type: none"> • Consent has to be opt in rather than opt out. • There has to be a data protection impact assessment on any systems that we change. • We have to have a data protection officer (DPO)-this was the biggest worry. • We need to specify who the data protection officer is on our website and the data protection officer's email address. <p>In JL's opinion the logical thing to do is to speak to the other 2015 partnership heads and all become data protection officers for each other. <i>Governors noted their concern that we are mentioning the law.</i></p>	

	<p>School noted that the data protection officer has no personal liability-it is a protected position.</p> <p><i>Governors questioned if we could appoint a shared data protection officer.</i></p> <p>School answered yes. But there are no financial agreements set up with the 2015 partnership.</p> <p><i>Governors questioned if we could share with primary schools. They noted that we need to understand how other Headteachers feel about the financial aspects of it.</i></p> <p>School commented that KC is data mapping currently.</p> <p><i>Governors asked if we could create a preset questionnaire against the data that we have.</i></p> <p>School replied yes there is something coming from Surrey.</p> <p><i>Governors stated that the issues have been going on for years. The legal firms have been given briefings on this. The DPO will need a good understanding of the law. They questioned if we know any lawyers who can give advice.</i></p> <p>School answered yes we have access to Surrey Legal Services.</p> <p>JM will send links to the governors.</p>	JM
11	<p>UNIFORM</p> <p>Girls would like non-gender specific uniform including shirts and ties. We are looking at having ties instead of badges. We cannot change the tie until September 2019. Brenda's need one year's notice although we will have a new PE kit for year 7 from September 2018.</p> <p>Many people comment on the length of skirts and we may be looking into a school skirt.</p> <p>Some staff have asked about polo shirts for summer. However, governors agreed a no blazer rule in summer would be simpler. It was noted that a student in assembly was told to keep their blazer on and fainted.</p> <p>JL said that from after May half term there will be no need to wear blazers on hot days and this will be communicated to children.</p> <p><i>Governors noted that it also relaxes the rules for year 11 starting their exams.</i></p>	JL
12	<p>PUPIL PREMIUM</p> <p>This was discussed earlier in the meeting. BG and NT continue to work on the whole school audit of provision and expenditure. Governors look forward to reading their report and to discussing recommendations next term.</p>	
13	<p>POLICIES</p> <p>The Complaints Policy was recommended by the Staff and Students committee and was accepted and ratified by governors.</p> <p>The Special Leave of Absence Policy was discussed. Governors agreed on certain times being used and ratified the policy.</p> <p>The Admissions Policy had been recommended by the Staff and Students committee and was ratified by governors.</p>	
14	<p>RECENT DEVELOPMENTS</p> <p>There have been no recent developments. JT is going to a chair of governors meeting on 19th March and will report back at the next FGB.</p>	

15	GOVERNOR TRAINING AND DEVELOPMENTS JT has created a grid and will update	
16	SELF EVALUATION (OF GOVERNANCE) Training Uniform policy in the summer Clarification of policies Doddle-looking at how core subjects to monitor the impact of teaching and learning on progress Safeguarding including CPOMS GDPR	
17	DATE OF NEXT MEETING The next meeting will take place at 4pm on Thursday 26 th April 2018.	
18	AOB Discussed earlier in the meeting.	

Meeting closed 5.57 pm.

Signed:

Chair of Governors:

Date:

Professional Negligence Statement

Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.

Confidentiality Statement

Governors should respect the confidence of those items of business which a governing body decides and not disclose what individual governors have said or how they have voted within a meeting.