



Full Governing Body Meeting

Date	Monday 21 st March 2016
Present	Ray Allen (RA), Natalie Bellis (NB), Heidi Brydon (HB), Debbie Collis (DC), Stuart Everard (SE), Marian Gerrett (MG), Michael Jennings (MJ - Chair), Kym Lyons (KL), Rachel Simmonds (RS), Dave Tanner (DT)
In Attendance	Rachel Robertson (RR - Clerk)
Apologies	Kath Martin (KM), Jen Colwell (JC), Jackie Whitford (JW), Philip Worsfold (PW)
Absent	Leisha Krando (LK)
Quorum (50% or more)	Yes
Meeting duration	17:05 - 18.35

#	Actions carried over:	Responsible
1	CR to set up a user defined group in SIMs for White British boys with multiple vulnerabilities to enable the emerging gender gap to be further analysed.	CR
2	SN and VC to refine the PSHE policy to remove highlighting and correct typos, then to send to CR to publish on the website	VC & SN
3	RaR/MJ to review the Code of Conduct and send out to governors by the February FGB	RaR/MJ
4	RR to organise new entry fob/ card for LK	RR/ SE
5	RS to revisit sub level training at the end of the year 8	RS
6	RS to load options of savings to GVO	RS
7	All governors to let the Headteacher know if they are aware of a good place to link in with volunteers.	ALL
#	Actions from 21 March 2016	Responsible
1	RR to organise ID badge, email account and GVO access for KL	RR
2	RR to invite maths and history leads to next FGB meeting	RR
3	NB to send the link to the PREVENT training to the FGB	NB

4	ALL members of FGB to complete the online PREVENT training	ALL
5	ALL FGB members to review Code of Conduct, and advise if any amendments are required by email to the Chair and Clerk to be copied	ALL

Item #	Minutes	Outcome
1	Welcome & Completion of Attendance Register inc Apologies	
1a	Apologies: Jen Colwell, Phil Worsfold, and Kath Martin who is working in the Czech Republic, although has been an active member of the Finance Portfolio working remotely. Absent: Leisha Krando	Recorded
1b	Confirm new appointment The Chair introduced the FGB to Kim Lyons, referred to West Blatchington Board of Governors by the School Governor One Stop Shop (SGOSS). The Chair noted we now have 13 members, but he would like KL to join the Board of Governors as an associate governor, and be available to fill any future vacancies should they arise. KL has many years' experience as a primary school teacher, and as such can bring a valuable external perspective to the FGB. The Chair proposed that we adopt KL as an Associate Governor with voting rights, to be reviewed in the first meeting of the next school year, when we may be in a position to formally co-opt.	Informed
1c	Governors unanimously voted to adopt KL as an Associate Governor with voting rights. RR to organise ID badge, email account and GVO access for KL	Ratified and Recorded ACTION
2	Declaration of interests - any changes to be recorded	
2a	No declarations of interest made. HB returned completed form to clerk	Recorded
3	Minutes of last meeting & any matters arising	

3a	All agreed that both the normal and confidential minutes of the meeting on 29 th February 2016 are an accurate recording of the meeting.	Recorded
3b	It was confirmed that a reply has been received to the letter written to the LA by the Finance Portfolio regarding our concerns about the budget, and highlighting the SEN funding, and payment for SEN support. However, the reply does not address the SEN issues raised, so the Finance Committee will write another letter asking why the SEN not addressed.	Informed
3c	It was confirmed that both letters can be found in GVO at: Finance/Budget - Annual Planning/2016-17 Planning	Informed
4	Headteacher secondment	
4a	<p>The Chair confirmed that he had circulated a note to the FGB with the good news that the Headteacher's application for a secondment with the LA was successful, despite the competitive nature of the process.</p> <p>The FGB agreed they are pleased at the Headteacher's success, and that it results from her having run a dramatically improved school, so she will now be in a position to share this knowledge with other schools.</p> <p>The FGB unanimously approved the secondment in principal via email but raised issues/ concerns.</p>	Informed/ Discussed
4b	<p>Following a meeting with the deputy and acting assistant head teachers, the Headteacher uploaded the "Report to Governors outlining Headteacher arrangements for the Summer term" on GVO today.</p> <p>The report outlines in detail how tasks will be divided between the deputy, acting assistant and head teacher throughout the summer term.</p> <p>The Headteacher advised she has negotiated a 2.5 day secondment to the LA advisory team during the summer term, subject to reviews at end of summer one and two to ensure the secondment is right for all stakeholders, including pupils and teaching staff.</p>	Informed

4f	<p>There was discussion around the fact that the secondment is bound to result in reduced capacity during the summer term, but systems will be in place to limit the impact, and face to face liaison with the FGB will continue.</p> <p>Governors asked whether the Deputy Headteacher had any comments.</p> <p>The Deputy Headteacher replied she has no further comments, and is happy with the arrangement.</p>	Discussed
4g	<p>The Chair asked the FGB whether this item has answered the queries they raised.</p> <p>FGB noted that parents have asked whether the Headteachers will be able to take on so much extra work.</p> <p>The Headteachers explained that is why the reviews are in place, as well as systems to limit the impact of the reduced capacity over this period.</p> <p>FGB agreed that this is all offset with the career development opportunities the secondment offers all those involved.</p> <p>The FGB asked whether the Acting Assistant Head will be able to manage this additional workload, as he also has three NQTs.</p> <p>The Headteachers explained he only mentors one NQT, and had already taken on the additional role of Acting Assistant Headteacher, and this presents an opportunity for him too.</p> <p>All agreed the importance of being careful not to exploit the good will of staff involved through careful monitoring and reviews, and good communication and cross over for a successful shared role.</p>	Discussed
4h	<p>The FGB voted unanimously in favour of agreeing the secondment of the Headteacher to a half time secondment, and for the Deputy Headteacher to share the role of Headteacher during the secondment period.</p>	Rattified
5	<p>Update on finance and new school issues (RS/ MG)</p>	
5a	<p>The Headteacher present the Budget Update</p> <p>Since the agreed submission of a deficit budget of £46,549 the carry forward was revised to £20,152 as of 18/03/16, after FMS investigations discovered uncleared salary commitments resulting in a £16k reduction in staffing forecast, and</p> <p>It is still not confirmed as to whether the entire amount of maternity pay for two members of staff is covered by insurance, and this is waiting to be finalised, and CR is investigating whether a maternity salary may have been paid from the school budget rather than LA Sickness and maternity budget which would result in a £10k increase on costs for Feb & Marc. If this is the case, this year's budget would be a positive figure.</p>	<p>Informed</p> <p>Discussed</p>

5b	<p>The Headteacher met with the Finance Portfolio and discussed several budget options, agreeing on a proposed end year budget deficit this year of £6,146.</p> <p>RS to post all budget options to GVO.</p>	<p>Discussed</p> <p>ACTION</p>
5c	<p>Discussion around restructuring costs not being factored into the budget forecast, and agreed that this will be discussed at the next meeting.</p>	Discussed
5d	<p>FGB discussed the Government's decision to cease funding schools through LAs in the recent Budget, with all schools converting to Academies. A decision will have to be made as to when it would be best to make the change, and that the process does not have to be completed until 2020.</p>	Discussed
5e	<p>It was noted that Janice Tylor is proposing to meet with chairs of governors of the Hove cluster for a discussion around multi academy trusts (MATs).</p>	Informed
6	Radicalisation Prevention (NB)	
6a	<p>FGB discussed the ability of the existing safeguarding policy to cover the issue of potential radicalisation of pupils at West Blatchington, and all agreed that there is no need for a separate piece of work or policy, which is support by LA policy.</p> <p>The organisation EMAS recommends that building relationships with families sitting on the periphery of school life, and ensuring they are included in all aspects of school life is the most important focus.</p> <p>The aim is to encourage dialogue and conversation, and for staff to be able to identify risk factors and whether intervention is required.</p> <p>It was stressed that there are other radical views as well as ISIS, with many extreme white British gaining in profile recently.</p>	Informed and discussed
6b	<p>It was noted that the SLT and Family Liaison Worker have completed the PREVENT online training course.</p> <p>Although there is no legal requirement for additional members of staff to undertake the training, it was agreed that it is good practice for staff to have additional awareness.</p> <p>Teaching staff will complete the PREVENT training at the beginning of next term, and FGB agreed that all governors should also complete the online training, which can support the management of isolated incidents.</p> <p>NB to send the link to the PREVENT training to the FGB</p> <p>ALL members of FGB to complete the online PREVENT training</p>	<p>Informed and discussed</p> <p>ACTION</p> <p>ACTION</p>

6c	<p>The Chair asked whether the school's assessment has ever led to a pupil being referred for intervention.</p> <p>There has been a case of a pupil being referred for intervention around the risk of radicalisation, but the school's assessment was one contributing factor to the referral and not the sole factor.</p> <p>It was noted that any significant referral would be in consultation with Headteachers, Social Services, and if necessary, Channel and other specialist organisations.</p>	Discussed
6d	<p>FGB discussed what regular online safety awareness training is provided for parents and children.</p> <p>It was agreed there is a good initial structure in place for pupils, and it is included in IT education every year.</p> <p>FGB noted that parents are not up to date with some of the cyber issues effecting pupils and as whether there is an online course for parents</p> <p>Training has been provided in the past, but the parents who need to be targeted don't engage.</p>	Discussed
7	Code of Conduct (MJ)	
7a	<p>The Chair told FGB that the Code of Conduct is available on GVO to read and review.</p> <p>FGB members to review Code of Conduct, and advise if any amendments are required by email to the Chair and Clerk to be copied</p>	<p>Informed</p> <p>ACTION</p>
8	Behaviour portfolio - Terms of Reference (MG/ PW)	
8a	The Behaviour Portfolio Terms of Reference were unanimously approved	Ratified
9	Any Other Business (notified in advance)	
9a	<p>It was confirmed that the next FGB meeting will take place on Monday 25th April, and a second meeting on 18th July.</p> <p>The Chair will advise as to whether an FGB meeting on 13th June will also be required.</p>	Informed
9b	<p>Next FGB:</p> <ul style="list-style-type: none"> - Monday 25th April 2016 at 17:00 	Informed

Chair: Michael Jennings

Signature:

Date: