



Governing Board - Minutes

Meeting Date: 22 June 2017
Meeting Venue: TG9, Temple Grove, Gildredge House
Meeting Time: 5:15pm

Governors: Julian Mace (JM), Chair
Louise Baxter (LB), Vice Chair
Alison Allart (AA)
Paul Amos (PA)
Steven Blower (SB)
Selene Edwards (SE)
Gabrielle Mace (GM)
Adam Molloson (AM)
Rachel Moreton (RM)

Assoc. Governor: Sara McKenna (SMc)
Ex officio: Stuart Reeves, Head Teacher (SRv)

Also in attendance: Catherine Geldard (CGe)
Janice Logan (DFA)
Danny Simmonds (DSi)
Paul Barber (PBa)

Clerk to Governors: Steve Quayle (SQ)

Apologies: Neil Best (NB)
Aidan Delaney (AD)

	<p>of the group if she would hand it over to the control of the school. Chair concluded that the Governing Board will ask TS to look into this from a legal point of view before taking any action.</p> <ul style="list-style-type: none"> DFA asked how she should answer the terms of reference questions in the financial regulations relating to the new governance structure. Chair confirmed he will look into this and report back to her. 	TS	TBC
		Chair	TBC
6.	<p>Chair's correspondence</p> <ul style="list-style-type: none"> Chair has received several letters regarding the afore-mentioned Facebook group. Chair has received a letter from a parent regarding a permanent exclusion. SRv confirmed that the situation is ongoing. 		
7.	<p>Governance Matters</p> <ul style="list-style-type: none"> Chair confirmed that due to the resignation of AD there is now the need to recruit to the 2 vacant Governor positions. Chair confirmed he will action this. Chair confirmed that the terms of office of a number of Governors will expire on 1 October 2017. Accordingly, this matter will be addressed in the September FGB with regard to reappointing those Governors who wish to serve another term. Chair confirmed the Staff Governor's term of office will also come to an end on 1 October. AM confirmed he does not wish to stand again in this role. Chair will ask Kate Richardson about advertising this vacancy to the staff via Survey Monkey. AM confirmed that he would still like to be involved in the strategic direction of the school as a pioneer staff member even though he does not wish to be a formal Governor. Chair confirmed he is already in the process of examining the extent of the permitted involvement of Associate Governors in the new-look meeting structure, and will advise in due course. Chair advised the Behaviour Policy will now be reviewed in the September FGB. Chair advised Governors that agreement has now been reached regarding the changes to Prep and Twilight following the last FGB; the requested information having been provided by the SLT regarding Years 9, 10 and 11. Governors asked about the progress of the external Friday afternoon offer. DFA confirmed the school is looking for a provider to come in to the school to rent rooms/buildings and provide Friday afternoon Twilight activities. Governors asked if there is a plan to review the new Prep/Twilight arrangements and suggested this should be included in letter to parents. SRv suggested the review should take place half way through the school year – Governors agreed to monitor and review this at 1 March 2018 FGB. 	Chair	ASAP
		FGB	September
		Chair/KR	ASAP
		Chair	TBC
		FGB	September
		FGB	1/3/18
8.	<p>Safeguarding update</p> <p>RM presented her latest safeguarding report:</p> <ul style="list-style-type: none"> The latest visit came very shortly after the external safeguarding review, which highlighted issues the school needs to address, and this report seeks to address them. The visit looked at Prep/Twilight arrangements regarding children leaving early, and also the external safeguarding training held on 8 June 2017. Chair confirmed that not all Governors were able to attend the 8 June safeguarding training, and those who didn't must complete the equivalent online training. Chair asked Clerk to establish which Governors need online training. Internet safety. SRv to get in touch with ESCC to try to get someone in to provide staff training regarding child sexual exploitation. AHT confirmed the new Heads of Year have been asked to continually pass on messages to children regarding internet safety in assemblies – LB to observe this in action. Governors asked about the new system in relation to Prep registers and what happens if children are not present – it was confirmed that the SLT are notified immediately. Governors asked about if a child is already off school does the system 	Clerk	ASAP
		LB	Ongoing

	<p>already know this. Governors asked if the system includes coding for specific activities. AHT advised that this is under review and the new Attendance Officer will oversee all of this.</p> <ul style="list-style-type: none"> • SRv stated Kate Richardson has been on single central register course and has learnt that ideally all Governors should have 2 employment references on file but it is up to the FGB to decide if we wish to insist on this, and if so if we wish to do so retrospectively or just going forwards. SRv confirmed the only legal requirement for Governors is for them to have a DBS. Some Governors commented that they have already provided reference information when they became Governors. Chair asked Clerk to look through paperwork and work with Kate Richardson to try to establish what information was held about what Governors and report back to Chair in due course. • Governors commented that the car park lighting, over the pedestrian crossing, is still not sufficient – DFA will look into. • Governors asked about any issues re cladding on the school buildings in light of the recent Grenfell Tower disaster. Chair advised he will get this looked into by John Morrell. 	<p>Clerk/KR</p> <p>DFA</p> <p>Chair/JMo</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
<p>9.</p>	<p>Headteacher's Report</p> <p>SRv walked Governors through his Headteacher's Report and discussed the following points:</p> <ul style="list-style-type: none"> • SEF. Decided to start again with the SEF process and the SLT is looking into this and will circulate results in July. • Finance. The in-year deficit is now looking more like £282k rather than £385k. The DFA has implemented an extra layer of administration now to help cut costs and this has helped to save 90k over the last 8 weeks through a very prudent approach. Auditors are pleased with the new approach. • Net capacity survey. This has been completed and the result is that we are 4 classrooms short. • Catering contract. This is being re-tendered and SRv is looking for 2 Governors to hear the final presentations and partake in the interviews and trial eating the food and for those Governors to have delegated authority to appoint the new caterer. Governors asked why we are tendering again. SRv confirmed that the current supplier Zebedees are pulling out of the contract as it no longer fits with their preferred business model. Governors confirmed SE & TS will attend and possibly SB. Governors agreed to delegate responsibility to these Governors for this task. LB also offered to help DFA, if needed with tender process. • Risk register. SRv has simplified the risk register and reduced it down to 35 risks. He is left with a document which has 11 risks that score 6 or more and asked Governors to look at the document and discuss if they agree this looks correct. • Staff costs. SRv stated the profile of teacher's salaries is an area which has the potential to store up problems for the future in terms of growing costs. SRv alerted Governors to the fact it is going to be difficult to achieve a cap of 78% for staff costs. Governors asked how teachers become eligible for UP, SRv advised this relates to performance management and that this process cannot be frozen just because of a lack of money. Going forwards the improvement to CPD will mean this could become an even bigger 'problem'. SRv advised that at the moment 82% of costs are looking likely to represent staff costs but that he is hoping to keep these costs within the parameters of 78%-82% to allow for flexibility. Governors asked if the figures quoted covered upgrades and SRv confirmed that the budget sets out a 'worst-case scenario' financially for next year's budget predicated on everyone getting upgraded. SRv also confirmed the in-year deficit is accurate including all pay rises. • Sixth form changes. There have been lots of contributions and ultimately the new proposition has been modelled on 18 courses for 2018/19. This will result in teaching costs of £250k and an income of around £400k, with the balance paying for 	<p>SLT</p>	<p>31 July</p>

	<p>other costs associated with the provision. The slimming down to 18 courses has meant there have been some course casualties, of which 3 subject areas have been a cause of concern amongst some staff. These staff are being supported.</p> <ul style="list-style-type: none"> • School day. SRv advised Governors of his plans to change the timetable of the school day, as detailed in Appendix 2. • Fence. SRv confirmed that a new fence is being installed in the summer to satisfy safeguarding concerns, as detailed in Appendix 4. • Teacher assessments. These have now taken place on all teachers, bar one. Teachers knew they were going to be assessed so the lessons observed may not have been their normal style of teaching. Anecdotal evidence from students suggests some teachers taught lessons in a different way from normal when they were being observed. SRv admitted he doesn't have a complete data picture yet and the SLT need to look at the 'modus operandi' of how we assess teachers going forwards. Teachers were given a 48 hour window of when they would be assessed, which was felt to be generous, however the feeling of the SLT is that even if there was some exaggeration of teacher's performance in these observations it would only make a small difference to the results. • Attendance. DLS advised that the lower school has an average of 95% attendance. SRv advised Governors the attendance figures relating to the rest of the school are poor and could fall within the confines of a 'Requiring Improvement' rating and could trigger an inspection. SRv advised that as a result he is not authorizing any requests for leave and reported that he has had a number of parents not being happy with their requests being denied. SRv confirmed the school currently doesn't have a fine system in place but he would be keen to move towards such a system next year. Governors asked if the school would keep the fine revenue, SRv confirmed not. SRv confirmed most of the absence is from holidays in term time and unnecessary sickness absence. Governors asked about the breakdown of attendance issues. SRv to meet with Chair to discuss the key issues. Governors asked if there is a correlation between attendance and attainment and if so can we use PPG money to get the children into school. SRv confirmed that minibuses to bring them in, for example, could be used for this. Having an Attendance Officer in place from September will help this situation. DLS confirmed that in the lower school staff members often go to the houses of absent children to find out why they are not in school. Governors advised other schools offer rewards for attendance. SRv advised they are looking into the possibility of punitive measures and rewards. Governors asked what role the School Counsellor could play in this issue, but DHT advised the Counsellor's role is focused on other issues. Governors asked if nevertheless she could help with attendance issue. • Heads of Year. 3 new Head of Year for Years 8,9,10 are now in post, and the Heads of Section posts no longer exist. The former Heads of Sections have been appointed as Heads of Year for Years 7 and 11 and are also training the 3 new Heads of Year in their new roles. SRv advised he is establishing new Assistant Head of Year positions on a CPD basis, to essentially shadow the Heads of Year. These positions do not attract extra money or time, but already there is some interest in these positions. • Outcomes for students. SRv advised the school cannot currently compare these with national data, which is a big issue and a one of his biggest frustrations. The SLT have been working on this with the incoming AHT who is coming in to the school on Monday as part of the SLT meeting. He is also coming in again on the 30 June Inset Day to spend time with staff to help him hit the ground running in September. SRv advised the available data is unsatisfactory, but the biggest areas for concern are the progress of SEN, boys and PPG. Governors expressed their continued dissatisfaction with the data that they are receiving and insisted on getting to a stage that they receive accurate data as soon as possible. SRv confirmed that this is a priority and will be in place from September. • GCSEs. SRv explained the new marking regime for GCSEs and that grades 4 and 5 are both considered a pass hence the reason for the boundaries on the report 	SRv/Chair	TBC
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	<p>showing 9-5 and 9-4. Governors asked if we have converted the data from the Gildredge House scale to the national scale. SRv responded that he is proposing to work on a GCSE 9-1 scale going forwards. The lower school will stay as is and use the standardised assessment as well. Raise Online is being removed from 31 July and replaced with ASP which is a 'minimum value' product providing just basic information. SRv advised that staff are insecure on their understanding of the 9-1 scale because it has not been clarified properly by Government yet. Governors asked about the current data and whether there is cause for concern about any subjects. SRv advised that it is difficult to answer this because the data may be flawed because the teachers don't know what a grade on the GH scale looks like compared to the new grades. This is why he has changed the reporting process to provide figures comparing one subject against another. Governors asked if going forwards we can have a RAG rating for these reports so we can see where the problem areas are. Governors expressed concern about whether we have the capacity in FGB meetings to drill down into these issues. Governors stated it would be good to have a small group to further analyse this but that the FGB should see and discuss the headline figures. SRv stated we need to start again with this data. Governors stated this is a key function of Governing Board and asked when will we know that the data is accurate, SRv confirmed at the point of the first data drop, so in October. Governors expressed concern that Year 11s will be very close to their May exams by October if the data shows that interventions are needed, but SRv conceded this is all the time we will have. DHT advised that the Year 10 reports will be going out by 3 July with a 9-1 grade against their mock exam results. Governors asked how many teachers are trained examiners and have we got a clear expectation of being accurate in mocks, and not purposely marking harshly. SRv talked about subject hubs to scrutinize this, but we haven't had time to do so yet. Governors asked if we can have the mock data, albeit that this is based on teacher's marking, some of whom have not been trained in expectations. SRv advised that although the mocks are done on examining body papers there is little or no guidance on grade boundaries. Governors stated some data on the report is very concerning regarding low numbers of students expected to obtain grades 9-7 and asked if this needs to be on the risk register. SRv advised it is already encapsulated within risk number 9, but it is not specific. Governors asked if we still doing Year 7 Midyis reporting and SRv advised we are not using this anymore and are instead using the standardized score of the Year 6 SATS results. Governors then discussed the data in more depth.</p> <ul style="list-style-type: none"> • Sixth Form. Governors asked if we have a worst case scenario about sixth form student numbers, and SRv advised we have worked on our best guess. Governors asked when we are writing to Year 12 to say we are amalgamating some courses across Years 12 and 13 and SRv confirmed this will be going out soon. Governors asked if this should go on risk register if it has the potential to affect student numbers. SRv advised we are now down to 50 students enrolled for the Sixth Form in September and the numbers of these booked on the Taster Day is not as high as we would like. • Lower school. DLS advised that 83% have achieved a Good Level of Development – which SRv and Governors confirmed was an amazing result. The average point score was about 35. The Year 2 SATS are currently being moderating but the results appear to be 73% achieving expected level or greater depth in reading, 66% in writing, and 77% in maths. When compared with what was predicted these figures are very close. DLS confirmed that one vulnerable student has taken up a lot of staff time. • Finances. Governors offered congratulations to SRv and DFA on tightening up budget controls. Governors asked about how we are treating cash advances and that from an accounting point of view asked if this should be removed from the budget as it is not due to be paid back this year. This prompted discussion with DFA about accounts. Governors confirmed it is positive news that the in-year deficit is 	FGB	October
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	<p>better than expected due to tighter budget controls. DFA confirmed that she has completed some budget virements which need to be minuted – these are £10k from the gas budget, £10 from the catering budget have been transferred into the building budget, plus £13k transferred from capitals – so a total of £33k.</p> <ul style="list-style-type: none"> • Fence. The new fence is going to cost approximately £22k. Governors asked if the fence could be built in more of a straight line to provide a cheaper alternative and provide a larger playing area, and whether there is a lost opportunity here. • TS left meeting at 7.40pm • Fence cont'd. Governors asked if a planning application is needed for the new fence. SRv confirmed we would need to planning if we got rid of all the disabled parking. Governors asked who is contracted to build the fence – AHT confirmed 'Interference'. SRv stated that a lot of thought has gone into the best way for the fence to be installed. Chair confirmed the need for the fence came from the safeguarding practice review. Governors asked about taxi access with the new fence, DHT confirmed that with the new fence the children won't be able to leave the plaza area without parents as staff will man the gate. Governors asked if deliveries have been considered in relation to the new fence. Governors stated there is a panel in the existing fence which is the wrong way round. SRv asked AHT to query this with the fence installer. Governors asked about whether the car park outside Master's House could be used for parking or play area but AHT confirmed it is not suitable. Governors asked if there are long term plans for more fencing. SRv confirmed he is not currently planning this but he is aware there are issues around the school perimeter that need thinking about in the future. DFA discussed the potential for access via Love Lane that she has discussed with the Planner who seemed relaxed about it. DFA also talked to the Planner about the current stipulations that the site should not be used during weekday evenings and on weekends and again the Planner seemed relaxed about this and pragmatic. Governors confirmed we could always get planning permission to make changes without needing to use it straight away. SRv confirmed he has met with the local resident's association and is building that relationship. He is thinking about the possibility of a catering delivery entrance on Love Lane and a pedestrian entrance on Paradise Drive. • CGe left meeting at 8pm • Governors stated they are concerned about how much content we are trying to get through in FGB without Committees and discussed how monitoring visits should help to alleviate this going forwards. 	AHT	ASAP
<p>Masters House</p>	<p>SB introduced his report on Master's House, and the following points were discussed:</p> <ul style="list-style-type: none"> • Governors commented that this links in with the new Net Capacity Assessment which states we are 4 classrooms short, so inevitably we will need to use Master's House eventually. SRv confirmed he has a vision of Master's House including classrooms, dormitories, a food hall, etc, which would be perfect for renting out to foreign residential summer schools and would mean the school could use the classrooms during term time. • Governors reiterated the main problem is how to get funding for the work needed for the building. It was suggested it could take several £million to refurbish it and 		

	<p>there would be a cost of around £20-£25k to build the case in the first place which would be money at risk if the bid was ultimately rejected. SRv suggested he is aware of firms who would write the bid for nothing and then their fee would be added to the bid. DFA confirmed that 2 residential language schools have already shown an interest. Governors confirmed that the whole building needs to be refurbished if we do anything to it, under Building Control regulations, and currently it is not fit for purpose for anything apart from storage. SRv advised the bid needs to be submitted by December if we are going to make one this year. A loan from EFA is an option but it is considered unlikely to be successful. It is also not certain if it is feasible for the work to be done within 1 year and consideration would need to be given to shielding the building works from the rest of the school. SRv talked about who could project manage the refurbishment and that if he was to oversee it himself this would be a risk as he has a lot of other issues to pay attention to, and Governors are not best placed to oversee it as volunteers and often unable to dedicate the time needed. Accordingly, there would likely be the extra cost of a project manager to be factored in too. Governors confirmed it would also need permission from the Secretary of State. Governors asked what plans are for an interim measure because MH will not be ready in time for September 2019 in any case, which is when we will reach capacity and need the extra 4 classrooms. Governors confirmed we will need a discussion about this at a future meeting. DFA stated we need a plan B. SRv confirmed we need someone to come and have a look at Master's House in the first instance. Governors asked what we need to decide today, and SRv suggested we approach an architect who has experience of CIF bid planning. Also we need to think about where to put children while we are short of classrooms. SRv advised we will need to price up the work needed to convert Oasis into 2 classrooms and to create another classroom in the big workroom overlooking the atrium during next summer. Governors expressed concern about losing the Oasis provision for SEN, but SRv said we need to train more teachers to mainstream SEN in classes, not just rely on Oasis. Governors confirmed the architect selection probably needs to go out to tender, depending on the value of the architects package. Governors asked if the money that Master's House would bring in would generate enough as there is a lack of evidence of this at present. SRv confirmed he would contact Lee Evans in the first instance.</p>	FGB	TBC
	<p>Pupil Premium Grant</p> <ul style="list-style-type: none"> Chair explained the basics of the report – Governors asked how much went to what parts of the school, should we have more detail about where the money was spent, and asked what is the impact of the spend. SRv said OFSTED will likely ask Governors how do they know where the PPG money is being spent and how do they evaluate the impact of it. Governors confirmed they don't have sufficient information at present to answer these questions. Governors stated we need to make sure the gaps are closing and that the money being spent has an impact, but we cannot do this at present as we don't have confidence in the data. SRv stated we could look at what the research says about PPG spend and research costs against impact. Governors confirmed that some PPG students might not necessarily need the money spent in each school year in which case we are allowed to carry the money over. Chair stated we need greater detail about how we are spending our PPG money and to research examples of spending and impact. Governors asked if we can prove the things we are doing with the money are having an impact. Governors reminded SLT that the PPG document should be displayed on the school's website. SM left meeting at 8.25pm 	SRv	ASAP
9.	Education Committee Matters		

	<ul style="list-style-type: none"> SRv advised that the 'Show My Homework' system has about 50% teacher usage at present, with many staff not trained on its use. Parents seem to like it. SRv has negotiated the price for the package down and has managed to get the company to come and provide staff training for free at the upcoming Inset Day. Governors asked if there will be sanctions against teachers not using it going forwards. SRv said there will have to be. Governors asked if My Maths can be attached to it, SRv confirmed yes. AHT confirmed that at his last school everyone bought into the system and this made a big difference. SRv advised the lower school has a different system but it could be extended to include Year 5. Agreed as an action to review this again in December FGB. SB left meeting at 8.30pm 	FGB	December
10.	Forward Plan for Meetings <ul style="list-style-type: none"> Governors confirmed this has been done and needs to be circulated to all Governors 	Chair	TBC
11.	Any other urgent business <ul style="list-style-type: none"> Agreed that mock exams data will be sent out to all Governors before it is decided if we need to get together again to discuss this before September. Chair advised if this is the case he will announce a meeting date and whoever can attend will do so. DFA advised that the FGB normally approve the school's budget forecast in July but there won't be another FGB this school year to approve this. Chair advised he will ask TS and PA to come in to school to approve this before the end of the school year. Governors asked if we are getting rid of the SPG or whether it is worth having a Lead Governors meeting once a quarter to cover off some of the actions which currently all seem to be falling to the Chair to action. Chair to advise further on this. 	TS/PA Chair	31 July TBC
12.	Review meeting dates for the next school year <ul style="list-style-type: none"> Chair confirmed the FGB meetings for the 2017/18 school year will be as follows: Wednesday 20 September Wednesday 18 October Thursday 7 December Thursday 1 February 2018 Thursday 1 March Thursday 22 March Thursday 3 May Thursday 21 June Thursday 12 July To comply with regulations, the agenda should be sent out 10 days before the meeting, so please can all papers be sent to the Clerk by 6pm 10 days before each meeting so the agenda can be circulated in good time. 		
13.	Meeting Close <ul style="list-style-type: none"> The Chair closed the meeting at 8.40pm 		