



**MEETING OF THE LOCAL GOVERNING BODY
Minutes of the Full Governing Committee Meeting held on
Monday 8 July 2024 at 5.30pm, Room 136**

Governors: Mr Mark Coles (MC) – Chair, Mr Alan Winchcombe (AW) – Co-opted Governor, Mrs Lynne Milton (LM) – Parent Governor, Mrs Victoria McGregor (VM) – Co-opted Governor, Mr J Brown – Foundation Governor, Paul Askew – Co-opted Governor, Mr Steven Ragdale (SR) - Staff Governor, Mr Stuart Nunn (SN) - Staff Governor
Mr Mike Shaw (MS) – Vice Chair (from 6.15pm)

In attendance: Mrs Kate Tandy (KMT) - Vice Principal, Mr Matthew Pinder (MIP), Miss Anna Nightingale (AN), Mr Jamie Jones (JAJ) – Assistant Principal - SENDCo, Chris Pape (CEP) – Assistant Principal – Behaviour & Ethos
Mrs Debbie Warner (DW) - Clerk to the Governors

1.	Apologies for absence (Clerk)
	Apologies of absence were received from Gary Moss.
2.	Declarations of interest (Clerk)
	The Clerk confirmed there were no conflicts to note.
3.	SEND update (Jamie Jones – SENDCo)
	JAJ presented a SEND update to governors giving an outline of where the school is now and the progress that has been made in the last 6 years. ACTION: CIRCULATE PRESENTATION TO GOVERNORS – CLERK
4.	To approve minutes of meeting 08/07/2024 (Chair)
	Minutes of the last meeting were deemed to be an accurate account of proceedings. The LGC was satisfied that all action points had been completed and the minutes were signed off by the Chair.
5.	Matters arising not covered elsewhere on the agenda (Chair)
	There were none.
6.	Governor succession planning (Chair)
	The Chair informed the meeting of his intention to stand down when his term of office ends in December 2024. He added that it would be sensible for the LGC to start the new academic year with a new Chair in place and asked governors to consider this. It was agreed that self-nominations and nominations would be invited prior to the next meeting and the Chair requested the Clerk to arrange this. A further discussion on whether to elect a further Parent Governor. The Clerk confirmed that the appointment would be in-line with the committee structure set out in the Trust’s Scheme of Delegation and would advertise for a parent governor vacancy in time for the new term. ACTION: INVITE SELF-NOMINATIONS/NOMINATIONS FOR THE POSITION OF CHAIR/VICE CHAIR - CLERK ADVERTISE PARENT GOVERNOR VACANCY- CLERK

Signed:

Date:

7. To ensure accountability of the SLT for the educational performance of the school

7.1 HBK Report

Governors confirmed they had received and read the report prior to the meeting. Vice Principals highlighted key points from the report:

- Vice Principals alluded to the weight of extra work/responsibility placed on them following the Principal's departure.
- Exams had gone well with only 7 students boycotting exams; parents will be charged for non-attendance.
- ECT programme is now done in-house and following an external inspection, the provision was considered excellent. Acknowledgment to Dr Su Fradley who leads in this area.
- iMac suite in Sixth Form has been updated with new computers to accommodate Media Studies.
- Upgrade requirement to computer equipment due to the introduction of new mobile phone policy.
- Central Team capacity: The site team has been unable to complete some of the scheduled work. The live finance system is also difficult to interpret.
- Recruitment: 3 late resignations have resulted in timetable adjustments.
- Work being undertaken with curriculum with updates being prepared for website.

The Chair thanked VPs for their thorough report and thanked them for the extra work they had undertaken.

Questioning/challenging:

Q: Is there a capacity issue within the Central team?

A: Each school receives a day each from the Site Team.

Q: Governors offered help to gain budget clarification.

A: Difficulty lies with the live system which does not accurately reflect the current status.

Q: Do you have to fight for the money rather than it being offered; is the finance department fit for purpose?

A: The Trust funded 1 toilet upgrade rather than 2 due to cost.

Q: Are parents concerned that they will not be able to support their child through mobile communication during the school day?

A: There is a lot to consider, and we are working with parents, carers and students and it may be necessary to review the details in the future.

Q: Is removing mobile phones the right thing to do for the school?

A: Yes, it is in the government guidance but we need to keep checking we have the finer details right.

ACTION: INVITE FINANCE DIRECTOR TO NEXT MEETING FOR BUDGET UPDATE - CLERK

Mike Shaw joined the meeting at this point.

8.2 To receive the SDP

Governors confirmed that they had received and read the document prior to the meeting. AN highlighted some foci changes: Behaviour of students going into alternative provision, students with anxiety feature in SDP. New attendance legislation will need to be taken into consideration. There is a focus on writing which is a weakness coming up through the primary schools. A lot of work is being done on oracy and this will run through the SDP. Character development will also be a focus.

Questioning/challenging:

Q: Is there an issue with oracy in ACES primary schools?

A: This is a national picture.

8.3 To receive a curriculum update (Anna Nightingale)

AN provided key points from her report:

Curriculum is being updated. Business Studies to be replaced with Media and parents and students have been informed.

8.4 To receive a behaviour update (Kate Tandy)

KMT provided key points from her report:

Suspension data: number of suspensions are higher compared to same time last year. Data shows some students being suspended multiple times. Frustration at the lack of options available to the school from external sources. Blue room episodes are increasing, and analysis needs to be carried out.

	<p>Summer term celebratory events have gone well. Governors were invited by KMT to ask questions on the report.</p> <p>Questioning/challenge:</p> <p>Q: Persistent suspensions: does the school have a good formulation to find out what is going on with these students?</p> <p>A: There is frustration with the lack of external support that is available. EHAs take a long time before support is received and there has been a significant reduction in the number of family workers - resources are therefore overstretched.</p> <p>Q: Unauthorised lateness is still very high; what is being done to mitigate this?</p> <p>A: Meet and greet policy in place but a small but significant number of students don't go to form. We are working with these students to try and ensure they know the importance of form time.</p> <p>8.5 To receive a site update (Matthew Pinder)</p> <p>MIP provided key points from his report: Media suite being prepared and is on track to be completed by September 2024. Poor computer equipment which has not been used for a year to be refurbished for use in Sports BTEC and Criminology subjects. Site security work has been postponed and is now planned to start at end of July. Swipe system for sixth form should be in place by new term. Middle School roof project is paused in anticipation of next funding. Work on fire doors in science department to take place over the summer break.</p> <p>8.6 To receive a Pupil Premium update (Stuart Nunn)</p> <p>SN provide key points from his report: Majority of PP students have been interviewed to find out what interventions can be put in place. Easter School received good participation from PP students. Night Club which provides help with revision techniques, flash cards, revision timetables has also been well attended. Attendance competitions at the end of each term help improve attendance. Scholar's Edge has been successful and seen students receive degree style certificates for extended writing projects. Years 7 and 8 have received assistance with LORIC skills and have taken part in self-led activities. Main barriers are attendance and literacy. We are pleased to report that 42% of students have doubled their attendance; we continue to incentivise these students.</p> <p>8.7 To receive an SCR update (Alan Winchcombe)</p> <p>AW carried out inspection of the SCR. He was pleased to report that it is rigorously maintained to ensure all teachers and staff meet mandatory requirements. HBKL has too many staff who have not fulfilled mandatory requirements and recommend this is given priority. AW stressed that mandatory training starts afresh every September and is important that governors keep training up to date.</p> <p>8.8 Change to governor training (Alan Winchcombe)</p> <p>A revised Safeguarding unit 'Safeguarding – how to fulfill the Governance Role' will be made available to all Governors. Completion of this unit from the NGA generates a certificate which should be forwarded to HR.</p> <p>8.9 To receive governor visit report – verbal (John Brown, SEND visit)</p> <p>JB had visited the school today to visit the SEND department. He noted that EHCPs are minimal and was pleased to observe Basecamp changes to offer a quieter space and outside gym which has been financed by the Trust. Recruitment continues to be difficult in SEND. JB noted that SEND has moved forward this last year but the need for further resources remains to improve it further.</p> <p>The Chair thanked John Brown for his report.</p>
9.	To approve policies
	<p>CCTV policy: updated to reflect additional cameras/how incidents are investigated. Approved.</p> <p>Curriculum policy: Approved.</p> <p>Behaviour and Attendance: appendix added to include mobile phone policy. Approved.</p> <p>Feedback and marking policy: minor updates. Approved.</p> <p>CEIAG policy: updated to include provider access legislation. Approved.</p> <p>ACTION: UPLOAD POLICIES TO WEBSITE AND CIRCULATE TO STAFF – CLERK</p>
10.	AOB

Signed:

Date:

The Chair announced that John Brown, after 19 years, will resign from his position of Foundation Governor when his term ends at the beginning of September. The Chair expressed his thanks for John's significant work in the area of SEND and as Student Discipline Chair during his time as a governor. The Foundation will seek a replacement in line with the committee structure and the Chair requested the Clerk to chase this.

The Chair and Vice chair would try to arrange a meeting with the new Principal, Andy Hunter, prior to the next meeting.

**ACTION: CHAIR/VICE CHAIR TO MEET WITH NEW PRINCIPAL – CLERK
CONFIRM APPOINTMENT OF FOUNDATION GOVERNOR - CLERK**

7.40pm Meeting closed

Signed:

Date: