



MINUTES OF THE FULL GOVERNING BODY MEETING
Held on Thursday 5th December 2024 at 6pm

Present: Niranjan Mendonca, Richard Sullivan, Will Dean, Angie Farrance, Jane Walker-Smith, Peter Tarry, Clare Hawkins, Sharon Roberts, Nicky Mitchell, Mark Fitzgibbon, Andrew Stanton, Ajay Joshi and Tim Moss

Apologies: Simon Walsh, Jez Farmer, Annie Thomson and Emma Smith

In attendance: Jo Wiles (Clerk to the Governors)

1. Apologies for absence	<p>Apologies received and approved for Simon, Jez, Annie and Emma.</p> <p>Mrs Walker-Smith informed that Ms Thomson is currently unwell and Mr Fitzgibbon is currently Acting Head in her absence.</p>	
2. New Heads of School	<p>Student Leaders Gabby Ziff, Tegan Ridolfi and Holly Vincent joined the meeting to provide an update of their aims and objectives for the academic year. (Student Leader Alice Ling was unable to attend).</p> <p>They updated that have met with the Buddy hub to discuss ideas and have split these into academic and social plans of support. A google form will be created for students to complete to provide feedback.</p> <p>They advised that they recently attended Sixth open evening to meet and greet visitors and used the evening to help promote the M Store.</p> <p>Going forward the buddy hub is due to start on 11th December and are promoting the hub during Year 7 form time.</p> <p>They informed that they are looking to allocate a week to talk to students in parliament on what approach they would like to take in terms of tasks and activities for mental health week.</p>	



	<p><i>How many volunteers did you get for the buddy system?</i> The Student Leaders responded that they have received 4 volunteers for academic buddies and around 9 from the social aspect, these are just volunteers from parliament.</p> <p><i>Are links to physical health and wellbeing around good health and nutrition, are these encouraged?</i> Student Leaders responded that these aspects are encouraged through the implementation of tasks.</p> <p><i>What is the biggest thing you have learnt about yourselves?</i> Student Leaders responded that they felt they had learnt better time management and managing different commitments as well as communication such as sharing out who would be available to attend different events as well as public speaking.</p> <p>All thanked for attending and wished them well with their current exams.</p>	
3. To declare a conflict of interest	There were no conflicts declared.	
4. Confidentiality	Colleagues were reminded that minutes remain in draft until they are signed off at the next meeting and should therefore not be shared before signing off, nor the content discussed outside of the meeting.	ALL
5. To receive any other business	<p>Mrs Walker-Smith reminded governors that Christmas Dinner will take place on Thursday 19th December.</p> <p>The school production of Grease is taking place on Wednesday, Thursday and Friday next week and invited all governors to attend.</p>	
6. To receive any correspondence	No items were notified.	
7. Minutes of the previous Meeting	<p>The minutes of the meeting held on <u>Thursday 26th September 2024</u> had been previously circulated and were approved.</p> <p>The signed copies will then be placed in the school file.</p>	
8. Matters arising from the minutes	<p><u>Managing Serial and unreasonable complaints Policy</u> Ms Thomson tabled the policy.</p> <p><i>How will this be shared with parents?</i> Ms Thomson informed that it will be available on the website and that it will be linked with the Complaints Policy.</p>	



	<p>It was agreed to include a point about not discussing or sharing on social media. Action: Ms Hawkins offered to review.</p> <p>Ms Hawkins to schedule a meeting with Mr Fitzgibbon to review the Complaints Policy.</p> <p><u>Cyber Security Training</u></p> <p>Action: Governance professional to circulate details of cyber security for all governors to complete.</p> <p>The Governance Professional advised that reminders have been set for those outstanding to complete and reminded all to complete any outstanding training.</p>	
9. SEND Update	<p>Mr Eve presented in the absence of Ms Thomson. The presentation was around SEND in Hertfordshire and the impact going forward. The presentation would be shared with governors following the meeting.</p> <p>Mr Eve informed that EHCPs have increased by 223% since 2015, with currently 5,500 applications waiting for assessment.</p> <p>Mr Eve advised that the school have received 19 consultations for September 25 and on reviewing the school can realistically meet needs for 6 of those students. Mr Eve informed governors that for the 19 applications they are consulting for, other local schools will also be consulting.</p> <p>Mr Eve informed that the DfE are looking to commit to put around £7 mil into SEND and raised concerns over whether this would be enough for legacy and the current difficulties with the lack of specialist support and the referral process being so onerous.</p> <p>The school have made approximately around 143 applications for students with ADHD, which is particularly difficult to manage and time consuming for staff.</p> <p>A discussion took place around the proposed future funding and the pressures of putting the funding into mainstream schools</p>	



	<p>rather than being used for the creation of new special schools as a specialist provision.</p> <p><i>Although there has been a reduction in resources to the local authority, has there been an increase in SEND?</i></p> <p>Mr Eve responded that there is increased awareness from all to get a diagnosis, there are also pressures around behaviours and the impact of social media and increased screen time so potentially this could be leading to increased SEND.</p> <p><i>For the role of deputy SENCO do you need a teaching qualification?</i></p> <p>Mr Eve confirmed that this was currently the case.</p>	
<p>10. Equality and Diversity Update</p>	<p>Mr Griggs presented the work that has been carried out around equality and diversity and advised that they are focussing on embedding throughout the curriculum. Black History month was linked throughout different subjects and students were sent links to videos; Mr Griggs played the presentation for maths for governors to experience what was involved. All videos are approximately 5 minutes in length.</p> <p><i>Will you use this again for next year?</i></p> <p>Mr Griggs advised that this resource will be available throughout the year and isn't just for Black History Month.</p> <p>Mr Griggs presented results of the uptake from the engagement from students and advised that conversations have taken place around what students have learnt about Black History Month. Work was also carried out with students to inform around breaking down stereotypes which then moved into the focus of anti-bullying week.</p> <p>Mr Griggs presented the plan for review of the curriculum provision to explore further resources for specific subjects with ideas for starter activities, quizzes and short exploration videos.</p> <p>The EDI policy is reviewed every 3 years and will be tabled next year with the development plan.</p> <p><i>What do you think will come next?</i></p>	



	<p>Mr Griggs informed that the focus will be for World religion week and children mental health week in February and there will also be other elements around on the calendar.</p> <p>Mr Griggs thanked Ms Hawkins for reviewing the Pupil Premium Statement which is now ready for publishing.</p>	
11. End of Term Report	<p>Mr Fitzgibbon gave an update on behalf of Ms Thomson in her absence and advised of the contingency plans that are in place for staffing.</p> <p>Mr Fitzgibbon updated on the different ways in which to train to qualify as a teacher and the work that is required in terms of mentoring and observation for quality assurances.</p> <p>Mr Fitzgibbon advised that there is currently a vacancy for Deputy Senco. A teacher of Computer Science is due to retire at Christmas and have a potential candidate due to attend interview tomorrow.</p> <p>A Food teacher will also be retiring at the end of the year, are currently advertising for Head of Food. The Product design teacher has applied for sabbatical leave for the Spring Time which has been agreed and they will then return in September.</p> <p>Mr Fitzgibbon advised that cost for supply staff has been high due to increased staff absences and are looking to recruit Cover Supervisors to help reduce the spend on agency staff.</p> <p>It was noted that Ann Tyson is doing a great job in managing cover and for her role in supporting with recruitment.</p> <p>Mr Fitzgibbon also acknowledged thanks to Mairi, Ms Thomson's PA for how well she has settled in and has provided support to all staff.</p>	
12. Reports from Committees and Chairs	<p><u>Personnel Committee</u></p> <p>The committee recommended the following policies for ratification:</p> <ul style="list-style-type: none"> • Terms of Reference • Children Looked After policy • CP and Safeguarding policy • Physical and Restrictive Intervention policy • Self-Harm policy 	



	<ul style="list-style-type: none"> • Attendance policy • Behaviour policy • Anti-Bullying policy • Capability policy • Alcohol, Drugs and Gambling policy • Maternity policy • Code of Conduct policy • Searching students and Confiscation policy • When to call the police policy <p><u>Curriculum Committee:</u></p> <p>The Committee recommended the following policies for ratification:</p> <ul style="list-style-type: none"> • Terms of Reference • Assessment, recording and reporting policy • Examinations policy • Target Setting policy • Careers Education policy • Curriculum policy • Home Learning policy • Collective Act of Reflection policy • SEN policy • Provider Access policy statement • Teaching and Learning policy • PSHCEE and RSE policy <p><u>Finance and Resources Committee:</u></p> <p>The committee recommended the following policies for ratification:</p> <ul style="list-style-type: none"> • Terms of Reference • Payment of Allowances to Trustees and Members • Financial Reporting policy • Use of Charity Trust Account policy • Treatment of Fixed Assets and Depreciation policy • Critical Incident Management & Recovery • Minibus Policy • Lettings policy • Bad debt policy 	
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	<ul style="list-style-type: none"> • Charging and Remissions policy • CCTV policy • Schedule of Financial Delegation <p>All policies and Terms of Reference unanimously approved.</p>	
13. Governor Training	Governance Professional reminded all to complete outstanding training for GDPR and Cyber Security and to confirm once this has been done.	
14. Governor Visits this term	<p>Governor visits that have taken place are as follows:</p> <ul style="list-style-type: none"> • Equality and Diversity • Health and Safety review • Y8 Careers Day • Link Governor visit to English Faculty • Post 16 Open Evening 	
15. To receive AOB	<p>The Risk Register will be reviewed at the next meeting and Mrs Walker-Smith invited all to send any comments or suggestions prior to the next meeting.</p> <p>Mrs Walker-Smith updated that three new parent governors will be joining the governing body and will become members of the Curriculum committee.</p>	
16. Date and time of next meeting	Thursday 20th March 2025	
17. End of meeting	The meeting ended at 8pm.	

Signature.....

Jane Walker Smith

Chair of Governors

Date.....

