

MINUTES OF FGB MEETING HELD ON THURSDAY 16th SEPTEMBER 2021

Committee members Present: Mrs Laura Mead (LM (CHAIR)), Mr Barclay Millar (BM), Mrs Alice O'Reilly (AOR), Mrs Michaela Pay (MP), Mrs Frances Perkin (FP), Mr Jay Turner (JAT), Mr Dom Wilkes (DVW).

Apologies: Mrs J Brigg (JB), Ms H Thompson (HT)

In Attendance: Mrs Clare Brown (CLB (CLERK)), Mrs Michele Bacchus (MB (School Business Manager), Mr Jim Frances (JAF (DSL), Mr James Grill (JCG (Assistant Headteacher), Mrs J Hocking (JH (School Improvement Partner), Mrs Pauline Westwood (PMW (Deputy Headteacher), Mr Matt White (Director of Post 16).

LM welcomed everyone to the meeting including Mrs Alison Heywood (AH) as a potential new Governor. Everyone present introduced themselves.

Item	Topics Discussed	Result/Action
1. Apologies	JB & HT	Received and accepted
2. Election of Chair and Vice Chair	a. Chair of Governors – LM nominated ahead of meeting. Nomination seconded and all in agreement b. Vice Chair of Governors – MP nominated ahead of the meeting. Nomination seconded and all in agreement	LM duly elected as CHAIR MP duly elected as VICE CHAIR.
3. Declaration of Pecuniary and/or Professional Interest + Code of Conduct	a. Governors reminded to declare pecuniary interests considering the agenda or as soon as it becomes apparent that one exists as discussions progress (Pecuniary Interest forms for 2021-22 given to Governors to sign) b. Code of Conduct previously distributed and Governors signed to confirm agreement to abide by it.	DVW & JAT declared a professional interest.
4. Positive Behaviour Policy (PBP) – Led by PMW	Positive Behaviour Policy previously distributed. Points of note: a. PMW explained that the policy had been written in conjunction with the Headteacher/Principal in 3 x different schools, and that she has adapted it to meet the context of Budehaven. b. PMW introduced the Policy into her last school where behaviour and exam results had been very poor. Policy improved morale of staff and students as well as exam results. c. Policy presented to staff on INSET day, points of note: i. Supporting discipline which needs to be firm but fair ii. Never make behaviour personal iii. Best teachers have best relationships with students/mutual respect iv. Section on responsibilities of Parent/Carers and students as well as staff.	

<p>EQT = Early Qualified Teachers</p>	<ul style="list-style-type: none"> v. High expectations via Stretch and Challenge to get students excited about the subjects vi. Support values and expectations of the school vii. Positive re-enforcement very important with calls home early on in the term needed. viii. 3 levels explained with level 3 being external exclusion d. Uniform has improved since the start of term – staff to give positive recognition of this. e. Student voice important <ul style="list-style-type: none"> i. PMW will be speaking to students to see what they want for their prizes ii. Looking to appoint a Head/Deputy Boy and Girl from Yr 11 – lots of interest so far. f. Unacceptable Behaviour <ul style="list-style-type: none"> i. Zero tolerance for physical violence (parents want their children to be safe) ii. We have had our first fight and both students were excluded. Reintegration meetings will involve: <ul style="list-style-type: none"> • The setting of 3 targets which will be agreed and signed by school, parent/carer and student • Important for students to reflect and understand their poor choice of behaviour. g. Governors asked how PMW will ensure all the staff are signed up. <ul style="list-style-type: none"> • DVW confirmed presented during INSET and a lot of positive feedback – especially from Heads of Years • Been following for 2 weeks now and feedback good. • JAT explained that the graduated response was now very clear. Staff had a few questions about the mechanics of implementation but nothing negative. h. LM confirmed that school had seemed very calm on the learning walks. DVW confirmed this was helped by teachers following entering and leaving routines. i. PMW explained that a checklist for staff with regard to managing assemblies has also been put in motion (not time for staff to chat etc.) j. Governors asked if staff knew the definition of persistent. PMW explained if the student continually disrupted/affected the learning of others this was treated as persistent and more severely punished. k. Governors asked what if staff were unable to do this. DVW confirmed SLT were out and about and middle leaders should know their staff and give support. Timetabling should ensure that EQT's did not have the most difficult classes. l. Governors asked how recording is undertaken and kept consistent. <ul style="list-style-type: none"> • DVW confirmed use of Class Charts - tied to rewards and sanctions and aligned to the PBP and easily monitored • New Head of Computing and ICT (Chris Renshaw) led a training session on Classcharts - good appointment m. Governors asked if any of the students that she had helped interview due to their behaviour last year had come back on the radar. DVW confirmed none so far. 	<p>Governor to be involved with the process</p>
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	n. <i>LM asked Governors to vote on the policy. All in agreement and happy for policy to be ratified.</i>	Proposed by BM and seconded by MP. Policy ratified
5. Ofsted Update. Led by JH (SIP)	<p>JH explained the 2 areas that she was reporting to Governors on:</p> <ul style="list-style-type: none"> • Headteacher's Performance Management Review • Ofsted update. <p>a. Headteacher's Performance Management</p> <ol style="list-style-type: none"> HT PM discussions are confidential but DVW happy to share (open and transparent) HT PM involved JH (external advisor), LM (CoG) and DVW Role of JH was to ensure due process was followed, to protect the school and the HT with regard to setting reasonable targets 20-21 was a fragmented and challenging year but DVW had evidence to support achievement and on balance JH confirmed targets had been met JH congratulated DVW on keeping a steady ship in challenging times which was not achieved by all Headteacher's 21-22 targets are aligned to the school's main priorities Mid-year review to take place in Feb Targets <ul style="list-style-type: none"> • Final outcomes for Yr11 and Yr13. JH explained no validated data from 2020 and 2021 but should assume there will be for 2022 when it will become important again • Ensure that by the end of the year Leadership and Management under this framework at all levels is securely 'good' (including the whole world of safeguarding) • Personal Development for students to be securely good. Given recent times and issues this is very important and if we get this right then the outcomes will follow. Personal Development is a key area for Ofsted. <i>Governors asked if this implies that we are not securely good at the moment. JH explained this was difficult to confirm due to the issues faces over the last year – need to keep an eye on it.</i> <p>b. OFSTED</p> <ol style="list-style-type: none"> November training was focused on a Section 5 inspection (big inspection with clear mind-set to make 4 judgements covering all sections of school) Tonight JH focusing on a Section 8 inspection <ul style="list-style-type: none"> • lighter touch and doesn't look at everything • unable to change current designations of a school • all it can do is confirm the designation or call it into question • if there is a concern then a Section 5 will be triggered • Section 8 is 2 day inspection with less inspectors • Still look as closely at Safeguarding in a Section 8 as in a Section 5 	LM to present recommendations to the Pay Committee for them to ratify

	<ul style="list-style-type: none"> • Quality of Education. In a Section 5 there are 6 subject deep dives, compared to 4 in a Section 8 • Governors asked it they will pick ones highlighted as need to improve at the last inspection (MFL and Eng). JH confirmed quite possibly. DVW added that they had done a Learning Walk in MFL and had seen a lot of consistently good T & L • Inspectors won't spend a lot of time looking at behaviour but will check with students and parents if there is a bullying problem in the school • Mobility of Students. The inspectors will look at any patterns/Off rolling of students and if Governors are satisfied that this does not happen. • Whole Curriculum Offer. Difficult to look at all areas of L & M and behaviour but will look to ascertain that the culture with staff is healthy • Inspectors will be sensitive to covid issues • Will look at the whole school and not just the academic side • Outcomes of an inspection are: <ul style="list-style-type: none"> ➤ Remain a 'good school'. School will receive a brief report highlighting good areas and a small amount on what needs improving. ➤ If inspectors feel possibly better will return to do a full Section 5 ➤ If inspectors feel standards have declined will return to do a full Section 5 • Governors asked what the timescale would be for a return Section 5 visit. JH confirmed that would depend on the level of concern. If there is a safeguarding concern they will return imminently. • Governors asked if we can request a Section 5 if we feel we should be classed as 'Outstanding'. JH confirmed yes but it is costly and under the current framework 'Outstanding' is very hard to achieve. • Section 8 has 3 big Headlines: <ul style="list-style-type: none"> ➤ Curriculum Planning. Staff need to be able to explain what they are teaching and why, with regard to 'curriculum Intent' ➤ Safeguarding. <ul style="list-style-type: none"> ❖ Ofsted wrote 'Sexual Abuse' review paper and will look at this during their inspection. ❖ Research shows prevalent in schools although many don't recognise that peer on peer sexual harassment and abuse is happening. ❖ Ofsted won't judge if it is happening but will look at what the school is doing/does it recognise it/recording/ support/how do students disclose etc ❖ BM asked DVW if school already on this journey. DVW confirmed yes we are aware it is happening, students confident to disclose and know that we will support them ❖ Governors visited a school recently with posters in corridors showing unacceptable 	<p>JH suggested one Governor should read the review and summarise for FGB</p>
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	<p>behaviours. DVW confirmed JAF has taken Safeguarding assemblies and looking to build up a bank of resources so staff know how to deal with certain issues and improve clarity</p> <p>❖ JH confirmed good to have PMW on board as weight of problems impact more on girls than boys</p> <ul style="list-style-type: none"> ➤ Disadvantaged/Vulnerable groups (including SEND) – particularly due to the negative impact of home learning due to Covid. • Last Section 5 was in 2017 and had an interim visit in November 2020 (this won't count as a Section 8 but will count on the data base as Ofsted checking in). • Governors asked what the feedback was from the Interim visit. DVW confirmed report was brief but verbal discussion was very positive. • Ofsted visits are behind schedule but need to be ready 	Governors thanked JH for joining them
6. Health & Safety update led by MSB	<ul style="list-style-type: none"> a. H & S Report previously sent to Governors along with the H & S Policy b. Governors confirmed receipt of both c. MP proposed H & S policy, seconded by FP d. MSB went through H & S Report section by section <ul style="list-style-type: none"> i. Medical Tracker to be implemented this term, Covid testing has taken priority so far ii. Compliance. MSB confirmed County arrived on day 10 after her appointment. Lots of red areas which have been addressed iii. Back-log maintenance work causing major headaches. MSB checks site each morning to ensure site safe for staff and students iv. Staff have confirmed 'Every System' is easy to use e. DVW added that it is important to recognise all the work that MSB and the site team have done this summer, including a team of painters to put a coat of paint on the walls in school f. LM added that the toilets look amazing g. A Governor brought up his concerns over the trees and added that even following the tree survey there were still a huge number of trees on site that are dead and a possible danger to students. The Governor asked that a 'risk assessment' is undertaken to assess danger and how to protect students. <ul style="list-style-type: none"> i. MSB confirmed a considerable number were felled following the survey in June 2020. ii. School has signed up for an SLA and awaiting a new survey iii. Anyone can put pressure on County to fell trees <p>Governors thanked MSB for all the work she is doing to improve the site.</p>	<p>FGB all happy and agreed. Policy ratified</p> <p>Governors asked MSB to pass on their thanks to the team.</p> <p>Governor to meet with DVW and MSB to walk the site and identify ones he is concerned about.</p> <p>MBS to chase survey</p> <p>Anyone interested in contacting County to let MSB know.</p>
7. Safeguarding update from Jim Francis (JAF)	<p>Safeguarding update sent to Governors. Points of note:</p> <ul style="list-style-type: none"> a. Priorities for 2021-22 	

<p>AOD – Anthony O’Dwyer</p> <p>RB – Rachel Barnett</p> <p>SCB = Stu Ball</p> <p>KE = Kimberly Ellis</p> <p>CR – Chris Renshaw</p>	<ul style="list-style-type: none"> i. Priorities informed by concerns raised last year and feedback from the S175A ii. Working alongside the LA to ensure fit for purpose iii. Visit from the LA turned into a ‘safeguarding Audit’. Outcome was very positive and LA very helpful iv. Priorities <ul style="list-style-type: none"> • Core Safeguarding team reduced to ensure clarity and better support to staff and students • Improve communications. This isn’t bad but can be improved. One issue highlighted was delay in communication with parents due to the team being made up of teachers. Team now includes 2 x non-teachers so feedback will be faster • Focus on Healthy relationships and development of peer on peer policy in line with sexual violence and harassment guidance. <ul style="list-style-type: none"> ➤ JAF to present to all DSL’s in the county as we have had experienced of peer on peer abuse and how to support victim, perpetrator, families and staff. • Increase staff awareness and understanding. Core team will access training and cascade to staff • Mini guides will increase staff confidence, ensuring they know and have the confidence to do what is needed. JAF also to share case studies with staff so aware of possible scenarios v. <i>LM pleased and reassured that school is moving in the right direction especially after presentation from JH</i> vi. DVW added that it is a testament to JAF and his team who had so many difficult and complex issues to deal with. vii. <i>JAT added that it is good to know that students are coming forward and disclosing to staff but what is the most impacting thing that gets them to do this.</i> <ul style="list-style-type: none"> • JAF confirmed RE/PSHE is impactful (signposting) and positive • RE curriculum is about raising healthy relationships • Role of AOD and the Haven are real strengths • RB very visible and positive • Students know who to go to b. Who’s who – staffing changes <ul style="list-style-type: none"> i. DSL = JAF ii. DDSL = RB, SCB and KE <ul style="list-style-type: none"> • RB still keeping role of attendance office as 50% of safeguarding concerns had attendance issues • SCB is a full time teacher but will look at Q & A on ‘My Concern’. • KE appointed from a very strong field and starting on 15th Nov iii. JAF thanked MSB for managing to provide a new Safeguarding Office so team has a dedicated space iv. CR (Head of ICT) has taken over the role of E-Safety Coordinator and made a great start. v. HT as Safeguarding Governor is kept aware of all issues by JAF and planning to visit school before half term c. Training 	
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	<ul style="list-style-type: none"> i. Staff training taken place so school statutory compliant ii. Team will all focus on specific areas as per report d. Categories of concerns raised. JAF reminded FGB of areas of concern last year and used to feed through to our policies and processes. <p>Governors suggested having a governor to attach to PSHE/RE</p>	
8. Sixth Form Presentation from Matt White (MJW)	<p>Presentation previously circulated. Points of note:</p> <ul style="list-style-type: none"> a. Vigorous procedure followed to produce and moderate the Yr13 grades <ul style="list-style-type: none"> i. Moderated by exam board who confirmed spot on ii. Rigorous mocks treated seriously by both staff and students iii. Emotional for some students as they didn't sit exams in Yr11 iv. Going to follow the same system this year so students will be exam ready (they haven't sat exams since being in Yr6) b. Performance was good across the country c. Destinations/getting to study where they want is the most important outcome. d. Alps and L3 VA are very high as they are across the country e. 6th form team - <ul style="list-style-type: none"> i. 6th formers talk to MJW on a daily basis ii. Good tutor team who all meet in the library each morning (good buzz) iii. Support team – REK and MS iv. Lots of enrichment activities on offer including teaching Yr7 to read. v. Post Yr13 <ul style="list-style-type: none"> • University representatives visit to promote their Uni's • Ex-students visit to share their university experiences • MJW tries to encourage students to move away to study • Other employers also visit eg. GCHQ f. Good outcomes for Disadvantaged students and BTEC students. Governors asked what the % of SEND students is in the 6th form. MJW confirmed quite high but well supported. Some students only study 2 A levels plus something else on top eg work experience g. Improvement Plan tweaked every year h. EPQ (Extended Project Qualification) is offered and worth Uni points (loved by Russell Group Universities) i. Governors asked about T levels. MJW confirmed would love too but not viable j. JCG confirmed that KS4 options feed through to KS5 and aim to support the uptake of KS5 subjects k. MJW visits other local schools to present about our 6th form and numbers have increased 	
9. GCSE performance led by James Grill (JCG)	<p>Presentation previously circulated. Points of note:</p> <ul style="list-style-type: none"> a. Lots of work went into the preparation of grades b. No changes required following moderation by AQA c. Had 5 appeals one of which went to stage 2 and upheld d. Governors asked how the appeal process works. JCG confirmed that appeals are first checked internally and then 	

<p>CS = Claire Smith</p>	<p><i>if the appeal is upheld then they go to the exam board to agree the correct grade</i></p> <p>e. Ofsted will only consider ISDR (School data) from 2019 and will ignore internal grades</p> <p>f. Results compared to the national figures show we are doing well</p> <ul style="list-style-type: none"> • <i>Governors asked if this is a true representation of progress. JCG confirmed yes there has been progress including MFL and English which were areas of concern during previous Ofsted inspections</i> • English is double weighted so has a big impact on the overall figure <p>g. EBACC</p> <ul style="list-style-type: none"> • Drop in number of students entering EBACC coincided with change in policy (no longer need to do a language) • DVW confirmed the quality of teaching not good enough and students didn't want to be there • Personal Development is high priority and students no longer have to study EBACC subjects if they don't want to. • More subjects on offer in KS4 and KS5 to give better curriculum breath • <i>MFL</i> <ul style="list-style-type: none"> ➤ <i>Governors asked if it is just the drop in number of students taking languages that has caused the drop in EBACC. Raising the profile of languages is important as it gives students more potential.</i> ➤ <i>DVW confirmed the last Head of Languages brought the department to where it is and her replacement will take it even further forward.</i> ➤ <i>A Governor confirmed feedback from sons and friends is that they are not inspired to study it.</i> ➤ <i>JAT confirmed he is coaching CS as a middle leader and that she hasn't missed a trick on how to enthuse students and to include the importance of culture into the curriculum</i> <p>h. Progress</p> <p>High Prior Attainment band</p> <ul style="list-style-type: none"> ➤ 2 years ago it was the high ability cohort that caused most concerns ➤ 2021. It is a smaller cohort but still the main area of concern ➤ DVW confirmed progress has been made but has been slow • Looking at Stretch and Challenge in the curriculum, supported by the LA and topic of 4 x INSET sessions • Still have concerns over performance of French, Spanish, DT and Business Studies <p>i. Disadvantaged</p> <ul style="list-style-type: none"> • Not quite as red as 2019 • Maths shows positive impact from 1:1 tutoring. No one in English with capacity to provide similar support last year but there is this year • <i>Governors asked if students had support when not in school. JCG confirmed yes. Very robust with evidence to support Centre Assessed Grades</i> 	
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	<ul style="list-style-type: none"> • SEN. Small cohort so unable to make any valid statistical comparison but had hoped for better results. Looking at specific intervention in Yr7 which will have impact for these students • Girls outperform boys year on year. The HPA boys are the area of most concern but hopefully Stretch and Challenge will address this • Governor questioned the lack of homework set for her son and asked what the expectations are. JCG confirmed the reintroduction of Yr11 Study Skills evening where this will be set out. <p>j. DVW stated important to note the inordinate amount of work done by JCG with regard to the remote curriculum</p> <p>k. Governors thanked JCG for all his hard work</p>	
10. Terms of Reference	Previously circulated and approved by FGB	Ratified by FGB
11. Minutes and Confidential Minutes of Meeting on and Matters Arising	<p>a. Part one minutes having been circulated were approved and signed as a true record. Matters arising from the minutes</p> <ul style="list-style-type: none"> • Toilets. <ul style="list-style-type: none"> ➢ Governors thanked MSB for all her hard work on them – they look excellent ➢ MSB confirmed money withheld until snagging list sorted ➢ Next toilets (language corridor) to be up-graded over half term. Concerned that a week isn't long enough so looking at addressing loss of toilet and noise issues if work over runs • Mr Belling visit over the summer went well and he has kindly agreed to invest in our ICT over the next 3 years <ul style="list-style-type: none"> ➢ Governors asked if County had any claim on the money. DVW confirmed no and it will mean we can save money ➢ Once ICT fit for purpose MSB will set up a rolling programme to keep ICT up to date • Police. Governors asked for an update. DVW confirmed <ul style="list-style-type: none"> ➢ New police person coming to Bude ➢ Police felt no impact in having a police dog on site so had said no more visits but with the increase in drug use in Bude this may change. • Covid testing <ul style="list-style-type: none"> ➢ Staggered start to the term due to covid testing ➢ Decrease in the number of volunteers but managed on the whole ➢ JAT confirmed that from a teacher's point of view there was very little impact and it had gone well ➢ MP was on the team of volunteers and had promised to feedback on behalf of them. The feeling was that it had taken much longer then needed and there was a lot of unrest on the team. ➢ Only one student had tested positive and they had been asymptomatic. <p>b. Confidential minutes tabled. Matters arising – staff issue</p>	<p>See confidential minutes</p> <p>DVW to write to the volunteers to thank them</p> <p>See confidential minutes</p>

12. Correspondence	none	
13. Report from the Chair	i. Governor Visits <ul style="list-style-type: none"> a. Governor visit policy to be revisited b. Governor roles and responsibilities to reflect the School Improvement Plan although still need a Safeguarding and SEN governor <ul style="list-style-type: none"> • Curriculum. Focusing on key areas from last Ofsted (MFL, Science and English) • Leadership and Management. Focusing on safeguarding (HT = Safeguarding Governor), attendance (post covid is more measureable) and mobility of students • Personal Development. Focusing on Behaviour Policy and implementation, Cultural capital (Disadvantaged and SEND) - do we know the uptake of extra-curricular activities/are we engaging these groups of students? • Culture and Ethos. Look at how subjects link to this in their lessons c. JAT suggested Governors may like to join them on 'learning walks' and 'learning observations'. d. Visits are information gathering sessions to see if school is doing as it said it is. ii. Staff Governors	<p>If any governors were interested in a specific role or would like more information to contact LM</p> <p>See confidential minutes</p>
14. Date of next meeting	7 th December 2021	

Meeting finished at 9.20pm

Signed by:

(Chair of Governors)

Date: