

**Meeting of Full Governing Body  
8<sup>th</sup> July 2019  
Training Room  
4.30pm**

**MINUTES**

<b>Governors Present:</b>	Mick Baker, Richard Bradford, Jane Dickson, Alison Frost, Les Gunbie, Vanessa Hickey, Reg Hook, Jennifer John, Dick Knight, Jenny Poore (Chair), Rosie Reekie, Bronagh Shevlin, Haydn Stride, Derek Swindells
<b>Associate Members Present:</b>	Sue Middleton
<b>Officers Present:</b>	Teresa Dee (Clerk)
<b>In Attendance:</b>	Matt Hillier, Rob Sandercock

	<u>Agenda item</u>	<u>Action</u>
	<p><b>Pre Meeting Items</b>  <b>Climate Change and Environment - Introduction</b>            Prior to the meeting Governors were invited to have a tour of the school to see the biodiversity projects on school site. This was followed by a presentation from Rob Sandercock on climate change and biodiversity curriculum and activities in school.</p> <p><b>Dolawen - The Video</b>            Governors watched a video promoting Dolawen the school's own outdoor activity centre featuring school students, staff members and governors.</p>	
1	<p><b>Introduction</b></p> <p>a) <b>Welcome</b>            Matt Hillier the appointed Headteacher from 1<sup>st</sup> September was welcomed to his first Governing Body meeting. Introductions were made round the table.</p> <p>b) <b>Apologies for Absence</b>            All Governors present at the meeting.</p> <p>c) <b>Declarations of Interest</b>            The declarations register was circulated. There were no declarations made relating to agenda items.</p>	
2	<p><b>Last Meeting Dated 20<sup>th</sup> May 2019</b></p> <p>a) <b>Approval of Minutes</b>            The Full Governing Body reviewed and approved five pages of confidential minutes from the meeting held on 20<sup>th</sup> May 2019. The Chair signed the minutes as confirmation of their accuracy.</p> <p>b) <b>Matters Arising Not Included Elsewhere on Agenda</b>            Fundraising - A job specification for a fundraising role had been developed and there was potential for an internal candidate to fill the role without additional expenses.</p> <p><b>ACTION - Fundraising role description to be circulated to Governors interested in supporting with fundraising initiatives.</b></p>	RD
3	<p><b>Chair's Update</b>            The Chair provided an update on activities on behalf of the Governing Body since the last meeting.</p>	

	<p>In addition to the usual support meetings with the Headteacher the Chair had taken part in the panel delegated to make decisions following relating to the site team consultation. A revised site structure would be in place for September without the need for compulsory redundancies.</p>	
<p><b>4</b></p>	<p><b>Headteacher's Report</b> The Headteacher's report was presented by school leaders on an assumed read basis highlighting the key issues.</p> <p><u>Raising Standards and Achievement</u></p> <ul style="list-style-type: none"> <li>• Two unusual factors had impacted on year 11 projected outcomes being the lower prior attainment of the group and a large number of school non-attenders. 16 year 11 students had less than 50% attendance with 5 having not attended at all during the year.</li> <li>• Taking the non-attending students out of the data the progress 8 score was looking very positive at +0.3. With the non-attenders included the progress 8 score was still positive.</li> <li>• Early entry into French GCSE impacted on the Ebaac score for year 11.</li> <li>• Three data collections a year with the latest not going to parents. Governors asked about the accuracy of predictions and were advised that the school had three years of very accurate forecasts.</li> </ul> <p><u>Improving the Quality of Teaching and Learning Assessment</u></p> <ul style="list-style-type: none"> <li>• Ofsted inspection framework changes mainly impacted on the quality of teaching section of school improvement.</li> <li>• It was expected that there would be around 50 students with education and health care plans at the start of 2019/20.</li> </ul> <p><u>Personal Development, Behaviour and Welfare</u></p> <ul style="list-style-type: none"> <li>• Discussions with the Cullum Centre were continuing with a slow down on progress as the proposed cohort did not quite match Local Authority expectations.</li> <li>• Attendance impacted by the climate change march by about 0.75%. Even with this the school were at a level in line with the previous year. Governors asked for clarification of the school's position on absence as part of the climate change march and were advised that the absence could not be authorised but with parental permission students were not prevented from leaving school. Students were being encouraged to get involved in activities or make personal changes that would be a positive impact on the environment.</li> <li>• Fixed term exclusions remained low due to the in house alternatives. One permanent exclusion during the year.</li> <li>• Looked after children data included within the report, individual progress noted.</li> <li>• School involved with a BME project with 20 students involved.</li> </ul> <p><u>Leadership and Management - Strategic Priorities and Projects</u></p> <ul style="list-style-type: none"> <li>• School places for year 7 entry currently at 360 being 30 above the published numbers. Appeals currently in process so final numbers unknown. Larger classes likely to continue into year 7 and 8.</li> <li>• School fully staffed with teachers from September 2019.</li> <li>• Governors asked about progress with the improvements to premises to accommodate additional students are were advised that a science lab was being installed over summer along with four temporary class blocks near reception ready for September. Reliance on PFI company to get power connected in a narrow window of time. Approval from Local Authority for fencing and gating to improve security of site however it was pulled out of planning for an arborist report on trees on the border of school premises. Toilet refurbishment on hold as it was found that drainage capacity insufficient for additional use. There were complexities over the capital expenditure approval that was slowing down progress generally on capital investment to accommodate additional capacity. The money remained ringfenced for the school and the local officers working with the school had been very supportive.</li> </ul>	

<b>5</b>	<p><b>School Development Area - Leadership and Management</b></p> <p><b>a) Self-Evaluation 2018/19</b> The self-evaluation document had been circulated to Governors in advance of the meeting. It had been written with evaluations under the headings:</p> <ul style="list-style-type: none"> <li>• Quality of Education - Intent, Implementation and Impact - Overall assessment grade 2+</li> <li>• Behaviour and attitudes - Overall assessment grade 2+</li> <li>• Personal development - Overall assessment grade 1-</li> <li>• Leadership and management - Overall assessment grade 1-</li> </ul> <p><b>b) School Development Priorities 2019/20</b> School leaders introduced the proposed key priorities for school development summarised within the plan circulated to Governors. It was noted that these were subject to possible amendment following GCSE results and input from incoming Headteacher.</p> <ul style="list-style-type: none"> <li>• Senior leadership team had been keen to write a curriculum intent document and had been planning it for a while. Sections on intent, implementation and impact as defined under Ofsted's new framework had been incorporated into the document.</li> <li>• Clear messages coming through from Ofsted from their new framework including the working up of a curriculum together with teachers and an understanding of the reasons behind why it has been designed in a particular way.</li> <li>• Ofsted to use deep dives to replace lesson observations in English and maths and any other subjects identified for closer scrutiny. Looking for consistency of implementation and messages from teachers.</li> <li>• Curriculum refined at the school so that all involved in its delivery understood it. School leaders did not think that a framework was needed to fit all subjects, but key elements required in an overall plan.</li> <li>• Four inset days planned with the themes coming out of the Ofsted framework and subject specifics.</li> <li>• Overall learning behaviours developed by a working party to promote learning across the school.</li> <li>• For the first time attainment levels would not be recorded at key stage 3 at the school.</li> <li>• Working group looked at what assessment used for, what intervention, what reporting to parents. Standards for what expected in all lessons developed.</li> <li>• Formative assessment took place in class all the time and two groups had been looking at strategies. It did not allow to track progress overtime. A return to summative assessment required.</li> <li>• Going to have two assessment points in key stage 3, the tests would look different in each subject area.</li> <li>• Scores given to students to rank them using key stage 2 data as a starting point.</li> <li>• The school would look at relative percentiles and where students ranked at each data collection point. Students in the bottom 10% of each year group and class would have interventions.</li> <li>• Some practical subjects would not be measuring percentiles and hold standardised tests in year 7 and year 8. Tracking by formative assessment only.</li> </ul> <p><b>Governors comments and questions</b></p> <ul style="list-style-type: none"> <li>• Interested in the opportunities of different approaches for different subjects.</li> <li>• Assessment seems to be result driven rather than people driven, didn't see how new process would aid discussions on individuals.</li> <li>• One of drivers at school is that each student treated as an individual and known.</li> <li>• Concern about previous high attainers that might make very small steps and would appear to not be making progress relative to their peers</li> <li>• Ranking is relative, it does not tell you if student making progress.</li> <li>• How will you know whether assessment working?</li> <li>• Ofsted initiative?</li> </ul>	
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6	<p><b>Business Manager’s and Business Group Report</b> The Business Manager provided a verbal update in addition to the notes from the business group meeting.</p> <ul style="list-style-type: none"> <li>• Audit outcome report recently received with an overall partial assurance judgement which appeared to be mainly due to the findings on liability insurance for contractors.</li> <li>• Term time only liability on method of holiday calculation to be passed to schools on to schools. Estimated liability £20k for current year with additional back pay over a number of years. The Local Authority had agreed to pay half of the back pay liability.</li> <li>• External accounts relating to school private funds had come back from auditors.</li> </ul>	
7	<p><b>Other Reports from School/Governors</b> a) <b>Safeguarding Audit</b> The safeguarding lead governor explained the audit process to governors.</p> <ul style="list-style-type: none"> <li>• 74 of the audit criteria judged “good” marked green, * amber areas and no red,</li> </ul>	

	<ul style="list-style-type: none"> <li>Highlighted from the audit were the benefits of security fencing, coloured lanyards for different levels of checks and operation compass information on the website.</li> <li>Training on supervision being offered for those staff wanting it. Supervision section training being offered.</li> <li>1000 students had completed as safe and well at school survey (SAWSS), The school had come out well in comparison with other school in a number of areas.</li> </ul> <p><b>ACTION - SAWSS survey overview at autumn meeting.</b></p>	<b>SLT</b>
<b>8</b>	<p><b>Policies and other Documents Approved under Delegation or for Approval</b></p> <p><b>a) Equality Information and Objectives - Approval</b> The lead governor for equalities recommended the equality information and objectives report for approval.</p> <p><b>AGREEMENT - The Full Governing Body approved the equality information report and objectives as presented.</b></p> <p><b>b) Grievance Procedures - Updated Version from LA for adoption</b></p> <p><b>AGREEMENT - The Full Governing Body approved the adoption of the revised local authority model grievance procedures.</b></p> <p><b>c) Health &amp; Safety Policy - Ratify</b> The health and safety policy had been approved under chair's action and required ratification by the Governing Body.</p> <p><b>AGREEMENT - The Full Governing Body ratified the health and safety policy approved previously by the Chair of Governors.</b></p> <p><b>d) Home School Agreement - For Noting</b> Contents of home school agreement noted.</p>	
<b>9</b>	<p><b>Any Other Business</b></p> <p><b>a) Farewell Dinner</b> Richard Bradford's leaving dinner with Governors booked for 11<sup>th</sup> July.</p> <p><b>b) Vote of Thanks</b> Formal thank you to Richard Bradford for his contribution as Headteacher.</p>	
<b>10</b>	<p><b>Election of Chair and Vice Chair of Governors for 2019/20</b> The Clerk chaired the meeting for item 10. Jenny Poore and Mick Baker stepped out of the meeting whilst the election took place. Nominations had been requested in advance of the meeting with one nomination for Jenny Poore as Chair of Governors and one for Mick Baker as Vice Chair of Governors having been received.</p> <p><b>AGREEMENT - The Full Governing Body elected Jenny Poore as Chair of Governors and Mick Baker as Vice Chair of Governors until the last Full Governing Body meeting of 2019/20.</b></p> <p>Meeting ended at 6.50pm Date of next meeting - 30<sup>th</sup> September 2019</p>	