

**Board of Governors Meeting -Minutes**

**Date:** 15 September 2016

**5:15pm**

**Location:** Gildredge House – The Hub

**Present:** Graham Walker (GW) Chair, Julian Mace (JM) Vice Chair, Louise Baxter (LB), Gabrielle Mace (GM), Adam Molloson (AM), Steven Blower (SB), Trevor Scott (TS), Aidan Delaney (AD)

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

**In attendance:** Janice Logan (DFA), Paul Barber (DHT)

**Apologies:** Nicola O Donnell (NoD) Neil Best (NB), Rachel Moreton (RM)

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

Item	Detail	Action	Date
1	<b>Welcome and apologies for absence</b>		
	Apologies received with reasons for absences. Apologies accepted.		
2	<b>Declarations of Interest</b>		
	GM expressed a declaration of interest and queried whether it was appropriate for her vote to count in the appointment of the new Chair. All governors agreed there was no conflict here.		
3	<b>Minutes</b>		
	Minutes of the following previous meetings were approved and signed: <ul style="list-style-type: none"> <li>FGB 30.08.16</li> <li>FGB 07.07.16</li> <li>Enterprise 28.06.16</li> <li>Education 18.05.16</li> </ul> The P&P 15.06.16 minutes will be signed at the next Enterprise Committee meeting/FGB.	<b>TS/NoD</b>	<b>Next FGB</b>
4	<b>Re-election of Chairs/Vice-Chairs</b>		
	<ul style="list-style-type: none"> <li><u>Chair of Governors:</u> Following resignation of GW as Chair, JM self-nominated. No other individuals were nominated/self-nominated. All governors present (x8= majority) voted in favour. JM gave personal thanks to GW and looked forward to being the Chair going forward.</li> <li><u>Vice-Chair:</u> LB agreed to be the Vice Chair, with majority of Governors voting in favour of this appointment.</li> </ul>		

	<p><b>ACTIONS:</b>      <b><u>(1) Companies House to be informed of appointments</u></b>                            <b><u>(2) Website to be updated</u></b></p> <ul style="list-style-type: none"> <li>• <u>Enterprise</u>: TS agreed to continue as chair of Enterprise. Majority of Governors voted in favour.</li> <li>• <u>Education</u>: LB agreed to continue as chair of Education. Majority of Governors voted in favour</li> <li>• <u>Admissions</u>: GM agreed to continue as chair of Admissions. Majority of Governors voted in favour.</li> <li>• <u>P&amp;P</u>: NoD has also formerly confirmed a wish to step down as Chair of P&amp;P. Governors decided it made sense going forward, to bring the remit of P&amp;P back into the Enterprise committee. TS (as Chair of Enterprise) agreed to this.</li> </ul> <p>Vice-Chairs for the above Committees to be decided at next individual Committee meetings (i.e. Enterprise and Admissions) with the exception of Education, for which GM agreed to be Vice-Chair (with majority of governors voting in favour).</p>	<p><b>DFA</b> <b>Clerk</b></p>	<p><b>ASAP</b> <b>ASAP</b></p>
		<p><b>Clerk-Agenda</b> <b>item</b></p>	<p><b>Next Committee</b> <b>meetings</b></p>
<b>5</b>	<b>Matters arising not already on the Agenda</b>		
	<p>It was confirmed AD is now a full member of the Governing Board and was formerly welcomed. It was agreed AD be best placed on the Education Committee due to his previous experience.</p> <p><b><u>ACTION: AD to sign GH code of conduct</u></b></p> <p>Subsequent to the meeting, it was decided SB is also now a full member of the Governing Board.</p> <p><b><u>ACTION: SB to sign GH code of conduct</u></b></p> <p><b><u>ACTION: Companies House to be informed of the above</u></b></p>	<p><b>AD</b></p>	<p><b>ASAP</b></p>
		<p><b>SB</b></p>	<p><b>ASAP</b></p>
		<p><b>DFA</b></p>	<p><b>ASAP</b></p>
<b>6</b>	<b>Chair's Correspondence</b>		
	<p>See Part 2 Pink paper</p> <ul style="list-style-type: none"> <li>• HT shared there was a relatively small number of complaints received re changes class sizes. PBA informed Governors that a parent forum was being organised (with Governors invited too) to discuss this area and any other issues.</li> </ul>	<p><b>HT</b></p>	<p><b>ASAP</b></p>
	<i>5:45pm DFA and DHT join the meeting</i>		
<b>7</b>	<b>SDP/SEF</b>		
	HT took governors through the summary slides:		

<p><u>Staff</u></p> <ul style="list-style-type: none"> <li>• Discussion on proposal of deputy head of academic. See 8b below</li> <li>• <u>Supplement to staff handbook</u> is now in circulation to all staff. The handbook itself contains policies and procedures. This supplement contains much information that could previously only be looked at on line. It was felt that many new staff prefer the paper format for quick reference. There was nothing of this type of document last year and has proved to be an extremely valuable tool for staff. Feedback from staff has been very positive. Clerk has filed a copy in Governor’s filing cabinet.</li> </ul> <p><b><u>Governors asked whether it will be updated yearly.</u></b> HT responded, if deemed necessary, it would be.</p> <p><u>Students</u></p> <ul style="list-style-type: none"> <li>• HT and DHT took governors through this section and explained the “On Call” procedure for serious behaviour.</li> </ul> <p><b><u>Governors asked whether the issue of staff reporting on behaviour is improving.</u></b> DHT confirmed it was. Staff use of SIMS is an ongoing training need. HT highlighted this would be an ideal area to test at an upcoming monitoring visit.</p> <p><b><u>Governors asked how a teacher communicates to an “on call” person.</u></b> DHT explained once a teacher has exhausted all disciplinary measures, they would send a reliable student to the school office who would contact an “on call” person. The student would then be removed to a supervised dedicated room for a set period.</p> <p><b><u>Governors highlighted the importance of recording this on SIMS as this info would be needed if faced with an exclusion.</u></b></p> <p><u>Strengthening student leadership</u></p> <ul style="list-style-type: none"> <li>• DHT explained there are senior prefects (year 13)/subject ambassadors (year 9). All students in year 7 are student leaders. HT added monitoring visits would be ideal, to see this in place.</li> </ul> <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> <li>• HT led this discussion. Training was given to all GH staff from ESCC at the first inset day. A Safeguarding Practice Review of the whole school is due on 20 Sept.</li> </ul> <p>The Chair pointed out that all governors had received an email re changes to <b>keeping children safe in education</b>. It was noted that as a Governing Board, governors were compliant with the new requirements: (1) A governor responsible for safeguarding (RM), (2) Internet filters are in place, (3) Pupils are also taught about safeguarding issues during assemblies and PSHE. This to be monitored during next safeguarding monitoring visit</p> <p><u>6<sup>th</sup> form</u></p> <ul style="list-style-type: none"> <li>• Tutors are making good progress with students.</li> </ul>	<p>RM/+1 other</p>	<p>Autumn term 2</p>
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	<ul style="list-style-type: none"> <li>ALT (Academic Leadership Team). Robust monitoring taking place, as a result of A/S results. It was acknowledged there is room for improvement.</li> </ul> <p><u>Persistent Absenteeism</u></p> <ul style="list-style-type: none"> <li>It was acknowledged this was still an issue and not properly recognised in SIMS.</li> </ul> <p><u>Bullying</u></p> <ul style="list-style-type: none"> <li>Letter out to all parents</li> <li>DHT wants to create ambassadors – sharing and talking positively.</li> <li>HT wants complaints followed through to final conclusion so the message is clear this is being tackled/things are being done.</li> </ul>		
	<p><b><u>Governors highlighted the importance of collecting and analysing data on performance results of progress to GCSEs so not faced with unexpected problem in 2 years' time re GCSE results.</u></b></p> <p><b><u>ACTION: SLT to look at point above</u></b></p> <p><u>Lower school</u> will continue to be monitored but all agreed it was currently operating in an outstanding way. The following 5 areas: (1) Safeguarding and welfare, (2) Sixth form, (3) student leadership, (4) Quality of teaching and learning; and (5) Finance are therefore the priorities and each area to have a responsible person behind it. All agreed monitoring visits will focus on these 5 areas. These will be narrowed down further at the next SPG meeting.</p> <p><u>6<sup>th</sup> form issues</u></p> <ul style="list-style-type: none"> <li>HT took governors through the A/S results.</li> <li>HT highlighted how 21 students did not turn up on day 1 of new term.</li> <li><b>Governors suggested</b> a closer look at correlation between attendance and poor results. HT acknowledged this needs looking at.</li> <li><b><u>Governors asked why all year 12 tutors are new staff and whether this is deliberate.</u></b> HT responded it is, as all upper 6<sup>th</sup> tutors know their students, which is important for drafting UCAS forms also HT underlined the drive and energy behind the new staff concerned and stated that they would be monitored.</li> </ul>	<p>LB</p> <p>SLT</p> <p>DHT</p>	<p>ASAP</p> <p>ASAP</p> <p>Ongoing</p>
<p><b>7(b).b</b></p>	<p><u>Admissions update</u></p> <p><u>Filling additional places:</u> Governors were told the school is 6 short in year 8. A discussion followed to find solutions to fill the gaps, i.e. whether to turn attention to year 9, whether to look to social media to advertise places. The draft Recovery Plan and cashflow assumes these 6 places are filled. Not filling these 6 places, along with the reduced numbers in 6<sup>th</sup> form, puts an additional £126k on the deficit. It was pointed out that we had agreed not to increase Y9 or Y10 numbers.</p>		
<p><b>8</b></p>	<p><b>Draft Recovery Plan</b></p>		

<p>8(a)</p>	<p>General discussion continued on the budget deficit and possible solutions were explored to resolve this i.e.: (i) increasing 6<sup>th</sup> form numbers in 2 years' time to 150 and requesting funding to expand Masters House; and (ii) possibility of a further Reception class</p> <p>It was agreed the proposal to develop Masters House should be flagged to the EFA.</p> <p><b>Governors asked DFA when the Recovery Plan is being submitted</b>  DFA replied the need to submit something ASAP.  Work to continue on "Plan B" and an explanation of further exploratory work re the 6<sup>th</sup> form.</p> <p><b><u>ACTIONS: It was agreed:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>To approve the Deficit Recovery Plan</u></b></li> <li>• <b><u>TS and GW delegated responsibility for final sign off of the draft proposal to be sent to the EFA, including accompanying narrative.</u></b></li> <li>• <b><u>GW and TS to revert with comments on the above.</u></b></li> <li>• <b><u>To send EFA the Recovery Plan (remodelled in light of above figures discussed around Admissions). Present and add further narrative alongside the Plan.</u></b></li> </ul> <p><b>Governors highlighted</b> the 6<sup>th</sup> form open evening on November 10<sup>th</sup> and the importance of looking to over offer to reduce drop out. HT mentioned needing to be mindful regarding needing more teachers and ensuing costs as well as capacity issues</p> <p>The Chair mentioned the Admissions meeting on 19<sup>th</sup> September and governors will report back regarding the proposed consultation.</p> <p><b>Governors highlighted the need for Governors to have an easy read guide to admissions and corresponding financial values.</b></p>	<p>DFA</p> <p>GW/TS</p> <p>DFA</p> <p>GM</p>	<p>By 21 Sept</p> <p>By 22 Sept</p> <p>23 Sept</p> <p>Oct FGB</p>
<p>8(b)</p> <p>8(b)(ii)</p>	<p><u>Staffing Structure</u></p> <p>HT took Governors through the Organogram circulated prior to meeting.</p> <p>A discussion followed around recruitment of a Deputy Head as opposed to an Assistant Head. HT took Governors through 8(b)(ii) – the SLT development scenarios, including figures for Deputy Head /Assistant Head. Governors acknowledged importance of ensuring we recruit properly in the long term, whilst acknowledging importance of short term immediate savings. HT stated a preference of an experienced Deputy Head, although appreciated the cost implications.</p> <p><b>Governors asked whether skills required can be obtained at Assistant Head level.</b></p> <p>A general discussion followed where it was felt this was not impossible to</p>		

	<p>achieve, although this may be harder to find. It may be attractive to an existing Head teacher wishing to take on a deputy role at a bigger school.</p> <p><b>Governors highlighted</b> the difficulties of perception, around recognising a deficit and then recruiting publically. It was therefore felt this is put on hold until a response comes back from the EFA. It was however, acknowledged HT is currently doing this role at present so the need to recruit is great.</p> <p><b><u>ACTION: defer decision re recruiting AH/DH until after EFA decision</u></b></p>	Clerk –agenda item	Oct/Nov FGB
8(c)	<p><u>Flexible working</u></p> <p>It was agreed to refer to ESCC rules on this area, in order to move this forward. To gain advice from ESS (ESCC HR advisors).</p>	DFA	ASAP
8(d)	<p><u>Risk Assessment</u></p> <p>HT took governors through the update, circulated prior to the meeting.</p> <p><b><u>ACTION: Further update re risk assessment</u></b></p> <p><b><u>ACTION: Thank support services team for carrying out the additional work involved with the increased class sizes and embracing the further workload at short notice.</u></b></p>	DSI DFA/Chair	Nov FGB ASAP
8(e)	<p><b><u>ICT Review</u></b></p> <p>HT highlighted the delay in procurement is now adversely affecting curriculum activity and business continuity.</p> <p>Governors were not satisfied with the quotes obtained when reviewed over the summer. Governors emphasised the importance of not pressing ahead until the cost implications have been scrutinised.</p> <p><b><u>ACTION: (1) Discuss the need to look at the future ICT strategy (with DSI part of any such strategic review)</u></b></p> <p><b><u>(2) Urgent immediate need to purchase critical items (ie phones and CCTV): DFA to supply 2 or 3 quotes when they are received (expected tomorrow -22 Sept). TS to look at quotes /GW and AD to look at specs and all three to make a decision on behalf of the Board.</u></b></p>	AD/DSI DFA GW/AD/TS	ASAP 22 September ASAP
	<i>GW left the meeting at 8pm</i>		
9	<p><u>Safeguarding</u></p> <p>DHT took governors through the summary paper, circulated prior to the meeting, including the section on how governors should monitor this. It was highlighted the key importance of record keeping/filing. The school is undergoing a Safeguarding Practice Audit on the 26<sup>th</sup> September. All recommendations will be</p>		

	<p>shared with governors to inform best practice and future monitoring visits. Also to undertake relevant training.</p> <p><b>ACTION:</b>        <b><u>(1) SPG to cover specifics of safeguarding</u></b></p> <p>                         <b><u>(2) Give governors the Safeguarding policy for sign off.</u></b></p> <p>                         <b><u>(3) Provide LB and GM with exclusions data.</u></b></p>	<p><b>SPG</b></p> <p><b>DHT</b></p> <p><b>DHT</b></p>	<p><b>21 Sept</b></p> <p><b>ASAP</b></p> <p><b>ASAP</b></p>
	<p><i>Meeting closed at 8:50pm</i></p>		