

## Minutes of the Helenswood School FULL GOVERNING BODY Meeting held on December 9<sup>th</sup> 2009 at 4 pm in Room 5

**Present:**

Mrs Jill Abbott (JAB)  
Mr Trevor Jarman (TJA)  
Mrs Barbara Browning (BBR)  
Mr Tim Cosson (TCO)  
Mrs Nicky Cusack (NCU)  
Mrs Laura Dawson (LDA)

Mr Ken Pitts (KPI)  
Mrs Shirley Lawes (SLA)  
Mr Mark Lynn (MLY)  
Mrs Lucy Monk (LMO)  
Mr Marek ?????  
Mrs Penny Catt (PCA)

Mrs Tracy Templeton (TTE)  
Mrs Jacqui Lockwood (JLO)  
Mrs Yvonne Jenkins (YJE)  
Ms Cat Denning (CDE)  
Ms Annette Hawkins (AHA)

**Clerk:** Mr John Malkin

Item		Action
1	<p><b>Apologies</b> were received from (and accepted by the FGB) for Philip Halstead, Rob Noble, Mark Boles - all work-related and Chris Lacey and Lesley Swarbrooke (both illness). Yvonne Jenkins arrived at 4.20 and Annette Hawkins left at 5.35.</p> <p>Mr Marek Ostoja-Ostaszewski (MOS) was welcomed to his first Governors meeting on his promotion to the school's leadership Team.</p>	
2	<p><b>Declarations of Interest a Governor may have regarding any item(s) on the agenda:</b></p> <p>MLY - Governor at William Parker, PHA - Hcat. LDA - William Parker Sports College. JLO: Safer Hastings Partnership; CDE - Sussex Coast College</p>	
3	<p><b>Approve the Minutes of the FGB November 2009:</b> these were adopted as a true record of the meeting. MLY pointed out a minor grammar error on 3a (since amended) and "the motion was carried" was added to point 7. Proposed by LDA and seconded by MLY.</p>	
4	<p><b>Matters Arising:</b> LMO drew Governors attention to the agendas matrix and consequent appropriate cross-referencing. An acceptable timescale for suggested agenda additions would be two weeks before the FGB (to the clerk). Budget issues would be covered in point 10.</p>	
5	<p><b>Approve the Minutes of the Cabinet Meeting Sept 09:</b> these were adopted as a true record of the meeting. Proposed by SLA, seconded by MLY.</p>	

6	<b>Matters Arising:</b> None	
7	<p><b>HT Report to Governors:</b> LMO congratulated the many girls who had achieved sporting and academic success, and clarified the concepts of attainment and achievement. She further explained the CVA calculation. KS3 results were below target in Summer 2009 and the pressure is on to improve standards as the cohort goes into KS4. LMO said that some students did not make the expected 3 levels of progress, particularly in English and Science, and this can be seen in particular cohorts of students in the Y11 CVAEM graph. This has now led to SLG evaluating the impact of the various waves of intervention and support. The graph referring to Year 11 indicated concerns for particular groups of students: School Action (SA), white etc; MLY asked what caused the variables, and LMO responded that students named on the SEN register for SA are predominantly there for issues surrounding their poor behaviour; this can then be closely linked to erratic progress. The Raiseonline report from the DCSF on the summer results has not yet been published; this is usually published in the November of the academic year. LMO paid tribute to MOS' positive impact on the "Achievement for All" programme, with an action plan in progress.</p> <p>All students' progress is now being tracked through termly assessments; 4 Y8 students have received one-to-one tuition in term 2, currently funded by ESCC - suspicion remains that, with the impending public sector cuts, the funding will have to be met by school.</p> <p>Assertive Mentoring for Y7 starts in the last week of term 2, and Yr 11 will have their second mentoring session in January 2010, when predicted grades and mock results are taken into account. Yr 9: Depts are putting strategies in place to ensure progress; options to be finalised by February. Yr 11: current data is showing that we will not meet the Summer 2010 targets; however much training and discussion has been had throughout the school on the use of predicted grades to be used as a motivating tool, and not as a "big stick" TTE ventured that it is better to under-predict, than over predict; LMO strives for accurate predicting. Yr 12 and 13 Open evening had been very successful and recruitment should reflect this. LMO reported that the Learning and Skills Council formula for Sixth Form funding would be using the success multiplier from 2007-08 and that this will financially penalise the school. The FGB was very indignant at this news, and pointed out that this clearly</p>	

	<p>contradicts the stated policy of encouraging young people to stay in education.</p> <p>Staffing: One final update: a cover supervisor had been appointed today, and interviews are to be held on Thursday 10<sup>th</sup> December for an Individual Needs Assistant - ESCC Band B funding is in place.</p>	
8	<p><b>Examples of school profile:</b> This document was intended to replace the Annual report to Parents and statutory parent AGM, which regularly drew little support. 3 school's versions offered are intended for guidance, and a small working party was needed to compile a suitable document. SLA lamented the fact that the Governor's website is not up to date, as it is an important source of information - LMO will again speak with school's technician, who is incredibly busy. The team will consist of KPI, LSW, PCA, CDE, with a bit of help from both JLO and TTE. It should be produced annually, perhaps by Easter, and preparation is on-going. LDA urged new Governor participation. CDE thought the timescale of August to November was most appropriate. LMO to suggest dates for the group to meet.</p>	LMO to suggest dates.
9	<p><b>Target Setting:</b> LMO met with the SIP to set annual targets for KS4. Since the demise of the SATs for KS3 in 2009 there is no requirement to set statutory targets for KS3. The target of 70% of current yr 10 to achieve 5A*-C GCSEs including English and Maths would place Helenswood in the top 15% of schools nationally and is challenging, but achievable, and reflects the school's ambitions to raise standards of attainment. The Attendance target is 94% (target for Summer 2010 is 93%). MLY asked how the data was arrived at - info. from KS2, KS3, Raiseonline predictions and Fisher Family Trust statistics. There was unanimous agreement to support the targets and BBR signed the form for Children's Services. LMO also circulated non-statutory targets set for KS4 for SEND attendance and achievement and the intention to set for Free School Meals (FSMs) students.</p>	
10	<p><b>Adoption of Financial Scheme of Delegation:</b> JAB reported that all relevant information had been collated, and this was the ESCC document, adapted to the school to reflect the change of Finance Committee to Full Governing Body. NCU had offered corrections, much of it minor grammatical issues, and FGB felt that JAB's advice and perusal was needed, in the light of this, for a final version, at the next meeting.</p>	Clerk - ensure it is on January's agenda.

11	<p><b>Health and Safety Document</b> - policy update and ratification: JAB has updated the document from ESCC guidance and confirmed that all staff had been presented with First Aid information. NCU found several errors, and after JAB had reviewed the suggested amendments, then another version would be on the agenda for January.</p>	<p>Clerk - ensure it is on January's agenda</p>
12	<p><b>OfSTED Evaluation Schedule 2009:</b> LMO asked that Governors bring this document with them to each meeting. The document mirrors the SEF totally. LMO used pages 38-42 as examples, as to how the school rates itself. TTE drew parallels with the process for students. SLA speculated that the FGB might not be confident in assessing the effectiveness of the FGB, and urged some method of recording Governor involvement to aid this process. LMO reminded FGB that January's training would continue to support Governors' confidence and development of using the Evaluation Schedule as a tool for school improvement. LMO further added that it is FGB responsibility to evaluate the whole school, as well as itself. SLA suggested that the clerk held a file listing all Governor participation in school events.</p>	<p>Clerk to remind FGB with next few agendas.</p> <p>Clerk to come back to FGB.</p>
13	<p><b>Fire Safety Policy:</b> JAB reported that this is the ESCC policy, with fire escape plans displayed in every classroom, already shared with staff, and each tutor group was aware and practised in the fire evacuation plan. BBR asked when the last fire drill took place and evacuation times; L/S -the previous Thursday (. 4 Minutes. U/S - 2 weeks ago, walk through. LMO explained that the school always took the fire alarm seriously, even "obvious" false alarms. There had been concerns that staff need to take signing in more seriously, but this had been addressed in the staff meeting of 7<sup>th</sup> December 2009. MLY raised a concern that procedure does not allow for bomb alerts, where evasive action can be different, and yet is mentioned in the policy. LMO agreed that it does require a different procedure, and should be contained within the 'Critical Incident Policy'. LMO undertook to discuss with staff, and ensure that the Critical Incident policy is discussed in a future meeting. TCO urged that the</p>	<p>LMO to discuss "bomb alerts"; amend Fire Policy; discuss protocols for fire evacuation under</p>

	reference to bomb alerts be taken out; LMO agreed. An additional appendix is needed, detailing arrangements for evacuation of exam groups. LMO and JAB undertook to write this additional appendix and bring back to governors. The policy was agreed in principle, with the required amendments.	exam conditions
14	<b>Suggested TOR document:</b> NCU thanked LMO for taking into account her changes: e.g. The explained detail previously omitted that there are 4 staff Governors, with LMO counting as one. It was adopted unanimously.	
15	<b>Teaching and Learning Policy update:</b> LMO confirmed that there were no changes and thus no action was needed.	
	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• Governors wished to express their combined good wishes to LSW for a speedy recovery.</li> <li>• LDA, supported by LSW, urged FGB collectively to make every effort to attend school functions, so that the FGB is seen to be supportive. BBR suggested that we consider a list at the meeting and people commit to attending events there, so we know there is a governor presence at every event.</li> <li>• SLA reminded the FGB that they had applied for "Foundation Status", or at least given ESCC notice of interest. This effectively precludes any ESCC sale of school land during the application process. LMO also mentioned the idea of "Trust status" The spare land at the U/S was of questionable value, due to the slope and consequent drainage problems. FGB voted to lodge a declaration of interest in becoming a Foundation School, which would be deferred for another year. Proposed by NCU and seconded by SLA.</li> <li>• Letter of thanks sent to SWE, grateful response has been received and is available for all governors to read if they wish.</li> <li>• Letter of thanks to be sent to JBR.</li> <li>• John Barker's residential trip involving Sixth Formers was formally approved by LDA for the FGB. Governors and staff alike took pride in their achievement in reaching the National Finals of the Crest Engineering Awards.</li> <li>• FGB attendance at Colin Barnard's Memorial Service was sought.</li> <li>• LSW urgently needs to clear two items, and with impending January training, plus already full agendas in the New Year, may</li> </ul>	<p>LSW to write to JBR</p> <p>LSW to arrange date for additional meeting</p>

	have to call a shorter extra meeting to deal with The Governors Code of Conduct and Link Governor meetings. Further news to follow.	
--	---	--

The Meeting closed at 6.04 pm.

Future meetings:

January 13<sup>th</sup> - FGB training, plus an extra hour.

(January 18<sup>th</sup> - 16+ Meeting at Helenswood, for those involved)

February 10<sup>th</sup> - FGB meeting.