

## Governing Body Meeting

Monday 20 March 2023, 5.30–7.30pm

Meeting held in school

### Present

Ruth Willis	RW	Chair
Kerry Oakley	KO	Headteacher
Jennifer Orchard	JO	Parent governor
Charlotte Williams	CW	Staff governor
Amy Blackwell	AB	AHT T&L
Kevin Standish	KS	Co-opted Governor (virtual)
Clare Lysons	CL	Co-opted Governor
Bal Hegedus-Pickvance	BHP	Co-opted Governor
John Elford	JE	Co-opted Governor
Anthony Evangelista	AE	Co-opted Governor

### In attendance

Mike Lockhart	ML	AHT KS4
Tim Poole	TP	Chair SESSET
Ariana Akhavan	AA	AHT KS3
Steve Rolt	SR	DHT
Ellen Maden	EM	SBM
Sarah Walters	SW	Observer
Adrian Hill	AH	Observer
Jane Dickenson	JD	Observer
Frank Curry	FC	Strictly 4S Clerk

	TOPIC	ACTION
<b>1</b>	<p><b>GOVERNING BODY BUSINESS</b></p> <p>a) <b>Receive and agree apologies for absence</b> Apologies were received and accepted from Mirella Basso and Matt Tucker</p> <p>b) <b>Update register of interests and declare any interest in specific agenda items at this meeting.</b> None.</p> <p>c) <b>Receive update on governors' appointments, vacancies, terms of office</b></p> <p>It was confirmed that that the following Governors had been elected: Anthony Evangelista (Co-opted), Jayne Dickenson (Co-opted), Sarah Walters (Co-opted), Adrian Hill (Co-opted), Sepha Brook (Co-opted) all for a period of 4 years.</p> <p>BHP reported that he had been elected as Chair of the FRM Committee with Antony Evangelista elected as Vice-Chair.</p> <p>KO reported that Victor Lewanski had been disqualified on the basis of non-attendance for 3 successive meetings. Nothing had been heard from him.</p> <p>KO also reported that a number of Skills Audit forms had been received and she requested those who had not submitted to do so as soon as possible. <b>Action: Governors</b></p> <p>d) <b>Terms of Reference to be agreed</b> The Terms of Reference had been shared and were agreed.</p>	<b>GOVS</b>
<b>2</b>	<p><b>MINUTES &amp; MATTERS ARISING</b></p> <p>The minutes of the meeting held on 28 November 2022 were agreed as an accurate record and were signed by the Chair.</p>	

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	<p><u>Actions</u></p> <p>Item 2. KO to answer questions from CW and circulate. <b>Action completed.</b></p> <p>Item 5. KO to bring how the School is tracking using FFT to Quality of Education Committee. <b>Action completed.</b></p> <p>Item 11. KO to send out template for reporting Governor training and send out links for safeguarding training. <b>Action completed</b></p>	
3	<p><b>CHAIR'S EMERGENCY ACTION</b></p> <p>No emergency actions had been taken.</p>	
4	<p><b>COMMITTEE MINUTES SINCE LAST FGB</b></p> <p><b>F&amp;R 20/02/22.</b> BHP reported that the meeting had been very positive. The electricity contract had finally been resolved, the gas refund of £39k had been paid and it now looked as if the FY 2022/23 Accounts would be balanced by year end. He felt that this was very positive. He also mentioned that the School were likely to appoint a new payroll provider and a new cleaning contractor had been appointed. Lettings income were looking very positive and Antony Evangelista would be undertaking a Health and Safety audit on Friday. He also added that the new SESSET CFO was looking to co-ordinate contracts across the schools.</p> <p><b>LSSI 09/01/23.</b> JE reported that the Committee had approved the new School Action Plan.</p> <p><b>QofE 20/02/22</b> RW reported that the meeting had been very effective. It looked at target setting, the Year 9 initiative and the Subject review. She was able to report that the schools' ski trip had been very successful.</p>	
5	<p><b>HEADTEACHER REPORT</b></p> <p>KO's report had been circulated to Governors in advance of the meeting. She would summarise key areas and take Governors' questions as she went through.</p> <p><b>Numbers on roll.</b> Large numbers for 2023/24 were expected with 151 1st preference applications received to date. 168 places had been accepted by 13<sup>th</sup> March. 25 were currently on the waiting list. The PAN for Year 7 was 240 with 210 currently expected. BHP commented that it was a high PAN. KO agreed and commented that Surrey were regularly in touch in respect of places.</p> <p><b>Teaching and Learning.</b> The second round of staff appraisals, relating to 2022/23 and targets set for the following year, had taken place. The Excellence Programme had enjoyed a successful Spring Term with a wide menu of activities. In respect of Intervention Groups, Route 4 was planned to close once the current cohort finished in 2023. The activities with Surrey College had been evolving well with participation in Surrey Outdoor Learning being very successful. The half-yearly SEND Review meetings had proved successful in ensuring that all staff are working collaboratively to ensure students' learning was well supported. KO reminded Governors that, with a large number of EAL students, now including Ukrainians, the School had a very diverse population. Turning to outcomes for students KO turned Governors' attention to the Fisher Family Trust (FFT) data for Years 7-11. There was a range of grades which KO expected would be moved up over time with the aim of achieving to FFT 50. The School needed to be in the 20. Year 11 was the most important cohort, currently just above Attainment 8.. She expected them to come through stronger</p>	

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	<p>as the year progressed. The exams were just before the May half-term. Interventions and reviews were taking place in order to optimise performance in the exams.</p> <p>Much the same was the case with Years 7, 8 and 9 in that they were improving. In response to a question from RW, KO explained that Year 9 in particular had been affected by Covid and needed catch up. BHP thought that the cohort was not as mature as might be expected. ML made the point that some students had not been coming in during the academic year and this was having an impact. RW agreed about the impact of outliers on the figures and comparison with national averages. Attendance was certainly a problem.</p> <p><b>Behaviour for Learning.</b> The number of suspensions between 12<sup>th</sup> November and 28<sup>th</sup> February were set out in the report. There were no permanent exclusions in this period, although there was a PEX last week. The reduced suspension figures did represent an improvement. The main reason for suspensions remained persistent, disruptive behaviour which was also reflected in the local community.</p> <p><b>Attendance.</b> Attendance at 92% remained slightly above the national average and remained a problem. JD asked about persistent absentees to which KO responded that there were about 80 which was quite high. The national average was 27%. ML cited an example of a student stuck in Ecuador since August, due to passport issues which helped to distort the figures. He also emphasized that there were some students who simply had not come in during the academic year. RW observed that these outliers did distort the figures, though it had to be conceded that attendance did remain a serious problem. BHP asked about the part played by remote learning. Could this help children at home to keep up their learning. KO responded that the School was preparing a new remote learning programme which would involve the School taking responsibility for the content, rather than Surrey. AH commented that the remote learning hitherto available had not assisted his child. KS referred to an article which he had seen in the Guardian which illuminated a pattern of Friday absences in schools as being an issue. ML responded that he could discern no real pattern of this at Carrington.</p> <p><b>Safeguarding.</b> KO reported that there had been one racial complaint made to OFSTED to which the School had responded through the Local Authority and provided evidence. The School had been able to reference the incident on its Racial Log and were able to provide evidence of the action taken and follow up. There had been 4 logged incidents during the year.</p> <p><b>Leadership and Management.</b> KO briefed Governors that she was inviting parents into the School after Easter to meet with her and share experience of the School. There were also a number of future events set out in the report which Governors were welcome to attend. This included the Silver Award of Investors in People. She conceded that there were a growing number of complaints set out in the report.. Some want to take them to OFSTED but this could only be done for safeguarding issues. On the positive side, there were also plenty of compliments which well exceeded complaints, a record of which she was proud.</p> <p><b>Staff Sickness Absence.</b> The level of absence was continuing to be a problem and certainly added to cover costs. For example, 13 staff were off today. It seemed to be a combination of continuing episodes of Covid and other respiratory complaints.</p>	

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	<p><b>Strikes.</b> The school was not closed for the two days during the recent Teacher strikes. However, students could only be accommodated for one of the two days.</p> <p><b>Recruitment.</b> KO noted that recruitment of staff was improving and she had listed 8 staff who had joined during the year or would be joining and staff were listed those who had left during the year or who would be leaving.</p> <p><b>GDPR.</b> Four breaches were listed none of which had to be reported to the ICO. The breaches were mostly human error.</p> <p>Finally, KO drew attention to the Satellite Hub project. The public consultation will expire on 17<sup>th</sup> April.</p> <p>A careers addendum was distributed to Governors showing student destinations. BHP asked about mock interviews and KO stressed that the School needed volunteers from Governors and parents to provide experience for students. <b>Action: Governors</b></p> <p>RW thanked KO for a very comprehensive report.</p>	
6	<p><b>OFSTED/SDP</b></p> <p>OFSTED were known to be in the area but nothing had been heard from them.</p>	
7	<p><b><i>SATELLITE HUB DEVELOPMENT-UPDATE</i></b> <i>This issue had been covered at Agenda Item 5.</i></p>	
8	<p><b><i>FEEDBACK FROM AND TO SESSET</i></b></p> <p>SESSET Scheme of Delegation approved in February 2023</p> <p>TP reported that the recent meeting of the three schools had been very successful. The Review of Governance had been distributed to all Governors. The CFO post had been discussed. The post was part-time and this was felt to be inadequate although the CFO himself was excellent. This was being reviewed and would result in top slicing the GAG funding. RW agreed that there needed to be more collaboration between the schools and there was a meeting next week to discuss this issue.</p>	
9	<p><b>SAFEGUARDING UPDATE</b></p> <p>JE reported that 2 Governors needed to undertake safeguarding training. It was noted that the new Governors also needed to undertake training.</p>	
10	<p><b>POLICIES</b> <u>Referred from Committee</u></p> <ul style="list-style-type: none"> <li>a) Admissions Policy 2024/25 and appeals</li> <li>b) Equalities Policy and Targets</li> <li>c) Supporting Students with medical needs</li> <li>d) SESSET Staff Code of conduct</li> </ul>	

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	<p>Governors noted these policies</p> <p><u>For FGB Approval</u></p> <p>e) Emergency Plan f) Disciplinary and Capability</p> <p>The policies had been circulated and were approved. The Emergency Plan is still currently being updated by SBM</p>	
11	<p><b>TERMLY UPDATE AND GOVERNOR TRAINING RECORD</b></p> <p>There was no discussion on this item.</p>	
12	<p><b>SELF EVALUATION</b> <b>What have we done for the benefit of students at this meeting.</b></p> <p><b>Governors agreed on the following:</b></p> <ul style="list-style-type: none"> <li>• Committees were up to full complement</li> <li>• It was now likely that the School budget for 2022/23 would be balanced.</li> <li>• The Headteacher Report was full of encouraging developments. It was clear that a lot was going on.</li> <li>• Thanks were expressed to the SLT for their hard work</li> </ul>	
12	<p><b>NEXT MEETING</b></p> <p>SESSET – Wednesday 8 February 6.00-8.00 at Ashcombe Wednesday 29 March 6.00-8.00 at Therfield Wednesday 17 May 6.00-8.00 at Carrington Wednesday 12 July 6.00-8.00 at tbc</p> <p>The meeting closed at 7.00pm</p>	
	<p><b>PART 2 CONFIDENTIAL</b></p> <p>KO briefed Governors that there were two Staff Disciplinary meetings in process:</p> <ul style="list-style-type: none"> <li>• One concerned an ECT and related to safety of children</li> </ul> <p>The other concerned a behaviour incident reflecting stress in the workplace.</p>	