

**Meeting of Full Governing Body
13th March 2017
Training Room
4.30pm**

MINUTES

Governors Present:	Martyn Allen, Mick Baker, Richard Bradford, Emma Farrell, Alison Frost, Les Gunbie, Reg Hook, Jennifer John, Dick Knight, Jenny Poore (Chair) Alan Sanders, Bronagh Shevlin, Elaine Stoner, Derek Swindells,
Associate Members Present:	Sue Middleton
Officers Present:	Teresa Dee (Clerk)
In Attendance:	Rob Allen (Item 5b), Richard Baker, Amy Fellowes (Item 5c), Ros Stephen

	<u>Agenda item</u>	<u>Action</u>
1	<p>Introduction</p> <p>a) Apologies for Absence Apologies for absence received from Sarah Windsor and for late arrival from Alison Frost.</p> <p>b) Declarations of Interest The declarations register was circulated. There were no additional declarations relating to items on the agenda.</p> <p>Prior to the next item the Chair of Governors reported on a procedural matter relating to the Governing Body constitution. The term of office for Alison Frost as a Parent Governor was due to come to an end on 26th March 2017 and the Chair proposed that in order to retain the skills and link with the sixth form college on campus that Alison Frost be appointed as a Co-opted Governor at the end of her term of office and to recruit to the vacant Parent Governor position. There was a further proposal to change the Governing Body constitution to incorporate this change.</p> <p>AGREEMENT - The Full Governing Body agreed to increase the number of Co-opted Governor positions from 8 to 9 with effect from 26th March 2017 and for Alison Frost to be appointed as Co-opted Governor on the same date.</p> <p>ACTION - Instrument of Government to be amended to incorporate the additional Co-opted Governor position.</p> <p>Note - Item 5c was taken next followed by item 5b. The minutes are recorded in original agenda order.</p>	
2	<p>Last meeting Dated 12th December 2016</p> <p>a) Approval of Minutes The Full Governing Body reviewed and approved 4 pages of minutes from the meeting held on 12th December 2016. The Chair signed the minutes as confirmation of their accuracy.</p> <p>b) Matters Arising Not Included Elsewhere on Agenda The actions arising schedule was reviewed. All actions were either complete or in hand.</p>	
3	<p>Chair's Update</p> <p>The Chair of Governors advised that she was meeting with the Headteacher on a fortnightly basis on a Thursday and that if Governors wished to meet with her the booked dates could be checked with the Headteacher's PA.</p> <p>At the last strategy meeting Governors were introduced to a personality test based on the Myers-Briggs principles that they completed individually. The Chair presented the results that demonstrated a broad range of personality types making for a well balanced board.</p>	

<p>4</p>	<p>Headteacher's Report The Headteacher presented his report to Governors on an assumed read basis highlighting the following points:</p> <p>Raising Standards and Achievement</p> <ul style="list-style-type: none"> • Year 11 predictions within the report. Data summaries to be updated over next few days. • Successful sporting year for the School. <p>Improving the Quality of Teaching, Learning and Assessment</p> <ul style="list-style-type: none"> • Governors carried out a work scrutiny at the last business meeting and saw an improvement in feedback. <p>Personal Development, Behaviour and Welfare</p> <ul style="list-style-type: none"> • Covered in deep dive reporting for meeting under 5a - c below. <p>Leadership & Management</p> <ul style="list-style-type: none"> • Admissions for September in the local press, 57 students in the shared catchment area did not get a place in the catchment. This was more than usual and at a level that the two schools could not accommodate should appeals be successful. • Robert Smith had been recruited as the Business Manager to replace Ros Stephen who would be retiring in the summer term. • The structure of the teaching school board would include the five Headteachers, two primary colleagues and a Local Authority representative. <p>ACTION - Circulate the full board structure for the Teaching School to Governors.</p>	<p>RBr</p>
<p>5</p>	<p>School Development Item - Personal Development, Behaviour & Welfare a) Attendance Team Report</p> <p>Note - Item 5a was taken after item 8a.</p> <p>Richard Baker presented the attendance data to Governors advising of the following:</p> <ul style="list-style-type: none"> • Overall attendance at 94.4% though considerably less for pupil premium students which was a concern. • The clear message being made was that attendance impacts on attainment. • Students with poorer attendance generally have lower engagement and aspiration and this aspect was receiving targeted intervention with quality first teaching and engagement experiences. • Persistently absent pupils were those with less than 90% attendance, which was about 14% of the cohort, in line with national averages. • A grant application had been submitted to pay for additional support days from the educational welfare officer. • The School was 4th in the authority on attendance but the Local Authority was in 129th position out of 150. • An attendance action plan had been implemented focussed on raising the profile of the issue through student voice groups, staff intervention and parents evenings and this was starting to impact. Year 8 and 9 improved by 66%. <p>Governors asked whether attendance was gender related and were advised that levels were similar across boys and girls. There was a further question about recording of lates and the response was that punctuality was also looked at and was not a major concern.</p> <p>ACTION - Governors requested an update report on punctuality at the next meeting.</p> <p>b) Alternative provision Available for Vulnerable Students to reduce the Level of Fixed Term Exclusion Richard Baker introduced this item with a reminder to Governors that the School had in the previous academic year experienced an increase in the number of days lost through exclusion. Information was provided via a power point of the actions taken to address the situation and the resulting impact of these actions during the current year to date.</p> <ul style="list-style-type: none"> • Fewer exclusion sessions and occasions. 	<p>RBa</p>

	<ul style="list-style-type: none"> • 80% male and 71% pupil premium students. • 31 students with exclusions, 11 of which who had been excluded more than once. • Significantly higher level of permanent exclusions across the city in Autumn 2017 term due to reduced alternative provision for those at risk. Schools were working together as much as possible agreeing managed moves between them. • City wide the School's exclusions were considerably lower and in line with national. • Current issues with a group of year 11 students who were negatively impacting on others and with some 16/17 year olds with drugs not from the school hanging around the gate. <p>Governors asked questions around the following areas:</p> <ul style="list-style-type: none"> • Types of unacceptable behaviour being experienced. • Behaviour pattern at primary school of those excluded. • Alternative provisions available. • Supportive measures for social emotional and mental health (SEMH) needs. • Managed moves into Dorothy Stringer from other Schools. <p>The following information was provided in response to Governors' questions:</p> <ul style="list-style-type: none"> • The majority of exclusions were for verbal abuse or threatening behaviour. • For some students there is a history of behaviour issues from year 6 and support for these children starts from day one. • The PRU and Homewood College were alternative provisions and there was an option to buy tutoring. The School had two allocated spaces at the PRU. In other Local Authorities particularly in London there was a high level of alternative provisions. • CAMHS were the main provider of support for SEMH needs and with this service being in demand a high threshold was required for children to gain support. Other family support services were available but reductions were being seen in these • The School had a high success with students admitted through managed moves. There had been three transfers in during the year. <p>5.12pm - Alison Frost arrived at the meeting.</p> <p>Rob Allen provided Governors with a hand out of the SEMH interventions in place for 2016/17, which includes a number of creative ways of engaging students. In addition there had been an increase in communication around individual students focussing on the positives providing strategies to prevent escalation of challenging behaviours. For the most at risk students bespoke programmes were being established to enable each individual to have a positive school day and when things went wrong restorative justice was being used as an alternative to traditional sanctions. Three students were on 12 week intensive support as a trial and what was noticed was that whilst all were engaged in the programmes they all wanted to return to class. Governors were able to see the effectiveness on the intensive support programmes through case studies that were provided for each of the students on it.</p> <p>c) Form Tutor Resources Amy Fellowes presented Governors with an overview of the types of resources that she had created for form tutors to use with their groups. Governors were impressed with both the range and quality of materials available to tutors on a weekly basis.</p>	
6	<p>Business Manager's Report The Business Manager presented her report to Governors on an assumed read basis highlighting the key points and recommendations.</p> <ul style="list-style-type: none"> • Tight budgets remained a concern for the School despite the slight benefit (2.1%) from the revised schools funding formula. The fundraising lead governor advised that a draft fundraising strategy plan was ready for ready for implementation and it was essential that fundraised monies were not used to prop up the school core business. <p>ACTION - Fundraising to be an agenda item for next meeting.</p> <ul style="list-style-type: none"> • Pressures on budget include a 0.5% apprentice levy on teaching salaries, which the Local Authority had decided that School would be responsible for paying out of budget share. It was thought that the School would not be able to use the levy, as the Local Authority was the employer. 	JP/TD

	<ul style="list-style-type: none"> Planned summer premises works with PFI were mainly reactive maintenance projects, such as boiler replacement. The Finance Group of Governors had gone through the Schools Financial Value Standard and proposed the final return for approval, signing and submission. <p>AGREEMENT - The Full Governing Body approved the Schools Financial Value Standard return as presented. It was later signed by the Chair ready for submission to the Local Authority.</p> <ul style="list-style-type: none"> Revised swimming pool hire rates proposed. <p>AGREEMENT - The Full Governing Body approved the swimming pool rates of hire for 2017-18 as presented.</p>	
7	<p>Reports and Recommendations from Governors</p> <p>a) Check of Student Register of Admittance & Attendance Mick Baker advised that he had carried out an audit check of the student registers of admittance and attendance. He mentioned that the Education Welfare Officer was looking after 40 cases over 1 ½ days a week and that she was required to meet weekly with ten Heads of Year.</p> <p>6.30pm Alan Sanders left the meeting.</p>	
8	<p>Policies and Other Documents for Approval</p> <p>a) Policy Schedule and Delegations A revised process and timetable for approving statutory policies and documents had been drawn up by the School and was presented for Governors consideration. The process involved delegation of each document/policy to a named individual or groups of governors who would carry out an overview and approval process on behalf of the Governing Body. Governors considered each line on the schedule that was presented requesting amendments as follows:</p> <ul style="list-style-type: none"> Governors Allowances to Chair of Governors. Staff Discipline, Conduct and Grievance to Jenny Poore and Elaine Stoner. Supporting Students with Medical Needs to Mick Baker and Sue Middleton. Safeguarding to Alison Frost. <p>AGREEMENT - The Full Governing Body approved the delegation of policy approval to named individuals or groups as detailed in the policy schedule provided subject to the above amendments.</p> <p>In addition the School had requested immediate approval to an equality information report and accessibility plan that had been received by the clerk earlier that day. As the Chair of Governors had seen the document it was approved under Chair's actions to enable it to be published.</p> <p>ACTION - Three lead Governors for the equality information report and accessibility plan to review the document and provide feedback to school lead.</p> <p>The Clerk asked whether the process for approval of non-statutory policies would be changed and was advised that this would be covered at a future meeting.</p>	<p>LG, MA, JJ</p>
9	<p>Any Other Business None</p> <p>Meeting ended at 7.11pm</p> <p>Date of next meetings - Strategy on 15th May, Full Governing Body on 10th July.</p>	