

**Meeting of Full Governing Body  
2<sup>nd</sup> July 2018  
Training Room  
4.30pm**

**MINUTES**

<b>Governors Present:</b>	Richard Bradford, Alison Frost, Les Gunbie, Vanessa Hickey, Reg Hook, Jennifer John (from 4.52pm), Dick Knight, Jenny Poore (Chair), Rosie Reekie, Bronagh Shevlin, Derek Swindells
<b>Associate Members Present:</b>	Sue Middleton
<b>Officers Present:</b>	Teresa Dee (Clerk)
<b>In Attendance:</b>	Richard Baker

	<u>Agenda item</u>	<u>Action</u>
<b>1</b>	<p><b>Introduction</b></p> <p>a) <b>Welcome</b> The Chair opened the meeting with a welcome.</p> <p>b) <b>Apologies for Absence</b> Apologies for absence received from Martyn Allen and Mick Baker. Jennifer John had also sent apologies in advance for late arrival.</p> <p>c) <b>Declarations of Interest</b> The declarations register was circulated. There were no additional declarations made at the meeting.</p>	
<b>2</b>	<p><b>Last Meeting Dated 21<sup>st</sup> May 2018</b></p> <p>a) <b>Approval of Minutes</b> The Full Governing Body reviewed the minutes from the meeting held on 21<sup>st</sup> May 2018. Some amendments were suggested in advance of the Chair signing them off as accurate and approved.</p> <p><b>ACTION - Minutes from meeting of 21<sup>st</sup> May to be updated and sent to Chair for signature/approval on behalf of the Governing Body.</b></p> <p>b) <b>Matters Arising Not Included Elsewhere not on Agenda</b> Secure Access - Governor documents will be posted on SLG for Governors to access. It would be possible to set up separate areas for panel documents with access restricted to panel members. Leaving Governors - A social event was agreed to say goodbye to those Governors whose term of office had come to an end.</p>	TD
<b>3</b>	<p><b>Chair's Update</b> The Chair of Governors provided a verbal update on business conducted on behalf of the Governing Body. This included a significant number of meetings with Local Authority officers regarding the basic needs funding to fund the temporary increase in pupil admission numbers (PAN). The outcomes from discussions were that the Local Authority were putting in place as many additional facilities as possible by September to accommodate the additional students. For the school this would be catering pods an extension to one of the canteen canopies and a covered walkway behind E Block.</p> <p>The Headteacher picked up this point providing further detail of planned works and placement of the catering pods. Additional classroom space was likely to follow throughout the next year and in the meantime class sizes would be increased temporarily in Year 7. An issue regards additional</p>	

Signature..... Date.....

	<p>seating in the hall was being investigated as the weight of 40 more seats might require structural adjustments.</p> <p>4.52pm - Jennifer John arrived at the meeting.</p> <p>Governors asked for an update on the security fencing and were advised that a bid to cover costs had been unsuccessful. At a recent secondary heads meeting there was agreement to a principle of parity for distribution of centrally held capital. Security of site was an area that Dorothy Stringer did not have parity on and would be pursuing funding for.</p> <p>There was a further question about impact of changes to PAN on student numbers to which the response was that 366 were currently allocated to Dorothy Stringer for September. The Headteacher commented that a due to possibility of fluctuations in admission numbers a decision had been taken to delay the allocation of tutor groups until the week before commencement of the new term with parental meetings following in the second week of term.</p> <p>The Chair commented that the Local Authority had accepted the school's position on student numbers and that any increase was temporary to deal with the bulge of secondary age children in the catchment area.</p>	
4	<p><b>Headteacher's Report</b></p> <p>The Headteacher went through his report to Governors on an assumed read basis highlighting the following points:</p> <ul style="list-style-type: none"> <li>• Year 11 student data looking relatively good though there were some worries around individual results of students more affected by a tragic death in the community.</li> <li>• The Ebaac results were likely to appear low due to the measure not recognising the early GCSEs taken in French.</li> <li>• Year 7 had gone to Dolawen during the year and reports back had been very positive. It was hoped that this would continue to positively impact on attitude for learning especially of disadvantaged students.</li> <li>• Staff appraisal system being refined to provide more rigor and consistency.</li> <li>• Fixed term exclusions down but there had been a spike in drug related exclusions following an event in the city (4/20 day) that resulted in a number of exclusions. A letter had gone out to parents clarifying the school's strong position on drug possession and use.</li> <li>• Teaching Alliance established with good work coming from it. 21 teachers now designated as specialist leaders in education.</li> </ul> <p>Governors commented and asked questions on the following areas:</p> <ul style="list-style-type: none"> <li>• Support provided for disadvantaged children and extra associated funding.</li> <li>• School's focus on improving disadvantaged students' attitude for learning score.</li> <li>• School's approach to attitude for learning and range of interventions impressive. What makes it work is the commitment of the people involved.</li> <li>• A Dorothy Stringer Governor had presented at a Governors' forum on what the school was doing for disadvantaged children to improve attendance. Getting them into school was the key to success.</li> <li>• Numbers of students on alternative curriculum.</li> <li>• Specialism in autism through separate centre.</li> <li>• Concerns around year 10 attendance.</li> <li>• The virtual school lead had suggested a lead governor for looked after children be appointed. A link to the safeguarding link governor role was suggested.</li> <li>• Memorial for student that had died during the year.</li> <li>• Over staffing in maths department.</li> <li>• Long term staff leaving.</li> <li>• Appointment of business manager.</li> </ul> <p>School Leaders responded to Governors' comments and questions with the following information:</p> <ul style="list-style-type: none"> <li>• Funding for disadvantaged received via pupil premium grant.</li> <li>• Students with educational health care plans (EHCP) might have additional attached funding but the school was required to pay for the first £6k from school budget. Dorothy</li> </ul>	

	<p>Stringer would have more students on EHCPs than any other school in the city from September. This represented a significant increase and reflected the popularity of the school.</p> <ul style="list-style-type: none"> <li>• A lot of hard work had gone into raising aspirations of the disadvantaged group including extra curricular clubs. Attitude for learning score across the whole cohort was improving.</li> <li>• Measuring the impact of specific interventions was challenging, interventions were not continued when there was no clear impact. External factors in students' own lives can impact on their attitude for learning.</li> <li>• There were small numbers of students on alternative curriculum including a number that had joined the school through managed moves. This programme is an in school programme and not offsite. There were some school refusers and but no students on a full time programme offsite. The school had a good success rate of turning around challenging students through the in school alternative curriculum.</li> <li>• The School had been visited by representatives from the Cullum Centres and the National Autistic Society and was keen to work with the school to develop a special facility. Planning issues would be a restricting factor which would slow progress on developing this. The school leaders wished any centre to be an integral part of the school with students fully integrated where possible.</li> <li>• Year 10 included a higher % of outliers where attendance was not good. Year 7, 8 and 9 were all above 95% attendance. An extra day a week of education welfare officer time was to be provided. A Governor link for attendance had been suggested.</li> <li>• After GCSE results the remaining memorial would be taken down from the steps and consideration would be given to a permanent memorial.</li> <li>• There had been late resignations in Maths and the School had been unable to fill two posts - They would look to over staff in Maths next year if the budget allowed.</li> <li>• A number of staff had been lost in the PE department all to promotions.</li> <li>• A new business manager had been appointed and would be part of the fundraising group.</li> </ul>	
5	<p><b>School Development Item - Leadership and Management</b></p> <p><b>a) School's Self Evaluation</b> The Ofsted inspection had been useful as an evaluation of the school effectiveness and confirmed much of what the school leaders had identified as strengths and areas for development.</p> <p><b>b) School Development Priorities for 2018/19</b> Governors received a copy of the school development plan for 2018/19 with the key priorities structured within the four Ofsted inspection areas as in previous years. Significant areas for focus were identified as:</p> <ul style="list-style-type: none"> <li>• Performance of disadvantaged students.</li> <li>• Expectations of all teachers for their students to be high.</li> <li>• Student attendance.</li> <li>• Effective use of data by a wider range of staff.</li> <li>• "Empty Chair" policy for children not in school to ensure learning content not missed.</li> <li>• Revised feedback and assessment policy.</li> <li>• Stringer learning culture extending more to out of class behaviour.</li> </ul> <p>Governors commented and asked questions on the following areas:</p> <ul style="list-style-type: none"> <li>• Attendance plan not required under leadership and management as fits in the behaviour and welfare section in school development plan. Change word in the SDP key priorities page from "especially disadvantaged" to "particularly disadvantaged".</li> <li>• Poverty proofing feedback audit and how it had informed the school development plan.</li> <li>• Student voice activities.</li> </ul> <p><b>AGREEMENT - The Full Governing Body approved the school development plan for 2018/19 subject to some final amendments following the GCSE results.</b></p>	

	<b>ACTION - Student voice and poverty proofing audit feedback to be discussion items at a Governors' strategy meeting.</b>	
<b>6</b>	<p><b>Business Manager/Group Report to include:</b> Papers for this item circulated in advance of the meeting included:</p> <ul style="list-style-type: none"> <li>• Final year end budget report for 2017/18.</li> <li>• Budget summary for 2018/19</li> <li>• Multi year budget.</li> <li>• Notes from most recent business group meeting</li> </ul> <p>In addition, the Chair of Governors read a statement from the Vice Chair of Governor who had been unable to attend the meeting. This statement confirmed that he had been part of the business group reviewing the proposed budget line by line with the outgoing business manager and that he along with other members of the business group proposed approval of the budget for 2018/19.</p> <p><b>AGREEMENT - The Full Governing Body approved the budget for 2018/19 as presented. It was agreed to withhold approval of the multiyear budget until the incoming business manager had the opportunity to revise it in line with his own plans for the school. The Chair was authorised to sign off the end of year position and the budget for 2018/19 on behalf of the Governing Body.</b></p>	
<b>7</b>	<p><b>Other Reports and Recommendations</b></p> <p><b>a) Safeguarding Audit</b> The Chair advised that following the departure of the previous safeguarding link governor Alison Frost had been asked to pick up the tasks relating to safeguarding including the safeguarding audit. There had been insufficient time for this item to be completed and information was required from the Local Authority on process but as yet not received.</p> <p><b>b) Central Record of Recruitment Checks</b> The Chair advised that a review of safeguarding records would have been one of the first checks that Ofsted had completed as part of the inspection. She would however pick up the action of carrying out an annual audit of the single central register during one of her monitoring visits.</p>	
<b>8</b>	<p><b>Policies Approved or for Approval</b></p> <p><b>AGREEMENT - The Full Governing Body approved the following three documents/policies as presented.</b></p> <p><b>a) Complaints Procedure</b> <b>b) Data Protection Policy</b> <b>c) Freedom of Information Scheme</b></p> <p><b>d) Equality Objectives</b> The Governors with lead responsibility for equalities provided and update on monitoring activities and presented an equality information report and accessibility plan for approval. The Clerk alerted Governors to the need for equality objectives to be published and regularly reviewed. These did not appear to be included within the document provided.</p> <p><b>AGREEMENT - The Full Governing Body approved the equality information report and accessibility plan as provided.</b></p> <p><b>ACTION - Equality group at the school to be approached regarding the equality objectives with a view to clarification and more visible publication on the school website.</b></p> <p><b>e) Governors Allowances Policy</b> The Chair advised that she had reviewed the governors' allowances policy and that no amendments were required. The policy would be published on the school's website</p>	<b>LG</b>

9	<p><b>Any Other Business</b></p> <p>a) <b>Ofsted</b></p> <p>There was a question on whether the local papers had reported on the school's Ofsted outcome and the response was that they had not.</p>	
10	<p><b>Election of Chair &amp; Vice Chair of Governors</b></p> <p>Jenny Poore left the meeting for the election of Chair item and the Clerk took over the chairing of the meeting.</p> <p>The Clerk advised that there had been a nomination for Jenny Poore to continue as Chair of Governors. A vote was taken.</p> <p><b>AGREEMENT - The Full Governing Body agreed unanimously to the election of Jenny Poore as Chair of Governors until the end of the last meeting in 2018/19.</b></p> <p>Jenny Poore returned to the meeting and was congratulated.</p> <p>The Clerk advised that there had been a nomination for Mick Baker to continue as Vice Chair of Governors. A vote was taken.</p> <p><b>AGREEMENT - The Full Governing Body agreed unanimously to the election of Mick Baker as Chair of Governors until the end of the last meeting in 2018/19.</b></p> <p>Meeting ended at 6.46pm</p> <p>Date of next meeting - to be confirmed.</p>	