FINAL
Minutes of the Full Governing Body Committee

Wednesday 10th July 2024 at 5.30pm

Present: Mrs. H. Allison-Warby, Mrs. L. Holmes, Mrs. E. Jubbs, Mr. N. Potter, Mrs. A. Edlin**,** Mr C. Davison, Mr. M. Edgar, Mr. D. Gibbons, Mr. M. McKeown, Mr. M. Savage, Mr. G. Godley, Mr. S. Thompson

Apologies: Mr. P. Beighton, Mr. C. Milnes, Mr. S. Holt **Minutes**: Mrs A. Williams, Clerk

Guests: Mr. John Gibbons, Ms. Kirstie Capes, Mrs Elle Garbutt

10/07/24		**Actions**
31.	**Welcome and Apologies:** HAW welcomed the Committee and introduced new Parent Governor Mr. Steve Thompson. It was agreed to change the order of the Agenda and discuss item 6 first followed by item 7 then item 5.	
32.	**Declaration of interest in any items of discussion**: none	
33.	**Confirmation of the Minutes of the Previous Meeting:** 24th April 2024 The minutes were agreed and adopted as a true reflection of the meeting. **ME proposed, HAW seconded.**	
34.	**Matters Arising**: none	
35.	**End of Year Attendance evaluation** (Kirstie Capes) KS discussed the Attendance documents and data and advised currently our figures are slightly better than those presented due to a slight discrepancy. The figures indicate we are following a similar line to national. Year to date figures presented show attendance of 90.5% overall for all pupils. Girls attendance is 90.9% which is better than national, boys attendance is 90.2% which is tracking similar to national. Year 9 is our weakest year for attendance. **KS confirmed actual overall attendance figures are 91.3% which is 2.5% better than last year.** • Year 7 94.48% SEND attendance 83.95% • Year 8 91.78% EHCP attendance* 78.46 % • Year 9 89.13% PP attendance 82.85% • Year 10 89.62% * MM advised that just one student's absence can significantly impact the figures. The termly breakdown indicated we had 23 severely absent students across the school. KS confirmed the EWO (Educational Welfare Officer) works closely with those particular students. Our figure for persistent absence is better than other schools. The focus next year will be improving attendance for boys Years 8 through to Year 11.	

35.	Continued…. KS confirmed the dips in attendance we had seen previously have improved by approximately 4.5% which indicates the robust systems and initiatives we have in place are working well. We are part of the Attendance Hubs with 25 other similar schools and are doing everything they have suggested. They are pleased with how well we are doing and the progress being made. MM advised we are using a co-ordinated approach to attendance and are 'bucking the trend'. We are pleased with our progress so far and are doing the right things. **ST questioned what does 'good attendance' look like?** KS advised 96% is an aspirational target but realistically 95% or more. MM advised our improvements targets for next year are to be broadly in line with or at national levels. KS advised the current national levels are 92%. **HAW thanked KS for her continued hard work.** KS left the meeting	
36.	**Behaviour and Attitudes update** (Elle Garbutt) EG advised on a day to day basis the school is a very orderly, children are in classrooms, and it is not disruptive. However, there are concerns with some parts of the cohort which have led to some of the more severe sanctions. Our permanent exclusion and suspension figures are higher than national and local. However, the data obtained includes all schools and does not recognise the different types or individual characteristics of each school, there is no differentiation. Our particular challenges are not reflected in the data but we are working on it. Permanent exclusions had a spike post Covid with a total of seven but last year was better with only four. This year has not been easy - we currently have 7 and we anticipate this will potentially rise to 9. Data indicates the most common reason, at 55% nationally, for permanent exclusion is persistent disruptive behaviour. However, in our case the reason is mainly safety of the site due to unsafe behaviours. EG confirmed there is always a list of interventions and steps we take before we permanently exclude. Work is being done on the Behaviour Ladder for next year making adjustments and changes so that stages can be run again to avoid escalation up the ladder. MM confirmed it is within our right as Governors and Headteacher to permanently exclude and our systems are robust, but for the purposes of scrutiny and challenge recommended that next year Governors delve into the circumstances of each PX and review the amount of intervention work going on. Regarding suspensions, EG advised we are looking towards next year with a focus on Attitudes to Learning and Governors are welcome to come in for the discussions. Progress Leader roles have been developed and we are working with Staff so they are better aware of the learning and progress within their cohort. There is also an increased use of Class Charts so we are getting our expectations across. A Positive Regard Review has been booked in for November where an external agency will come into school and review what we are doing. **HAW thanked EG for her continued hard work.** EG left the meeting	
37	**Update on LCHS Careers provision** (John Gibbons) JG gave an overview of the Careers provision in each year group and discussed the Gatsby benchmarks. JG advised the Gatsby benchmarks contains 8 core sections of what the Career programme should like in Secondary schools. JG meets every 8 weeks with the Careers Enterprise Company to discuss whether we have met all 8 benchmarks and to answer specific questions regarding each year group. We are therefore 100% externally validated. LCHS is above the national average in all areas.	

37	Continued…. JG advised we have completed 97 career activities this year, 21 more than last year. Teachers including activities in their curriculum such as University visits, trips etc accounted for this. Year 9 and upward are included in the Oxford Pathfinders Programme which engages with the University of Oxford and Lincoln. The aspiration is to link curriculum learning to Careers. JG discussed the work done on Personal Development Day and the Enterprise Challenge which was sponsored by Serco. It is good to have that external business contact as they approached us to take part. A lot of work has also been done with Lincoln College and it is good to have them on board. Based on actual application data we have 98.7% intended tracked destinations. We are in a better position to act positively in the future and this is an improving picture. JG believes we can do better than the Gatsby benchmarks. Next year we are introducing a system called Unifrog, a unified careers package which extends careers provision into our community and gives Parents the opportunity to be involved. We will also be working with the Careers Enterprise Company who will come into School and help ensure our students are 'work ready'. **GG asked the definition of 'work ready'** JG advised the Government states 'a meaningful understanding of the world of work'. **LH asked about work experience?** JG confirmed approximately 60%, 120 Year 10 pupils, successfully completed work experience. We are one of 3 schools offering full work experience. Once the Unifrog system is in place we will be able to offer virtual work experience to those students who are unable to attend outside work experience. **DG suggested we receive feedback on the impact of the work experience.** JG agreed this could be presented at the next Curriculum & Standards committee meeting. **HAW thanked JG for the presentation and overview. JG left the meeting. AE also left the meeting.**	**DG/CD**
38	**<u>Headteacher's Items</u>** MM provided documentation on support staff, academic staff and the senior leadership team structure for the next academic year for Governors general information. 38.1 SEF 2024/Ofsted Criteria June 2024 There are no real changes to the SEF 2024 from the previous meeting. The slight difference is we have been really successful in getting 3 members of staff on the SSAT leadership legacy programme. We have no staff vacancies going into next year. Ofsted Criteria 2024 Commentary has been added to the document – the wording in purple highlights the minor subtle changes. Any comments relating to Covid have been removed. **HAW questioned whether the wording in the Framework would change with the new Government?** MM advised there may be some changes in the Autumn. **DG commented the Ofsted framework would change in 2025 to reflect any changes such as the removal of the 'one word' judgement.** The Whole School Action Plan Priorities 2024/25 was discussed together with the areas each staff member will be covering. MM would like Governors to be more involved in the Pupil Premium strategy and HAW suggested we have Link Governors for each section of the Action Plan and encouraged Governors to consider volunteering. To be discussed further at the FGB meeting in September.	**HAW**

38.	Continued …. 38.2 Consultations on term time and timings of the school day MM discussed the rationale behind going out to consultation. Feedback from staff and student voice indicated 86% wanted to talk further about the changes. Staff were reluctant to alter the start time of the day. The consensus from student voice was that t3 minutes was not enough time to get between lessons. The proposal is to change it from 3 minutes to 5 minutes. **School would end at 3.05pm.** Regarding term times, other schools are switching to a 2-week half-term holiday in October and this is being considered in relation to student and staff well-being. The time would be made up by other points in the year such as an earlier return after the summer break. Further reading will be made available to Governors and Parents and feedback will be received from the discussions. **Parents to be consulted in September 2024**. **Final decisions made will be for the academic year 2025/2026.** MM informed Governors that the LCHS Budget 2024/2025 (Income £10,144,438, Expenditure £10,077,661, Surplus £66,777) had been approved at the last Finance meeting and was put forward to the FGB for final approval. **CD approved, EJ seconded. LCHS Budget 2024/2025 approved.** 38.3 Sports Hall Flooring £24K funding As discussed at the last Finance committee meeting, HAW confirmed the Foundation have kindly agreed to donate £12K towards the cost of repairing the floors of the sports hall and gym. Therefore, the Finance committee are requesting approval of a £12K spend from the Reserves to complete the necessary work. **NP approved, ME seconded. £12K spend from the Reserves approved for the Sports Hall and Gym floors.** MM gave an update on the latest financial position since the last Finance meeting on behalf Claire Simmons. The June Management Accounts includes some unplanned work as 4 heat pumps needed replacing at a cost of £40K. The May accounts predict a carry forward figure was £58,390 June carry forward figure £30,000. Included in that forecast is a provisional expenditure for the pumps and approximately £50K of accruals. We will be in the region of £20K overspend however, within that we have spent £25K on the sports floodlights, £90K on the server upgrade, and have put aside £100K for the development of the Alternative Provision. This is quite exceptional all from the in-year budget. **This has had no impact on our Reserves**.	
39	**<u>Policies</u>** LCHS Anti-bullying 2024/2025 LCHS Banned items 2024/2025 LCHS Mobile Phone 2024/2025 LCHS School Uniform 2024/2025 EG advised any changes to the policies had been highlighted in yellow. There were no significant changes. Discussion took place regarding the School Uniform policy in relation to shoes/trainers. EG advised the wording ‘polishable’ was removed. It was agreed ‘all black footwear’ should be the replacement. **All abovementioned policies approved subject to minor changes. EJ approved, AE seconded.**	

40	**Committee Updates** Finance & Property PB Covered in MM comments above Audit & Risk ME Reserves of £1.1million. We are receiving 2% interest at Lloyds Bank but CS will be looking at other interest-bearing accounts. Insignia are offering 5.2%. CS will feedback at next Finance meeting. Internal Audit recently took place and we received good feedback. Minor point – Members did not complete a declaration of Pecuniary Interest form. Ensure they complete in September 2024. All other issues from previous years have been sorted. Curriculum & Standards CD Claire Owens presented 3 policy documents at the last meeting including the Teaching and Learning Policy which has been rewritten. It does not subscribe to one particular pedological approach but respects teacher's professional classroom experience and gives them freedom to teach the standards in their own individual way. CO has also developed a document called 'Great Teaching at LCHS' based around 3-year observations. The next area of development is Attitudes towards Learning, Marking and Staff well-being. Safeguarding Link Governor CM The Safeguarding Audit was successfully submitted to LCC. CM is confident we have a robust policy which is effective. There were no concerns and CM wanted to thank Paul Fragle and team for their efforts. SEN Link Governor LH LH has met with Jo Love and had lengthy conversation about the work of the department and how systems work. This year there has been a big focus on transition. Good feedback has been received from Parents evening. There are more SEND children coming through with services being continually stretched. Jo discussed Language Link whereby you can screen for both the cognitive and speech and language side. New Teaching Assistants are also happy to run their own sessions alongside shadowing. Staff Mental Health & Well-being HAW HAW met with Chris Konrath, Staff well-being Lead. He is at the initial stages of what he wants to do but has had one staff drop-in so far and this will evolve over time. He is creating an Audit for staff to complete so he can plan who he sees throughout the year. He was very complimentary of MM and the SLT about their support on staff well-being. A meeting has been arranged for September/October to discuss the outcome of the staff audit.	**AW**
41	**Chair's Items** 41.1 Committee meeting dates 2024/2025 – **DG proposed, EJ seconded. Committee meeting dates 2024/2025 approved.** 41.2 Ofsted Task Force - HAW suggested we adopt link Governors to the specific areas mentioned in the updated Ofsted Framework discussed in item 38. Governors to consider over the Summer with a view to assigning roles in September 2024. 41.3 Governance Plan 2024/2025 – The Governance Plan 2024/2025 had been circulated ahead of the meeting. There were no questions. **ME proposed, LH seconded. Governance Plan 2024/2025 approved.**	

41	41.4 Chairperson Report – HAW reported that since the beginning of September she has carried out 46 visits to school (Full details contained within the Report). These included; weekly meetings with the Headteacher, tours around the school, Members meetings, staff interviews, Department visits, classroom visits etc. **HAW extended thanks to all staff who facilitated department and classroom visits as they were both enjoyable and informative.**	
42	**Any Other Business** LCHS at 50 (CM/SH) In his absence, SH provided a written update on LCHS@50 together with a programme of events taking place from Friday 13th September through to Monday 16th September 2024 to mark the 50th anniversary celebrations. **HAW thanked everyone for attending the meeting and their continuing hard work.**	
43	Date of next meeting: **18th September 2024** **Meeting ended: 8.00pm**	