

**Meeting of Full Governing Body  
21<sup>st</sup> May 2018  
Training Room  
4.30pm**

**MINUTES**

<b>Governors Present:</b>	Martyn Allen, Mick Baker, Richard Bradford, Emma Farrell, Alison Frost, Les Gunbie, Vanessa Hickey, Reg Hook, Jennifer John, Jenny Poore (Chair), Rosie Reekie, Alan Sanders, Bronagh Shevlin, Elaine Stoner, Derek Swindells
<b>Associate Members Present:</b>	Sue Middleton
<b>Officers Present:</b>	Teresa Dee (Clerk)
<b>In Attendance:</b>	Richard Baker, Andrea Cumming

	<u>Agenda item</u>	<u>Action</u>
	Note - The meeting started at 5.46pm following an informal discussion regards student numbers.	
1	<p><b>Introduction</b></p> <p>a) <b>Welcome</b> Vanessa Hickey and Rosie Reekie were welcomed to their first meeting as newly elected Parent Governors.</p> <p>b) <b>Apologies for Absence</b> Apologies for absence received from Dick Knight.</p> <p>c) <b>Declarations of Interest</b> The declarations register was circulated. There were no additional declarations made.</p>	
2	<p><b>Last Meeting Dated 12<sup>th</sup> March 2018</b></p> <p>a) <b>Approval of Minutes</b> The Full Governing Body reviewed and approved two pages of minutes from the meeting held on 12<sup>th</sup> March 2018. The Chair signed them as confirmation of their accuracy.</p> <p>b) <b>Matters Arising Not Included Elsewhere on Agenda</b> As the last meeting was held on the same day as the school were notified of an Ofsted Inspection some of the items from that meeting had been carried forward to the current agenda. Other items such as the report on school improvement had been superseded following receipt of the Ofsted report.</p>	
3	<p><b>Chair's Update</b></p> <p>The Chair provided an update on business conducted on behalf of the Governing Body relating to the Local Authority's approach to increase pupil admission numbers from 330 to 360.</p> <ul style="list-style-type: none"> <li>• There had been several meetings with the Local Authority focussing on the resources including school buildings to support increased numbers.</li> <li>• Funds had been allocated to the school to support accommodation and resources for a temporary increase in student numbers.</li> <li>• Written correspondence to the Assistant Director Families, Children and Learning had been shared by email with Governors and informal views from Governors and senior leaders had been taken.</li> <li>• The Governing Body had held the position for some time that it did not want to grow the school to ensure that the experience was as good as possible for the young people.</li> <li>• There was also a desire to continue to work with the schools across the city to ensure that all young people get a good experience and there was no wish to take numbers from schools.</li> <li>• Having carried out an analysis of the impact of a permanent 360 PAN there were issues identified regards financials and timetabling which would create challenge and risk to the</li> </ul>	

	<p>quality of provision. Additionally, having expanded to 360 there was still a possibility of students over and above the PAN being admitted through the appeal process.</p> <ul style="list-style-type: none"> <li>The Chair of Governors proposed a temporary increase in the students being admitted for the academic years 2018/19 and 2019/20.</li> </ul> <p><b>AGREEMENT - The Full Governing Body approved a temporary increase in the numbers of students being admitted in academic years 2018/19 and 2019/20 by an additional 30 in each year. There was no desire for a permanent increase in PAN.</b></p> <p>5.57pm - Derek Swindells left the meeting.</p>	
4	<p><b>Headteacher's Update</b></p> <p><b>a) Ofsted Report</b></p> <p>The school leaders gave a presentation on the key Ofsted findings following the section 5 inspection on 13-14 March. There were many positives within the report including the following:</p> <ul style="list-style-type: none"> <li>Stringer Learning Culture worked well in the school and the impact it was having was recognised.</li> <li>No examples of poor behaviour were seen in class during the two day inspection.</li> <li>The overall effectiveness grade in personal development, behaviour and welfare was close to outstanding and would have been if attendance had improved.</li> <li>Inspectors had been impressed with “stringer values” as an alternative to “British values” and it had been clear that students were aware of them.</li> <li>The areas for improvement that had been picked up at the previous Ofsted inspection were no longer present.</li> </ul> <p>The following three areas for identified as requiring some further improvement:</p> <ul style="list-style-type: none"> <li>Inspectors were not convinced that all curriculum leaders were routinely checking progress data despite regular head of department meetings being evidenced in minutes.</li> <li>Some inconsistency around expectations especially in maths and science.</li> <li>Poorer attendance in disadvantaged and special educational needs groups.</li> </ul> <p>The findings were discussed with comments around the following issues/areas:</p> <ul style="list-style-type: none"> <li>The three main findings listed in the report were not a surprise following the schools own self evaluation.</li> <li>The report from Ofsted showed that from a school leaders and governors perspective they knew the school's strengths and areas for improvement</li> <li>The timing of the Ofsted had come at a difficult time, but the school community responded well, and support was good from parents, staff and students.</li> <li>A one day inspection had been expected, and now done the two day inspection had been more satisfying providing a more detailed report on all areas.</li> <li>The issue of perimeter security had not been noted as such an issue as in the previous report possible due to the actions taken to further improve security.</li> <li>The Chair congratulated school leaders on the good outcome and thanked the three governors who had supported her with the Ofsted interview. They were Alan Sanders, Les Gunbie and Emma Farrell.</li> </ul> <p><b>b) Budget Outturn 17/18</b></p> <p>The Headteacher reported that it had been difficult to meet Local Authority time frames for submission of final budget outturn position and next year's budget without a Business Manager and apologise for tabled papers for this and the next item. The papers include a year end budget report with a final outturn position of £194.5k deficit against the licenced deficit of £135.4k. It was noted that accruals had a significant effect on financial performance against budget. A late deduction of 30k accrual for utilities was debited from the budget right at the end of the financial year, this had been unexpected and was credited back shortly after in April in the new financial year. There was also a charge of 22k for the dance floor which the local authority had brought forward into the 2017/18 year. It was further noted that a city wide agreement for teaching staff pay increments of 2% had impacted on staffing spend by an additional £10k.</p>	

	<p><b>c) Budget 2018/19</b> A multi year summary was tabled for this item with the following noted:</p> <ul style="list-style-type: none"> <li>For 2018/19 some accounting changes were being made that would further support financial management controls. This included brining in lettings and school trips to the finance management system (FMS) and implementing automated payroll reconciliation.</li> <li>Improved financial outcome predicted with a small surplus for 2018/19 and the following two years.</li> </ul> <p><b>ACTION - As Governors had not had an opportunity to review the proposed 2018/19 budget in any detail the finance group of governors were tasked with meeting with the outgoing Business Manager who had agreed to do further work to go through the detail and bring back budget for Full Governing Body approval at the meeting in July.</b></p> <p><b>d) General Data Protection Regulations (GDPR)</b> Richard Baker provided an update on the implications for the school and governors on the introduction of GDPR. This had been rolled out to staff so that they were aware of what was needed to be done to be compliant. Much of the personal data held by the school was for the core business of school operation but where data was held for other reasons such as alumni express permission was now required. In terms of data safety Governors were asked to be aware of their own use and to use either the SLG or a school email account to access any personal data required for them to operate as school governors.</p> <p><b>ACTION - Consider and recommend more secure ways for Governors to access documents for Governing Body and panel meetings.</b></p>	<p>FIN Grp</p> <p>TD</p>
5	<p><b>Policies and Other Documents Approved or for Approval</b> Mick Baker proposed the general privacy notice and notices for staff and students for approval.</p> <p><b>AGREEMENT - The Full Governing Body approved a general privacy notice, a privacy notice for staff and a privacy notice for students.</b></p>	
6	<p><b>Any Other Business</b> The Chair thanked those Governors coming to the end of their terms of office for their significant contribution to the School and to the Governing Body. These Governors were Martyn Allen, Emma Farrell, Alan Sanders and Elaine Stoner.</p> <p>Meeting ended at 7.05pm</p> <p>Date of next meeting 2<sup>nd</sup> July 2018.</p>	