

**Meeting of Full Governing Board
30th September 2024
4.30pm in School Library**

MINUTES

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| Governors Present: | Mick Baker, Sarah Bakhtiari, Robin Bradshaw, Eleanor Fagan, Matt Hillier, Emma Morey, Bronagh Shevlin, Bridget Taylor (Chair), Eugenie Teasley |
| Officers Present: | Teresa Dee (Clerk) |
| In Attendance: | Andrea Cumming |

| | <u>Agenda item</u> | <u>Acti on</u> |
|----------|--|---------------------------|
| | <p>Pre-Meeting Training and Overview The schools designated safeguarding lead provided an update on safeguarding and child protection processes at the school and delivered the annual safeguarding training to Governors. A questions and answer session followed.</p> | |
| 1 | <p>Introduction</p> <p>a) Welcome The Chair opened the meeting with a welcome.</p> <p>b) Apologies for Absence Apologies for absence received from Catherine Packham. It was noted that James Bennett had decided to step down from the Governing Board.</p> <p>c) Declarations of Interest The declarations register was included within the meeting papers. There was a query regards the charitable trusts linked to the school that were named on the register. To clarify it was advised that there was one in relation to the Dolawen Outdoor Centre (Stringer Trust) and another related to the Diamond Fund (Dorothy Stringer School Fund).</p> <p>ACTION – Amend the Governors’ declarations register to record the correct charitable trust names.</p> <p>There was comment that funds raised from a staff 5k run were going towards running of the Dolawen Outdoor Centre, with a query on whether this was a conflict of interest. The opinion was that fundraising by staff members would not constitute a conflict of interest.</p> | TD |
| 2 | <p>Last Meetings Dated 8th July 2024</p> <p>a) Approval of Minutes The Board reviewed and approved five pages of minutes from the meeting held on 8th July 2024. The Chair signed the minutes as confirmation of their accuracy.</p> | |

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| | <p>b) Actions and Matters Arising Not Included Elsewhere on Agenda The actions schedule was reviewed. Risk register postponed to the October meeting.</p> <p>Note - Item 7b was taken next. The minutes are written in original agenda order.</p> <p>5.04pm – Giles Ward left the meeting.</p> <p>5.04pm - Andrea Cumming stepped out of the meeting for item 3</p> | |
| 3 | <p>Chair's Update Discussion under this agenda item has been recorded under supplementary confidential minutes.</p> | |
| 4 | <p>Head's Report /Update Before presenting his report to Governors the Headteacher introduced a Local Authority engagement exercise on proposed changes to secondary pupil admission numbers (PAN). It was noted that the proposal was that Dorothy Stringer reduced to a PAN of 300 from 2026 with a further reduction to 270 from 2030, current PAN 330.</p> <p>Alongside the proposed reduction in school PAN across the city the council had been looking at different models for catchment areas. Models A , B and C had been provided within a PowerPoint that Governors considered. Issues of transport , parental preferences, lottery system, wide curriculum delivery and federation were raised and discussed.</p> <p>The engagement exercise would be shared publicly later in the week. A meeting for Chairs of Governors was also being held , The Local Authority Governor asked to attend this in addition to the Chair.</p> <p>The Headteacher presented his report to Governors in the agreed standard format highlighting the following:</p> <ul style="list-style-type: none"> • No progress measures for the current year 11 as they had not completed SATS at the end of key stage 2. Current prediction of 51.17 for attainment 8 measure based on the final year 10 data drop. • School numbers around 1646 with census day later in the week when funding levels determined for the next year. • The Environment Centre had been converted to an alternative curriculum space and renamed the Foster Centre. • The canopy over the canteen did not go ahead due to mains water , electricity and waste running where foundations were to be located. Unfortunately this was not picked up on the survey and was only found once digging had commenced. The works were now scheduled to start at Easter with summer completion. • The music block suspended ceilings and air conditions had been installed. • A letter had been sent to the Local Authority regards the outstanding resource provision application originally agreed back in 2019. • Attendance still an area of concern running at 92.98 overall to date. Year 7 had a good start with 97.20 attendance. | |
| 5 | <p>School Development</p> | |

a) GCSE Outcomes

Andrea Cumming presented the GCSE results PowerPoint to Governors covering the following.

- The outgoing year 11 had been a challenging year group with lower predicted outcomes on previous years. 5% of students took less than five of the progress eight qualifying subjects, with many just taking maths and English. 19 of the year group attended less than 50%.
- Results were down on the previous year but not unexpectedly and compared to national averages the data was positive.
- The current estimated progress 8 score based on two sources (FFT and 4Matrix) was +0.03 better than expectations., This might improve further once final national data had been released.
- Maths had performed very well at +0.2 progress 8. English at +0.01.
- EBacc performance was strong at +0.18, It was the open bucket that was the problem for the school at -0.23 having been affected by those students who had taken less than the required number of qualifications.
- For grade 5+ in English and Maths the school was almost in the top quintile of schools nationally which was a good outcome for the cohort.
- Each department's results had been analysed in detail, an example of one department was provided.
- Examples of individual high performing students in terms of attainment and progress were provided.
- One seriously ill student had been unable to sit any exams but with an application under the equality act it had been possible to award them grades based on mock exam results.
- There had been a higher number of disqualifications than previously, notably for use of mobile phones.
- Disadvantaged students with good attendance had achieved a solid set of GCSE grades.
- A detailed document had gone out to parents explaining the process for remarking. 86 reviews for marking had been submitted , with around half completed so far resulting in seven grade increases.

Following from the GSCE outcomes detailed subject reviews would be completed as had been done for many years. The departments would do a detailed question level analysis to identify any questions that had not been answered well highlighting areas that needed to be covered better within teaching.

Governors congratulated the school team for a good set of results for what was a more challenging cohort.

b) School Priorities

Not covered

6 Budget Monitoring Report

The budget monitoring report for August and covering commentary was noted.

| 7 | <p>School Policies</p> <p>a) Policy Schedule - Agree Approval Delegations Level and Frequency</p> <p>AGREEMENT - The Full Governing Board approved the proposals for delegated approvers and frequency of review of policies as outlined on the schedule presented.</p> <p>b) Safeguarding/Child Protection Policy</p> <p>AGREEMENT - The Full Governing Board approved the Child Protection & Safeguarding Policy as presented.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 8 | <p>Governance</p> <p>a) Instrument of Government The instrument of government was reviewed - No changes required.</p> <p>b) Governance Structure, Roles and Responsibilities The current structure of governance was reviewed and updated for the year as follows:</p> <table border="1" data-bbox="135 918 1380 2027"> <thead> <tr> <th><u>Dorothy Stringer - Governor Responsibilities</u></th> <th><u>2024/5</u></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td><u>Business Group</u></td> <td>Mick Baker, Rob Bradshaw, Bridget Taylor, Eugenie Teasley, Matt Hillier</td> </tr> <tr> <td><u>Pay Panel</u></td> <td>Mick Baker, Rob Bradshaw, Bridget Taylor, Eugenie Teasley, Matt Hillier</td> </tr> <tr> <td><u>Headteacher Appraisal Panel</u></td> <td>Bridget Taylor , Emma Morey, Sarah Bakhtiari</td> </tr> <tr> <td><u>Nominations Panel</u></td> <td>Matt Hillier, Bronagh Shevlin, Mick Baker, Catherine Packham</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td><u>Link Governors - Statutory Areas</u></td> <td></td> </tr> <tr> <td>Safeguarding</td> <td>Eleanor Fagan, Sarah Bakhtiari</td> </tr> <tr> <td>Careers Education</td> <td>Eugenie Teasley</td> </tr> <tr> <td>Human Resources/Panels</td> <td>Rob Bradshaw</td> </tr> <tr> <td>SEND Provision & Progress</td> <td>Catherine Packham</td> </tr> <tr> <td>Looked after Children</td> <td>Eleanor Fagan, Sarah Bakhtiari</td> </tr> <tr> <td>Health & Safety</td> <td>Mick Baker</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td><u>Link Governors - Curriculum Areas</u></td> <td></td> </tr> <tr> <td>STEM - Maths & Science</td> <td>Emma Morey</td> </tr> </tbody> </table> | <u>Dorothy Stringer - Governor Responsibilities</u> | <u>2024/5</u> | | | <u>Business Group</u> | Mick Baker, Rob Bradshaw, Bridget Taylor, Eugenie Teasley, Matt Hillier | <u>Pay Panel</u> | Mick Baker, Rob Bradshaw, Bridget Taylor, Eugenie Teasley, Matt Hillier | <u>Headteacher Appraisal Panel</u> | Bridget Taylor , Emma Morey, Sarah Bakhtiari | <u>Nominations Panel</u> | Matt Hillier, Bronagh Shevlin, Mick Baker, Catherine Packham | | | <u>Link Governors - Statutory Areas</u> | | Safeguarding | Eleanor Fagan, Sarah Bakhtiari | Careers Education | Eugenie Teasley | Human Resources/Panels | Rob Bradshaw | SEND Provision & Progress | Catherine Packham | Looked after Children | Eleanor Fagan, Sarah Bakhtiari | Health & Safety | Mick Baker | | | <u>Link Governors - Curriculum Areas</u> | | STEM - Maths & Science | Emma Morey | |
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| Safeguarding | Eleanor Fagan, Sarah Bakhtiari | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Languages - French and Spanish | Sarah Bakhitari | |
| Creative & Technology - Drama, Art and Music, DT, Computing | Bronagh Shevlin | |
| Humanities - Geography/History and RS | Rob Bradshaw | |
| Literacy - English and library | Catherine Packham | |
| Physical Education PE and Dance | Bridget Taylor | |
| SEND - SEND work in SR3 and across the school | Catherine Packham | |
| Pastoral - Year Groups/HoYs/Safeguarding | Eleanor Fagan | |
| Support Staff - Admin | Mick Baker | |
| <p>c) Governors Code of Conduct</p> <p>AGREEMENT - The Full Governing Board agreed to adoption of the National Governors Association code of conduct.</p> <p>d) Governance Evaluation - Agree Process & Timing Consideration was given to the process of governance evaluation. It was felt that the timing would be best suited to the spring term one meeting once the process of skills audit and diversity monitoring had been completed and reviewed by the nominations panel.</p> <p>e) Governors Training Log The Governors training log for summer 2024 was noted. Governors were advised to complete the recommended training.</p> <p>f) Other Housekeeping Governors were reminded to complete housekeeping tasks by half term. All forms included within the meeting pack.</p> <ul style="list-style-type: none"> • Declarations • Diversity Monitoring • Skills Audit | | |
| <p>9 Any Other Business</p> <p>a) Governor Vacancies The vacant position for a co-opted governors was being held open for a young governor as previously proposed by the nominations panel. A parent governor vacancy had arisen following the recent resignation and the staff governor position would become vacant in December.</p> <p>ACTION - Advertise the parent governor vacancy in the newsletter.</p> <p>b) Board Strengthening Exercise</p> | <p>TD/ MH</p> | |

An informal get together of Governors was suggested as a get to know each other opportunity.

c) Smart Phone Usage

Various aspects of safe use of mobile phones, including parental controls and use for homework was discussed briefly. A mobile phone policy was due to the go to Board for approval that would enable the start of a fuller discussion.

Meeting ended at 6.43pm

Date of next meeting - 21st October 2024

Minutes Approved

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