



**Meeting of Full Governing Body
25th September 2013
4pm for 4.30pm
School Library**

MINUTES

Governors Present: Mick Baker, Anne Barker, Richard Bradford, Emma Farrell (from 4.50pm), Alison Frost, Vanessa Hollingworth, Jeremy Holtom, Reg Hook, Jennifer John, Nick Lomax, Rosamond Lomax, Jenny Poore, Alan Sanders, Elaine Stoner, Derek Swindells, Marilena Ward

Officers Present: Richard Baker, Teresa Carter (Clerk), Andrea Cummings (for item 4a), Sue Middleton, Ros Stephen

Agenda Item

Action

1 Introduction

a) Apologies for Absence

Apologies had been received from Emma Farrell regarding her late arrival at the meeting. All other Governors were present.

b) Governor Resignation

Governors were advised of the resignation of Brenda Davis as a Governor due to work commitments. Jeremy Holtom was welcomed to his first meeting as elected staff governor.

c) Declarations of Interest

Forms were available for Governors to complete with any declarations of interest for 2013/14. There were no declarations of interest in respect of items on the agenda.

2 Annual Elections

a) Chair of Governors

There had been one nomination prior to the meeting for Derek Swindells to be appointed Chair of Governors, further nominations were invited at the meeting.

AGREEMENT - In the absence of any other nominations or objections the Full Governing Body appointed Derek Swindells as Chair of Governors for one year.

Derek Swindells was thanked for the work he had undertaken and his courage and vision for the School and Governing body

b) Vice Chairs of Governors

There was a proposal for the appointment of two vice chairs each with distinct roles and that Jenny Poore and Rosamond Lomax should be appointed to these positions.

AGREEMENT - In the absence of any other nominations or objections Rosamond Lomax and Jenny Poore were both appointed as Vice Chair of Governors for one year.

ACTION - Clerk to review the standing order document and to make appropriate amendments to reflect the appointment of two Vice Chair of Governors.

TC

3 Last Meeting dated 9th July 2013

a) Acceptance of Minutes

The Full Governing Body reviewed and approved five pages of minutes from the meeting held on 9th July 2013. The Chair signed them as confirmation of their accuracy.

b) Matters Arising from Meeting not Included Elsewhere on Agenda

- **Chairs Performance** - The Full Governing Body were keen to have a process in place for a review of the Chair of Governors performance.

ACTION - Clerk to put together a proposal for process for the review of the Chair of Governors performance. Proposal to be considered at the next meeting of the Full Governing Body.

TC

- The Chair advised why a decision had been taken not to proceed with the Governor workshop in autumn term.

4.50pm - Emma Farrell arrived at the meeting

4 Strategic Items

a) School Performance 2012/13 and Priorities for 2013/14

Andrea Cummings presented her report on the school outcomes from 2012/13 with some additional up to date information included. The following points were particularly noted:

- The school had a history of excellent achievement; focus had been given to ensuring that all children made good progress.
- 72% of the year 11 pupils achieved 5 GCSE's including English and maths at grade c or above representing a 5% increase on the previous year. Target for the year based on the Fischer Family Trust level B (FFTB) was 76%.
- Progress measured by levels achieved met the FFTB targets for both English and Maths and were an improvement on previous years. The rise in English progress from 70% to 78% was particularly pleasing.
- Early investigation was planned to address the issue of why a number of pupils were achieving either English or Maths at grade C or above but not both subjects.
- A significant improvement (11%) in the attainment had been seen for those pupils eligible for pupil premium funding. This group included over 50 pupils. 33 of these pupils were included within the free school meals eligible group and they achieved at 10% higher than the previous year.
- Improvements seen were attributed in part to the use of the war board, which provided children with a visual stimulus for

achievement and ambition. This successful strategy would be extended to include all year groups.

- It was noted that current debates regarding the claimed advantages of teaching pupils of mixed abilities together might in fact have a demotivating effect on less able children, Governors were advised that this had not been the case for Dorothy Stringer pupils.
- Governors were advised that both English and Science would be focus subjects for 2013/14. The accuracy of prediction of pupil outcomes in English required improvement and following below expected results in all science options there would be changes in lesson structure and an assessment focus.
- FFT targets for 2014 5 GCSE passes at c or above were 81% for FFTD and 77% for FFTB.
- Governors were shown graphs that demonstrated good progress in English maths and science and forecasts indicated that the current year 11 were on track. Further data would be available at the end of the term.

The leadership team were congratulated on the improvements evidenced in the 2013 GSCE results and asked to pass this to the whole school team.

The Headteacher provided Governors with a final copy of the schools strategic priorities document for 2013/6 and the raising attainment plan (RAP) for 2013/14 highlighted with the key priorities for the year (page 2 of RAP). Priorities were grouped under the five Ofsted criteria. Consideration was being given as to whether this RAP provided the most appropriate framework for consideration and delivery of priorities. Governors' attention was drawn to the RAP section relating to Governance. There was a request for summary of the abbreviations used to be included in the RAP.

b) Constitution of Governing Body

The Chair introduced this item by reminding Governors that the constitution regulations for Governance had changed from 2012 and that whilst Dorothy Stringer's Governing Body was constituted under the older 2002 regulations there was no requirement to change the current structure that had been based on a "stakeholder" model.

It was noted that in June 2014 a large number of Governors would reach the end of their terms of office and that this presented an urgent need to give consideration to succession planning, by assessing the number of governors considered necessary to discharge statutory duties, the values to be gained from "stakeholder" or other models and a methodology for facilitating the retention of the skill and commitment of those Governors whose terms of office are due to end. Governors were reminded also of the commitment to reviewing effectiveness of their committee framework established in September 2012, and that this might usefully be carried out in conjunction with the consideration of issues relating to succession planning. The following comments were made by Governors:

- All Governors need to have information around school performance.
- Governors had three key strategic functions, which could be achieved in a different way to the current five committee

structure.

- With over 20 formal meetings during the year and only 39 school week there was potentially a burden on leadership time.
- The use of smaller task groups had proved successful at Dorothy Stringer.

AGREEMENT - Governors agreed that the election and appointment of new governors should be put on hold until there was clarity on what the governing body structure was likely to look like in 2014/15.

AGREEMENT/ACTION - The Clerk along with one of the Vice Chairs to lead a small task group to undertake a review of the current Governance structure, to seek views from others and to propose any changes at the next Full Governing Body meeting

TC/JP

6pm - Jenny Poore left the meeting

5 Confirm Committees and Governor Responsibilities for 2013/14

a) Committee Membership

Governors' individual preferences for committee membership had been provided to the Clerk.

ACTION - Clerk to distribute the committee membership list to all by email.

TC

b) Evaluation Groups

The existing school self evaluation meetings would take place and the linked Governors would be invited to attend. One or two governors were required to link to each of the four areas being achievement, behaviour and safety, leadership and management and teaching and learning.

AGREEMENT - Current arrangements of SEF groups to continue though it was noted that one Governor linked to behaviour and safety had left the Governing Body.

c) HT Review Panel

AGREEMENT - Membership of the Headteacher review panel, other panels and link governors was undertaken with the following changes agreed:

- Vanessa Hollingworth to child protection
- Alison Frost and Jennifer John to special educational needs and disability.
- Teresa Carter to training and development

6 Policies and Other Documents for Approval

a) Scheme of Delegation

AGREEMENT - The Full Governing Body approved the current scheme of delegation without amendment for 2013/14

b) Pay Policy

Governors were advised of the process and communication that had led to the proposed pay and appraisal policies. It was noted that model local

authority policies had been used with some additions that had been discussed with the unions. The policies were clear in setting out the expectations of teachers and what is required to achieve a pay increment. Governors discussed the arrangements should an appeal be lodged and it was noted that training would be beneficial to Governors.

AGREEMENT - The Full Governing Body approved both the pay and appraisal policies as presented. It was further agreed that recommendation on pay progression and appeals would both lie within the responsibility of Human Resources Committee.

c) Standing Orders and Code of Conduct for Governors

Both documents had been provided in advance of the meeting as a reminder to Governors. Some updating may be required following the Governance structure review.

7 Any Other Business

None

Meeting ended at 6.19pm

Date of next meeting 9th December 2013

Actions from FGB 25th September 2013

Action Agreed

Clerk to review the standing order document and to make appropriate amendments to reflect the appointment of two Vice Chair of Governors.

By Who

TC

By When

Immediate

Clerk to put together a proposal for process for the review of the Chair of Governors performance. Proposal to be considered at the next meeting of the Full Governing Body.

TC

December
2013

The Clerk along with one of the Vice Chairs to lead a small task group to undertake a review of the current Governance structure, to seek views from others and to propose any changes at the next Full Governing Body meeting

JP TC

December
2013

Clerk to distribute the committee membership list to all by email.

TC

Immediate