

**Meeting of Full Governing Body
12th December 2016
Training Room
4.30pm**

MINUTES

Governors Present:	Martyn Allen, Mick Baker, Richard Bradford, Emma Farrell, Alison Frost, Les Gunbie, Reg Hook, Dick Knight, Jenny Poore (Chair), Bronagh Shevlin, Elaine Stoner, Sarah Windsor
Associate Members Present:	Sue Middleton
Officers Present:	Teresa Dee (Clerk)
In Attendance:	Richard Baker, Andrea Cumming, Chris Lee, Ros Stephen, Liz Uren

	<u>Agenda item</u>	<u>Action</u>
1	<p>Introduction The Chair of Governors welcomed Bronagh Shevlin to her first governing body meeting as elected Staff Governor.</p> <p>a) Apologies for Absence Apologies for absence received from Jennifer John, Alan Sanders and Derek Swindells.</p> <p>b) Declarations of Interest Governors were asked to check their entry on the declarations register that was circulated and to advise of any amendments. There were no declarations made relating to agenda items.</p>	
2	<p>Last meeting Dated 12th September 2016</p> <p>a) Approval of Minutes The Full Governing Body reviewed and approved five pages of minutes from the meeting held on 12th September 2016. The Chair signed the minutes as confirmation of their accuracy.</p> <p>b) Matters Arising Not Included Elsewhere on Agenda The actions arising list was reviewed and it was noted that all actions were either completed or on the agenda for discussion.</p>	
3	<p>Chair's Update The Chair of Governors provided an update on business conducted on behalf of the Governing Body since the last Full Governing Body meeting.</p> <ul style="list-style-type: none"> • Two weekly meetings being held with the Headteacher, Governors were welcomed to meet with the Chair on a scheduled Thursday. Contact the Head's PA for dates. • Issues discussed had included the transfer of cleaning staff to School contracts of employment and student progress. • Prize evening attended. • Represented Dorothy Stringer at a recent meeting of secondary Chairs of Governors. • Headteacher annual appraisal and objective setting process completed. • Pay review and recommendations on pay increments for senior team approved. 	
4	<p>Business Manager's Report The Business Manger had provided a written report in advance of the meeting providing as summary of a number of issues that had arisen and following discussion with the finance group of governors a number of recommendations were put forward.</p> <ul style="list-style-type: none"> • Terms of reference for Finance Group of Governors updated and presented for annual confirmation. • Scheme of delegation updated to include the specific delegations to the Finance Group of Governors. • Finance Audit action plan presented for approval. This included recommendations relating to the processes followed by the Finance Group i.e. - notes of meetings to presented to Full Governing Body and signed copies maintained. 	

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

	<ul style="list-style-type: none"> • Audited voluntary fund accounts to be accepted by Full Governing Body. • Lettings fees to be increased within the range of 1% and 2%, The School had inherited some lets and it would take some time to balance out the range of letting fees applied to different users. <p>AGREEMENT - The Full Governing Body approved the recommendations as follows:</p> <ul style="list-style-type: none"> • Finance Group of Governors terms of reference approved for 2016/17. • Scheme of Delegation approved for 2016/17. • Action plan arising from finance audit 24th October 2016 approved. • Voluntary funds audited accounts accepted. • Increments to letting fees to between 1% and 2%. <p>The Business Manager further reported the following:</p> <ul style="list-style-type: none"> • Ways of improving site security were being considered including installation of fencing and engagement of security services to patrol the site out of school hours. • Predicted budget outcome less than 5%. • TUPE process for cleaning staff completed. • Health and safety audit of catering provision resulted in a high overall score of 94% 	
5	<p>Fundraising update Dick Knight reported that two productive meetings had been held with the School's bid writer and that a strategy was been drafted for Governors consideration at a future meeting.</p>	
6	<p>Reports and Recommendations from Governors</p> <p>a) Performance Management & Pay The outcomes from performance management had been covered under the Chair's update. The pay policy for 2016/17 based on the Local Authority model was recommended for approval.</p> <p>AGREEMENT - The Full Governing Body approved the pay policy for 2016/17 as presented.</p> <p>b) Governors Skill Audit The Clerk presented a summary of the Governing Body skills audit based on the individual forms that had been submitted.</p> <p>ACTION - Outstanding skills audit forms to be submitted to the Clerk.</p>	EF,RBr AS
7	<p>Other Policies and Documents for Approval</p> <p>a) Relationships and Sex Education Policy</p> <p>AGREEMENT - The Full Governing Body approved the Relationships and Sex Education Policy as presented.</p> <p>b) Safeguarding and Child protection policy and procedures There were a two suggestions from Governors regards changes to the safeguarding policy that had been presented relating to the reporting process that Students should follow when they had concerns about something outside of School and the safeguarding arrangements for Students when visiting host families. There was also some formatting changes and minor amendments that the School wished to make.</p> <p>AGREEMENT - The Full Governing Body approved the safeguarding/child protection policy in principle and provided Emma Farrell with the delegation to sign off the final policy for 2016/17 once the suggested amendments had been made. The final version would be published on the School's website.</p> <p>Parent Governors asked for an update following the issue of safeguarding notice to parents. This related to a number of incidents of indecent exposure in the local vicinity. Governors were advised that there was a police investigation and an increase in police patrols as a result of the incidents.</p>	

<p>8</p>	<p>School Development Item - Quality of Teaching Learning & Assessment</p> <p>Chris Lee introduced this agenda item by reminding Governors of the findings from the last Ofsted relating to assessment and feedback and how educational research has demonstrated that good quality feedback can have a direct positive impact on Student outcomes. The School had developed a whole school set of guidelines for teacher assessment and feedback and a copy of this was tabled at the meeting. The ten key points listed on the guidelines were noted along with some additional guidance for leaders to use when monitoring the quality of assessment and feedback during work scrutiny sessions. Governors received some additional information regards best practices and in answers in response to questions:</p> <ul style="list-style-type: none"> • It was important that the “even better ifs” were subject specific rather than general observations. • Teacher feedback in the form of questions was useful to give the opportunity for students to respond. • Student feedback had showed that a formal discussion with teachers on their individual progress was something they valued most. • Peer feedback is provided in a variety of ways, sometimes looking at a piece of work together and sometimes swapping work with clear guidance on what to look for. • Spelling and punctuation was a responsibility for all staff to look for and where work from a dyslexic Student was being looked at a selected part of the work would be looked at and commented on. • Some subjects such as drama and PE cannot be included in work scrutiny and are instead assessed by observing verbal feedback. Examples of very strong feedback had been observed as happening in class. <p>Governors were advised that the most recent leadership team work scrutiny had been focussed on pupil premium eligible students where the work of five students in English, Math’s, Science and religious studies were examined.</p> <p>At this point in the meeting Governors were provided with the opportunity to look at the student work for themselves in four different groups and with the support of members of leadership assessed the quality of marking and assessment based on the criteria provided. There was brief feedback session after the activity. Governors commented that they had found the session useful and asked about how the work scrutiny sessions fitted into the performance management process, They were advise the head of departments as the main teacher line managers would be provided with feedback which they could then incorporate with their own observations when reaching judgments over the whole year.</p>	
<p>9</p>	<p>Head teacher’s Report</p> <p>The Head teacher presented his report to Governors on an assumed read basis with the following points noted/discussed:</p> <ul style="list-style-type: none"> • Stringer Learning Culture more embedded with positive comments from the Challenge Partner review on consistency of language and good feedback from students. Parent Governors were pleased to report that positive emails were now being received about their children. • Student attendance up to 95% but was a continuing struggle to maintain. • Exclusions for behaviour reduced considerably and well below national average for a secondary school even when at a high the previous year. This was attributed to a great deal of work in the inclusion area and use of creative alternatives to fixed term exclusions. • Introduction of an enrichment week into the School calendar with a wide range of activities being run inside and out of school for Students to be involved in. • School’s self evaluation continually being updated with actions focussed around efforts to diminish the differences for disadvantaged students. <p>At this point Andrea Cummings presented an analysis of the unvalidated RAISE online data for 2016 tabling a overall commentary and selected pages from the RAISE report that highlighted that whilst the School’s GCSE results had been very strong regards attainment there was an issue for the School around the performance of its disadvantaged Students. This was an expected but disappointing outcome for the School. There was an honest and open discussion around the facts and the actions being taken following a thorough analysis of the outcomes for the disadvantaged group. Governors were advised that prior to exams a group of twenty students had been identified where there progress was likely to be poor and a number of interventions were put in place. This group of students were mainly from the disadvantaged category. Despite the intervention strategy these</p>	

	<p>Students did not perform well and the result for the School was that it's Progress 8 score for disadvantaged Students was significantly below national score. Governors also examined data demonstrating Progress 8 for other groups of students noting that there were no issues within the ethnic groups or those with English as an additional language.</p> <p>It was noted that the School had identified from its analysis that poor attendance was a big contributing factor to poorer outcomes and when removing the persistently absent pupils (less than 90% attendance) from the data it was more in line with national outcomes.</p> <p>Governors were advised that a great deal of work had and was being undertaken to find out why targeted interventions had not worked and a set of issues including, cultural gaps, curriculum accessibility, homework and relationships as well as attendance had been identified. Last year's Year 11 cohort had been a unique cohort and quite different from previous and current cohorts. Similar progress outcomes were not expected from the current year 11's.</p> <p>Discussions also covered engagement of disadvantaged Students and their families and the initiatives that had been tried relating to homework, parent consultation and extra curricular clubs. There was suggestion of using an online forum for Students and Parents to reach the more unaccessible families and it was agreed that this was something worth looking into.</p> <p>6.46pm - Alison Frost and Martyn Allen left the meeting.</p> <p>There was suggestion of using an online forum for Students and Parents to reach the more unaccessible families and it was agreed that this was something worth looking into.</p>	
10	<p>Any Other Business</p> <p>a) Carol Service On Thursday 15th December at St Johns 7.30pm. All Governors welcome.</p> <p>Meeting ended at 6.55pm Date of next meetings - Strategy Priorities and projects on 23rd January 2017 and Full Governing Body on 13th March 2017</p>	