

**Board of Governors Meeting -Minutes**
**Date: 10 January 2017**
**5:15pm**
**Location: Gildredge House – The Hub**

**Present:** Julian Mace (JM) Chair, Louise Baxter (LB) Vice Chair, Gabrielle Mace (GM), Adam Molloson (AM), Paul Amos (PA), Graham Walker (GW), Steven Blower (SB), Trevor Scott (TS), Neil Best (NB), Rachel Moreton (RM)

**Ex officio:** Lea Gilbert Head Teacher (HT)

**In attendance:** Janice Logan (DFA), Paul Barber (DHT), Catherine Geldard (CGe), Danny Simmonds (AHT)

**Apologies:** Nicola O Donnell (NoD) Aidan Delaney (AD)

**Clerk to Governors:** Helen Archer (HA)

Item	Detail	Action	Date
<b>Procedural Matters</b>			
1	<b>Welcome and apologies for absence</b>		
	Apologies received and accepted.		
2	<b>Declarations of Interest</b>		
	No declarations of interest were raised for any agenda item.		
3	<b>Minutes</b>		
	One amendment was noted to the 9.12.16 FGB minutes: A new action point is required for the next safeguarding monitoring visit, to review the strategies for dealing with the number of students linked to mental health issues.  The minutes were otherwise approved and signed by the Chair.	<b>PBa</b>	<b>Next monitoring visit</b>
4	<b>Matters arising not already on the Agenda</b>		
	<ul style="list-style-type: none"> <li>• <u>English</u> Formal thanks were to be passed on to all English staff for their work whilst the Head of Department was absent.</li> <li>• <u>School Uniform:</u> <ul style="list-style-type: none"> <li>○ Further research needed: Info to be gained from suppliers, staff, stakeholders and the new Head Teacher</li> <li>○ Revisit at future FGB meeting.</li> </ul> </li> </ul>	Chair/PBa  GM  Clerk- Agenda item	ASAP  ASAP  March FGB

	<ul style="list-style-type: none"> <li>○ Chair to attend next School Council meeting to formally update the Council.</li> <li>• <u>APC target setting</u> To be discussed at next Enterprise Committee meeting.</li> <li>• <u>Training Day</u> Date to be set.</li> <li>• <u>HT handover</u> Governors discussed up and coming handover period for the new Head Stuart Reeves ("SR").</li> </ul> <p>Governors discussed the cost to the school of Stuart attending before his appointment starts.</p> <p>HT and Governors discussed and agreed 10 days seemed high, especially given the resulting cost to the school – not ideal in the current cost saving environment.</p> <p><u>Governors asked</u> HT how many days would seem more appropriate. It was thought ideally 1 day before half term and a second in the second half term, along with attendance at the SPG away day.</p> <p>SR intends 7 days as an ideal scenario.</p> <p><u>Governors highlighted</u> need to retain goodwill from SR and importance of SR having a handle on staffing issues.</p> <p>DFA suggested: 17,26 Jan 2, 8, 24, 28 Feb 6 March 27, 28, 29 March (free charge)</p> <p>DHT raised the importance of understanding what SR's specific plans are for these days.</p> <p>Chair will revert to SR: -check what SR wants his priorities to be first before agreeing number of days. -ideally 4 days paid (liaise with HT and DHT re best days)</p> <p>TS added he was happy to approve an amount of money upfront and leave the specific figure to the Chair's discretion, capped at 7 days in total. Governors agreed with this proposal.</p>	<p>Chair</p> <p>Clerk- Agenda item</p> <p>Chair</p> <p>Chair</p>	<p>7<sup>th</sup> Feb - morning</p> <p>Enterprise -Feb</p> <p>ASAP</p> <p>ASAP</p>
	<ul style="list-style-type: none"> <li>• <u>Appeals Panel - PINK PAPER</u></li> </ul>		
5	Chair's Correspondence		

	<ul style="list-style-type: none"> <li>• <u>Clerk's resignation</u> <ul style="list-style-type: none"> <li>○ Chair shared that he had received a notice of resignation from the Clerk.</li> <li>○ Two month notice period will be worked out and last day will be Friday 3<sup>rd</sup> March 2017.</li> <li>○ Recruitment of new Clerk will therefore commence in February.</li> </ul> </li>   <li>• <u>Parent Governor recruitment</u> <ul style="list-style-type: none"> <li>○ 6 parents have expressed an interest</li> <li>○ RM would be willing to move up and become a full Governor.</li> <li>○ The appointment of 2 new parent governors will therefore now start.</li> <li>○ Governors highlighted the importance of emphasising on the advert that the role is strategic, not operational and the individual is a delegate not representative of parents.</li> <li>○ Governors also added the need to highlight the ideal skills required (finance and education).</li> </ul> </li> </ul>		
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**Strategic Matters**

6.	<b>School Performance: SEF and Summary of SDP RAG Rating</b>		
6.1	<p><b>SEF</b></p> <p>HT took Governors through the SEF, circulated prior to the meeting.</p> <p><u>Governors commented</u> that overall, the evaluation reads very harshly. The detail reflects that things are happening and areas requiring improvement are flagged. But the successes and positives shouldn't be overlooked.</p> <p>HT shared that tackling the areas requiring improvement is being held back by time constraints.</p> <p><u>Governors emphasised</u> an appreciation is needed for the fact this is still a growing school, which is scaling up at an incredibly fast pace. The challenge is keeping all areas at an outstanding level.</p> <ul style="list-style-type: none"> <li>• <b><u>Section 1 –Leadership and Management</u></b></li> </ul> <p><u>Governors asked</u> what the priorities are to ensuring this area improves. HT responded that key areas are:</p> <ul style="list-style-type: none"> <li>▪ <b>Safeguarding Practice Review</b></li> <li>▪ <b>Academic Timetable:</b> <ul style="list-style-type: none"> <li>• <u>Governors asked</u> how they can feel confident <u>people/resources will be in place by mid Feb.</u> <ul style="list-style-type: none"> <li>-Timetable is in place for this.</li> <li>-Laurie Marsden has received training.</li> <li>-Staffing curriculum review is currently occurring. Aim is to have this completed by 10 Feb. HT added that it is ambitious to have the timetable done by end March.</li> </ul> </li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>• Governors will have updates on progress of this area by the next FGB.</li> </ul> <ul style="list-style-type: none"> <li>▪ <b>PPA time:</b> <ul style="list-style-type: none"> <li>• Currently a lot of work is being done on this area to ensure teachers are reassured that this will be scheduled into their timetables.</li> </ul> </li> <li>▪ <b>Prep &amp; Twilight:</b> <ul style="list-style-type: none"> <li>• A report has been commissioned – timeline for this is May although it could be ready earlier.</li> </ul> </li> <li>▪ <b>Data</b> <ul style="list-style-type: none"> <li>• Data Reports will be coming to Education Committee for 26 Jan.</li> <li>• Governors will receive progress report at Education Committee meeting, to include detail of delegation of this area to senior teachers. Governors to monitor this by speaking direct to senior teachers.</li> <li>• Education Committee to discuss whether Year 4 goes into Lower School.</li> </ul> </li> </ul> <p><u>Governors asked</u> what the previous score was in this Section. HT confirmed it was a Grade 3.</p> <p><u>Governors asked</u> for reassurances whether the score would move to 2 if all actions were undertaken and required changes were implemented. HT confirmed it would.</p> <p><u>Governors requested</u> that future SEFs include previous grades.</p> <ul style="list-style-type: none"> <li>• <b><u>Section 2 –Teaching, Learning and Assessment</u></b></li> </ul> <p>There were no questions or comments from Governors.</p> <ul style="list-style-type: none"> <li>○ HT highlighted that the key point here was triangulation, with the need to focus on the quality of work and ensure pedagogy and triangulation tie up.</li> <li>○ Governors need to check feedback across different teachers. Governors to join future SLT monitoring Quality of Teaching. Once Education Committee has analysed the data, it will be clearer which areas need looking at.</li> <li>○ <b>Training</b> <ul style="list-style-type: none"> <li>▪ <u>Governors queried</u> staff training and asked whether training would be internal or external. HT confirmed there is a huge amount of expertise within the school. DHT explained it will be predominantly internal. The challenge will be to work out when training can happen.</li> <li>▪ Data will be used to understand which specific areas</li> </ul> </li> </ul>	<p>LGi</p> <p>DSi</p> <p>LSi</p> <p>Clerk-Agenda Item</p> <p>LSi</p> <p>SPG</p>	<p>FGB –Feb</p> <p>May</p> <p>Education - Jan</p> <p>Education- Jan</p> <p>Ongoing</p>
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	<p>need focusing on.</p> <ul style="list-style-type: none"> <li>▪ Governors should therefore see some improvement in these areas in the next SEF.</li> </ul> <ul style="list-style-type: none"> <li>○ <b>Lower School</b> <ul style="list-style-type: none"> <li>▪ Two intervention sessions next week.</li> <li>▪ Newly qualified teacher</li> <li>▪ Governors are welcome to oversee the above.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• <b><u>Section 3 –Personal Development, Behaviour and Welfare</u></b> <ul style="list-style-type: none"> <li>○ Governors to closely monitor areas for development in this section.</li> <li>○ Female staff welfare issue:</li> <li>○ DHT shared that limited staff need help with assertiveness training.</li> <li>○ Training is the key issue here.</li> <li>○ Duty system needs to be reviewed.</li> </ul> </li> <li>• <b><u>Section 4 - Outcomes for Students</u></b> <ul style="list-style-type: none"> <li>○ Data will be reviewed at Education Committee January meeting and actions will arise thereafter.</li> <li>○ Data will come to Governors in advance of the Education Committee meeting on 17<sup>th</sup> January.</li> </ul> </li> <li>• <b><u>Section 5 – Early Years Provision</u></b> <ul style="list-style-type: none"> <li>○ Governors extended their congratulations to CGe and her team on the grade 1 achieved in this Section.</li> <li>○ CGe highlighted the severity of needs of some children and the consequential challenge in maintaining the grade 1 will be hard. This due to the one-to-one support that these children need. Although some bring extra funding this does not cover the staffing costs. <u>Governors asked that every effort was made to ensure the school was receiving the maximum possible funding for these children.</u> <ul style="list-style-type: none"> <li>▪ CGe will be asking for more support for these specific children.</li> <li>▪ <u>Governors asked whether volunteers coming forward to help plug the gap was an option.</u> CGe replied that whilst this was helpful, it did not ultimately provide adequate support for this problem.</li> <li>▪ <u>Governors asked whether there was any merit in flagging this with the Education Authorities.</u> The general feeling was that this was a common issue.</li> </ul> </li> </ul> </li> <li>• <b><u>Section 6 – 16-19 Study Programmes</u></b> <ul style="list-style-type: none"> <li>○ Education Committee to look at areas requiring development</li> <li>○ Significant borderline grade here (ie, between 2 and 3). HT highlighted there are still significant weaknesses in this area.</li> <li>○ The biggest step up is in the expectation of the teachers. Even students have commented how there is improvement from last</li> </ul> </li> </ul>		
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	<p>year.</p> <ul style="list-style-type: none"> <li>○ Those <b>Governors (who have done the 6<sup>th</sup> form monitoring visited commented</b> that they do not feel this area has moved on very far.</li> <li>○ Positive feedback re UCAS/Careers provision – praise was extended for Sara Bray.</li> <li>○ <b>Governors asked</b> if outcomes translate into A Level results. HT explained that “Good” means students should attain their A level predicted grade. “Requires improvement” means they should attain 1 grade below their predicted grade.</li> <li>○ <b>Governors questioned</b> what impact A-level results will have on <u>6<sup>th</sup> form admissions next year</u>. It was acknowledged that admissions will be affected and numbers were not as healthy as governors would like.</li> <li>○ HT flagged that 6<sup>th</sup> form recruitment is already being looked at, with an emphasis on current year 10’s.</li> </ul> <p><b><u>Priorities for Governors</u></b></p> <ul style="list-style-type: none"> <li>● Finance/savings</li> <li>● Focus on progress, with a particular eye on year 10 and 6<sup>th</sup> form.</li> <li>● * 6<sup>th</sup> form <ul style="list-style-type: none"> <li>- viability and effectiveness</li> <li>- quality of leadership</li> <li>- numbers <ul style="list-style-type: none"> <li>-82 applications currently (number was 210 this time last year).</li> <li>-The deadline has been extended to 31 Jan 2017 from 31 December 2016.</li> <li>-injection of Facebook campaign</li> <li>-video created</li> <li>-importance of <u>remaining open</u> to applications</li> </ul> </li> </ul> </li> <li>● Safeguarding and behaviour.</li> </ul>		
6.2	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>● DHT took Governors through a verbal update of the Safeguarding report. <ul style="list-style-type: none"> <li>○ Referral numbers have not been updated since the report presented to Governors in December, as the numbers are too similar.</li> <li>○ <u>Priorities are:</u> <ul style="list-style-type: none"> <li>▪ Continue to bring to a close the works concerned with the Estate.</li> <li>▪ Ensure site and management of the site aligns itself with advice in the Safeguarding Review. AHT has already started looking at this.</li> </ul> </li> </ul> </li> </ul>		

	<p><b>Safeguarding Monitoring Visit Report</b> Governors addressed the Report, circulated prior to the meeting.</p> <ul style="list-style-type: none"> <li>▪ <u>Comments:</u> <ul style="list-style-type: none"> <li>○ Look at the bullied as well as the bullies.</li> <li>○ Attendance files – streamlining procedures</li> <li>○ Look at working further with ESBAS and streamlining process of administration regarding attendance, including standardizing all letters.</li> </ul> </li> </ul> <p>Otherwise this Report was approved for signature.</p> <ul style="list-style-type: none"> <li>○ <u>Governors asked</u> about fines for parents. Attendance policy needs amending to include this section on fines. CGe highlighted it should be when 10 sessions (ie 5 days) have been missed. Agreement was made to explore the area of fines with ESCC.</li> </ul>	<p>Chair/RM/LGi</p> <p>LGi</p>	<p>ASAP</p> <p>ASAP</p>
	<p>7:00pm - 7:10pm refreshment break TS, CGe. JLo, PBa, DSi left the meeting.</p>		
<p><b>7.</b></p>	<p><b>Governors Self-Review Exercise</b></p> <p>The Chair explained that the Governors away day will be set for May/June. The Governors Self Review exercise needs to be wrapped up by then. The Away Day will focus on data reviewing, with an external person brought in to assist with this training. AM offered to take Governors through this area as he has received training on reviewing data.</p> <p>-Governors then went through Core Area 1 of the self-review document and SB took note of Governor’s answers.</p> <p>-GM highlighted to Governors areas needing to be looked in relation to website compliance:</p> <ul style="list-style-type: none"> <li>▪ Clerk to liaise with DFA regarding statutory information to be published on website.</li> </ul> <p>-Chair to forward to all Governors the up and coming Training Sessions from county.</p>	<p>Clerk</p> <p>Chair</p>	<p>ASAP</p> <p>ASAP</p>
<p><b>8.</b></p>	<p><b>Any other urgent business</b></p>		
	<p>Governors discussed a breakdown of responsibility within the Education Committee for looking at Education Committee data:</p> <ul style="list-style-type: none"> <li>-Lower School (Reception, 1,2,3) -LB</li> <li>-Years 7+8 -RM</li> <li>-Years 9+10 -GW</li> <li>-Years 12+13 -GM</li> </ul>		

9.	<b>Review Upcoming meeting dates for Spring Term</b>		
	Education - Thursday 26 January Enterprise - Thursday 2 February FGB – Monday 21 Feb L&M - Monday 6 March FGB - Thursday 30 March		
	<i>7:45pm meeting ended</i>		

Signed:.....

Date:.....

H. Archer  
Clerk

PART 2 not for publication