



Minutes of the meeting of the Governing Body held on Thursday 26th April 2018 at 4.00 pm.

Governing Body:

| Name | Initials | Position | Type | Attended |
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| Jenny Tuck | JT | Chair | Co-opted Governor | Y |
| Charlotte Morley | CM | Vice Chair | Co-opted Governor | Y |
| Jo Luhman | JL | Head | Ex Officio | Y |
| David Barter | DB | | Partnership Governor | Y |
| Philip Goddard | PG | | Parent Governor | N |
| Beverley Harding | BH | | Partnership Governor | N |
| 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:

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| Jennie Morgan | JM | Clerk to Governors |
| Susan Belgrave | SB | |
| Eamon Lally | EL | |
| Demelza Nelson | DN | |

| | TOPIC | ACTION |
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| 1 | <p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received and accepted from PG and BH.</p> | |
| 2 | <p>DECLARATION OF INTEREST</p> <p>There were no new declarations of interest.</p> | |
| 3 | <p>PRESENTATION ON GIFTED AND TALENTED – DEMELZA NELSON</p> <p>DN presented the gifted, able and talented program. Governors thanked DN for an interesting and illuminating presentation.</p> | |
| 4 | <p>CONSTITUTION OF THE GOVERNING BODY</p> <p>Another incoming year 7 parent is interested in becoming a parent governor. Susan Belgrave and Eamon Lally attended the meeting and introduce themselves. Susan gave a brief summary of who she was and noted that she would like to be a governor as it is important to have a parent representatives and they have a</p> | |

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| | <p>vested interest in the school being a success. She has people management, HR, staff and finance skills.</p> <p>Eamon introduced himself and noted that his background is in HR and finance. He is interested in becoming a governor because he has an interest in the importance and value of schooling in general. He would like more roots in the community and to do something for it.</p> <p>The rest of the governing body introduced themselves.</p> | |
| 5 | <p>MINUTES OF THE MEETING OF 8 FEBRUARY 2018</p> <p>The minutes of the meeting of 8th March 2018 were signed and agreed.</p> | |
| 6 | <p>MATTERS ARISING FROM THE MINUTES</p> <p>Item 5 - parents of children not yet at school cannot be parent governors. A data protection officer governor is needed - DB is temporarily taking on this role.</p> <p>Series of learning walks had been initiated and some feedback was given from governors.</p> <p>TB to provide the feedback and areas of strengths and development at Teaching and Learning.</p> <p>JT noted that she had an idea that governors could occasionally go to house council meetings. JL to action from September. JL commented that all are welcome. We will be inviting the new Head Boy and Head Girl to the next full governing body meeting. There is a shift of focus as to what student leadership is about. We are doing lots of work with the student leadership team for the 6th July extra inset day. They are looking at behaviour, rewards, marking and feedback. This could be presented to Teaching and Learning or governors could come in on another date. JL will get some dates.</p> <p>JT has not yet contacted Farnborough Fins regarding permits in cars.</p> <p>JL has had contact from transport on what we need to do to get the access road. There must not be any obstructions. The road needs to be a width of 4.1 m at a minimum and would be between numbers 219 and 223 on the Frimley Road. We need to provide a scale drawing and there needs to be adequate turning space. It's likely we will have to do a traffic movement survey.</p> <p><i>Governors asked if it was worth parking this regarding the SANG.</i></p> <p>JL noted there is already a dropped curb and gate.</p> <p><i>Governors commented that if there has been access before there can still be access without going through the process. They asked if we have the historical land registry maps.</i></p> <p>School questioned if they mean this may technically mean we may not need permission.</p> <p>CM to ask Surrey Heath planning if we don't need to fulfil modern criteria if we have had access previously.</p> <p>JL will look at the deeds.</p> <p><i>JT questioned if she needs to meet with Farnborough Fins.</i></p> <p>School replied that we think we will need to following the safeguarding audit. JT will wait until after the audit to meet the Farnborough Fins.</p> <p>Item 8 JM sent the action plan.</p> <p>Item 10 JM did not do this but JL has been on a course and was told she could send documents to be checked.</p> | <p>TB</p> <p>JL</p> <p>JM</p> <p>JL</p> <p>CM</p> <p>JL</p> |

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| | Item 11 Summer uniform policy has been bought forward. | |
| 7 | CHAIR'S ACTION There have been no emergency actions since the last meeting. | |
| 8 | HEADTEACHER REPORT The biggest thing is the change of the school day which is a hangover from the Tomlinscote partnership with a 3:35p.m. finish. On Thursday we have a late start. The time given in the morning is insufficient for quality CPD. The other big issue is that we are only 22 hours under the 1265 hours that teachers are paid for during the year. When JL met with the union representative, she thought that we were over these hours. We have two lots of registration and five minutes moving time combined in the 1265 hours. We are looking to: <ul style="list-style-type: none"> • Get rid of one registration period. • Get rid of the five minute movement time. • Go to 5 x 1 hour lessons a day. Currently PSHE is delivered by teachers during registration time. PSHE has to come out of tutor time. It has variable consistency and we need time for students to ask questions. Under the new proposal we would start at 8:40 and finish at 3p.m. We would effectively gain 100 hours of teaching time. We would run clubs from 3:10 to 4:10p.m. and students could go home in the light. We would have a 20 minute break in the morning and 40 minutes for lunch. This would also mean that staff will get a proper 40 minute lunch break. We are also looking to move the staffroom to the conference room. There are some negatives such as packed lunch children may need to move elsewhere. <i>Governors asked if they can do that at lunchtime.</i> School replied that we don't see why not, they just need a dry social space and we may need to invest in outdoor seating. JL would also like to go to a two week timetable to fit all the subjects in. Governors looked at the table. We need to forward fill year 7, 8 and 9 with more literacy, numeracy, science, and ebacc subjects. There are some knock on effects. RS is the big loser. But what we are getting out at the end does not justify the time we are putting in at the beginning. PSHE will be advised to go into the curriculum. RS are excited about doing religion, ethics, citizenship, personal health and can also fill the British values aspects that we need to be delivering. In Year 9 the uptake for GCSE creative options is not good. We are proposing the Year 9's opt for two subjects from Art, Dance, Drama and Music at the end of Year 8. <i>Governors noted that they have seen schools where this works well but they struggle with things like pottery etc. for Art lessons. They also asked if we have looked at putting Dance into PE.</i> School replied that DN is very passionate about Dance not sitting in PE. We have kept as is at the moment but in future we may not be able to staff it. This is | |

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| <p>something that we are known for and want to retain. We are also doing an option for 4 lessons of French or 4 lessons of German.</p> <p>This means that we can put 4 options into year 10. JL has inherited an options process that had to start on 31st January.</p> <p>In year 11 there are 17 students without eight subjects now. They have removed ECDL. This affects their progress 8.</p> <p><i>Governors noted that at Collingwood in year 9 a one year GCSE is taken.</i></p> <p>School commented that the government are very keen for young people not to take qualifications before they reach maturity. They would prefer qualifications to be for the person, not the school/results.</p> <p><i>Governors also noted that if students take an early GCSE and don't get a good grade and then retake it, it doesn't count. Colleges are increasingly saying they will only look at the GCSEs you take all at the same time. Governors commented that RS has decreased dramatically.</i></p> <p>School replied that the subject has been split with PSHE.</p> <p><i>Governors challenged that this then doubles for GCSE year 10 and questioned why.</i></p> <p>School and said that we have decided to offer a full course GCSE to opt in. Then two periods of what we have to statutorily deliver. This was followed by a discussion around RS.</p> <p><i>Governors commented that doing away with travel time just leads to disruption in lessons.</i></p> <p>School stated that it will not be built in but will still exist.</p> <p><i>Governors said that it reduced low level disruption when another school introduced the travelling time. Governors asked when the gain time for hundred hours is mentioned are we banking that.</i></p> <p>School replied that we can now say we have training every fortnight. Currently Teaching Assistant's don't get any training. It is for putting in training for all staff.</p> <p>JL would like a consultation to go out to parents regarding the day changing to 8:40a.m. to 3p.m.</p> <p><i>Governors questioned a staff consultation.</i></p> <p>School replied this happened in January. It will be an issue if this new day and timetable cannot go ahead.</p> <p>JT asked governors to take the document away and send any comments to her.</p> <p>Governors questioned year 9.</p> <p>School responded that we will be running a 4th option.</p> <p><i>Moving on, JT noted that attendance is a concern and is way off target.</i></p> <p>JL replied that obviously last time she had put in a complaint regarding the education welfare officer. We have a new attendance officer starting in September who will be phoning home and conducting home visits.</p> <p><i>Governors commented that the persistent absence figure is very high.</i></p> <p>School answered yes. Case studies will go to Staff and Students. Now is the time to get processes in place. We need to hit the ground running in September.</p> <p><i>Governors asked if this area of Surrey fines people.</i></p> <p>School answered no, but we will.</p> <p><i>Governors questioned how much we talk to parents as a body about attendance and how much it matters.</i></p> | |
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| | <p>School replied that the attendance officer and AI now have a real chance to move forward. There have been too many people dealing with one child previously. The pastoral hub will help.</p> <p><i>Governors asked about the Referral Room Placement Page and asked if this is in terms of misbehaviour within the classroom.</i></p> <p>School replied this is generally during social time.</p> <p><i>Governors said it looks as if Year 11 attainment is sliding. Are we doing worse, being realistic, or panicking?</i></p> <p>School noted that this is the first time some of the subjects are been marked under the new system. ECDL is missing now. If the school was relying on ECDL to boost progress 8 then they do need to look at the quality of teaching and learning in other subjects.</p> <p>Outliers may be removed from the progress of small schools.</p> | |
| 9& 11 | <p>SAFEGUARDING AND GDPR</p> <p>DB, JT and LW all attended a hot topics on the above. They were given some key points such as do the best you can, nobody will arrive with a big stick, and record all GDPR information as temporary/interim.</p> <p>DB will be attending GDPR training on 14th May. The privacy notice is being updated from Resources Committee.</p> <p>It was noted that when you step down from the governing body you have a right to have your data removed.</p> <p>Regarding safeguarding, governors have requested from school that TB gives an update/training at the beginning of every year.</p> <p>We have a safeguarding audit on Monday. SLT feel that we need absolute clarity on what we need to do to make the site secure. A person from the local authority will be asking to look at safeguarding.</p> | |
| 10 | <p>COMMITTEES, NOMINATED GOVERNOR/OTHER REPORTS</p> <p>Governors accepted the minutes from: Resources committee on 14th March 2018.</p> | |
| 11 | <p>GDPR</p> <p>Covered under Item 9.</p> | |
| 12 | <p>PAY POLICY AND PRIVACY NOTICE</p> <p>The Pay Policy has not yet been updated and changes to the Privacy Notice were required from the Resources Committee meeting.</p> | |
| 13 | <p>RECENT DEVELOPMENTS</p> <p>Hot topics - toolkit for GDPR are was issued.</p> <p>DFE careers guidance was issued - we have a new career/cover supervisor/data protection officer They also spoke about financial efficiency, metric tool and School workforce planning.</p> <p>There is new guidance on mobile phone searching.</p> | |
| 14 | <p>GOVERNOR TRAINING AND DEVELOPMENTS</p> | |

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| | No update. | |
| 15 | <p>SELF EVALUATION (OF GOVERNANCE)</p> <p>We have discussed potential changes to the school day and the impact on staff and students. We have considered the gifted and able programme and understanding the need to have more evidence of impact. Reducing the number of subjects a day will help with retention. Encouragement to target FE. Attendance and discipline. Explored GDPR and safeguarding</p> | |
| 18 | <p>DATE OF NEXT MEETING</p> <p>The next meeting will take place at 4pm on Thursday 12th July 2018.</p> | |
| | <p>AOB</p> <p>The use of word processing policy was recommended by Resources Committee and ratified by Full Governing Body.</p> <p>The purchasing policy was recommended by Resources Committee and ratified by Full Governing Body.</p> | |

Meeting closed 18:19 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.