

Meeting of Full Governing Body
6th June 2019
6pm
Headteacher's Office

MINUTES

Governors Present:	William Deighan, Judith Ford, Giovanni Franceschi, Alex Marsh (Chair), Hope McAdam, Emma Warde-Robinson
Officers Present:	Teresa Dee (Clerk)
In Attendance:	Laura Fairbank, Lynn Hill, Gareth Hughes, Andy Roberts, Vicky Thorn

	<u>Agenda item</u>	<u>Action</u>
	Note - The order in which items were discussed was changed. Item 6 was taken after item 4 followed by item 10 and then item 9. The minutes have been recorded in original agenda order.	
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 Julian Benkel, Simon Bowes, Jon Dee, Rob Reed and Ian Rodgers. The Clerk confirmed that the meeting was quorate with six out of eleven governors present.</p> <p>c) Declaration of Interests The declarations register was circulated. There were no declarations made relating to items on the agenda.</p>	
2	<p>Last Meeting dated 14th March 2019</p> <p>a) Acceptance of Minutes The Full Governing Body reviewed and approved seven pages of minutes from the meeting held on 14th March 2019. The Chair signed the minutes as confirmation of their accuracy.</p> <p>b) Matters Arising not Included Elsewhere on Agenda All actions arising that had become due had either completed or were on the agenda for discussion. The careers guidance action item was not due for completion until September.</p>	
3	<p>Chair's Update</p> <p>The Chair of Governors outlined the key items of business for the meeting and provided an update of business conducted on behalf of the Governing Body since the last meeting.</p> <ul style="list-style-type: none"> Two complaints had reached stage 3 of the school's complaints process. Whilst elements of both complaints had been upheld a revision of school policies was not considered necessary as a result of the findings. There had been very sad news about the death of a student at his home. This had impacted on the whole school community and created extra strain on those more closely involved with the student. This had been compounded by press and social media coverage. Additional support had been put in place. The Headteacher advised that internal investigations had not identified any issues that the school should have been aware of and acted upon to avoid such a tragic incident. No evidence that the student had been unhappy had been found and it was noted that his behaviour and attendance records were good. The final part of the inquest into his death was due later in the month. 	

4	<p>Headteacher's Report The Headteacher presented his report to Governors in the agreed format highlighting some key points and picking up actions arising from the previous meeting</p> <p>a) Safeguarding Review A safeguarding review had been completed by the Local Authority lead officer on 24th May. The outcome report was in still in draft, however Vicky Thorn tabled a summary document picking up the key findings and actions from the draft report. Governors took a few minutes to read the summary. The review had gone well and there were a number of positives identified. The actions arising included:</p> <ul style="list-style-type: none"> • Further development of the of role of tutor. • New safeguarding officer post at school with development of the role to provide early help information and signposting. • Training of school based staff in key areas to create specialists and provide greater consistency of advice across the school. • Promotion of a “telling school” ethos to give students confidence to speak up about any concerns however minor they might seem. <p>ACTION - Governors to track actions following the safeguarding review through the lead governor.</p> <p>b) Mobile Device Use Policy Following discussion at the previous Full Governing Body meeting school leaders had worked up a proposal to implement a change to mobile phone use in school. A timeline for change document had been circulated to Governors. Steps taken so far included a survey of 288 students and a consultation with staff on the use of mobile phones to support learning. The leadership view was that restricting mobile use might impact on teaching but that this could be mitigated through use of other technology including the existing chrome book stock. With restricted mobile use the aim would be to improve students' wellbeing and contribute to the world class vision of community, conversation and good relationships. Governors approval was sought to implement the following changes from September 2019:</p> <ul style="list-style-type: none"> • Mobile phones and devices could be brought into school but should not be seen or heard during school hours (8.30am to 3.15pm) or during after school clubs and detentions. • Mobile phone use for trips and residential to be communicated at pre trip meetings. • Failure to follow guidelines would result in confiscation until end of day with a detention issued the next day. • Repeated failure to follow guidelines would be addressed through disciplinary sanctions. <p>Governors commented on the aspect of safety and that students would have access to mobiles when travelling to and from school and also that alternative school devices would be available for use in class. There was support for redirection of a small amount of budget for additional equipment. It was thought that some challenge might arise around students who currently took emotional support from contact with their parents during the school day. It was noted that at primary schools mobile phones were not allowed to be used and that should emotional support be needed from parents this could be built into a individualised support programme. Governors asked about the opportunity for feedback before introduction and were advised that parents would be notified of changes well in advance, that there would be screen free taster days and that any feedback through the Head's office would be welcomed.</p> <p>AGREEMENT - The Full Governing Body approved the proposed changes to use of mobile phones and other devices at school and the timeline for implementation.</p> <p>c) Emerging School Improvement Priorities The Headteacher updated Governors on the emerging priorities as the school approached year three of its school improvement plan to become world class.</p>	EWR
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	<ul style="list-style-type: none"> • Looking at where school had come from there were aspects where it was world class, a focus on spreading this across the school would be a priority. • Fostering parenting within school through the form tutors and teachers. • Planning lessons and more responsive teaching to meet needs of all individual students and checking along the way. • Free up the professionals to use appropriate methodology to be responsive to students. • Teachers to be encouraged to tune into young people and trust in their own instincts. • Need to listen more closely, coaching to help staff understand their parental pedagogy role. • Further building of relationships throughout the school. <p>Gareth Hughes provided an update on the student attainment and progress data.</p> <ul style="list-style-type: none"> • Attainment expected to be similar to the previous year but progress likely to be slightly down partly due to characteristics of the year 11 group being less self-motivated on the whole and a higher percentage of boys. • The number of grade 9 results expected to be below the previous year due to less high prior attaining students at the top end. This would be a key impactor on the progress measure. • The departments subject to raising attainment plans continued to be supported and it was looking like outcomes for history were good and in computing promising. 	
5	<p>School Improvement - Leadership and Management</p> <ul style="list-style-type: none"> • Stakeholder Engagement • Complaints and Compliments <p>The meeting was inquorate for this agenda item, separate notes recorded.</p>	
6	<p>Financial Control - Finance Group Report</p> <p>The Director of Finance and operations provided a summary on behalf of the finance group including the outturn position for 2018/19 and three year budget plan for 2019/20 onwards. Notes from the finance group meetings on 10th May and a 17th May had been made available in advance of the meeting.</p> <p>a) Outturn 2018/19</p> <p>AGREEMENT - The Full Governing Body approved the final outturn position from 2018/19 of £144,412 surplus to be carried forward into 2019/20 financial year.</p> <p>b) Budget 2019/20</p> <ul style="list-style-type: none"> • The three year budget had been prepared taking into account school expansion and continuation of the successful small school within a school model. In year two and three it was not possible to balance the budget with current per student funding. • A pension grant had been incorporated into 2019/20 to cover increased employee pension contributions, there were no certainties that further grants would be received so these had not been included in year two and three. • A summary report highlighted the shortfall in additional income due to school expansion of £49k in 2019/20 rising to £513k in 2021/22. • The Local Authority had recently advised schools of a financial liability relating to term time staff holiday entitlement. Governors were concerned that this appeared to be a central accounting error that schools would need to bear and that this posed a risk as currently the amount of the liability was unknown and had not been incorporated into the budget. <p>AGREEMENT - The Full Governing Body approved a total budget for 2019/20 of £6,926,124 with an in year surplus of £5900 and cumulative surplus of £150.312.</p>	

	<p>AGREEMENT - The Full Governing Body agreed to the submission of the three year budget plan to the Local Authority.</p> <p>c) Scheme of Delegation</p> <p>AGREEMENT - The Full Governing Body approved the scheme of delegation with the financial limits included as requested at the last Full Governing Body meeting.</p>	
7	<p>Governance Matters</p> <p>a) Nominations Committee b) Website Compliance</p> <p>The meeting was inquorate for these agenda items. Separate notes recorded.</p>	
8	<p>School Infrastructure</p> <p>a) Buildings Expansion Group - Update</p> <p>The meeting was inquorate for this agenda item. Separate notes recorded</p>	
9	<p>Policies and Other Documents for Approval</p> <p>a) Accessibility Plan</p> <p>AGREEMENT - The Full Governing Body approved the updated accessibility plan as presented.</p> <p>b) Charging and Remission Policy</p> <p>AGREEMENT - The Full Governing Body approved the charging and remissions policy as presented.</p> <p>c) Complaints Policy There was a discussion regards setting time limits within the complaints policy for complainants to firstly raise a complaint following an incident and secondly for requesting escalation to a further stage in the process with an exception clause included.</p> <p>AGREEMENT/ACTION - The Full Governing Body approved the complaints policy subject to the inclusion of time scales of 90 school days to initially raise the complaint at stage one and 15 school days between each stage. Policy to be amended and brought back to Governors for noting/ratification.</p> <p>d) Grievance Procedures</p> <p>AGREEMENT - The Full Governing Body approved the updated grievance procedures in line with the local authority model document.</p> <p>e) Health and Safety Policy</p> <p>AGREEMENT - The Full Governing Body approved the health and safety policy as presented in line with guidance from the local authority.</p> <p>f) Special Educational Needs Report</p> <p>AGREEMENT - The Full Governing Body approved the special educational needs report as presented and recommended by lead governor.</p> <p>7.30pm - Giovanni Franceschi left the meeting. The Clerk advised that the meeting had become inquorate.</p>	TD

10	<p>Any Other Business</p> <p>a) Appointment of Chair and Vice Chair The Clerk of Governors chaired the meeting for this item. The Clerk had requested and received nominations for the positions of Chair of Governors and Vice Chair of Governors in advance of the meeting. The nominations were for Alex Marsh as Chair and for Julian Benkel and Ian Rodgers as Vice Chair. Alex Marsh left the room whilst the election of Chair process took place.</p> <p>AGREEMENT - The Full Governing Body elected Alex Marsh as Chair of Governors for a two year term ending at the end of the final Full Governing Body meeting of academic year 2020/21.</p> <p>The Chair proposed that Governors appoint two Vice Chairs of Governors for specific areas of support and succession planning.</p> <p>AGREEMENT - The Full Governing Body agreed two Vice Chair positions and elected Julian Benkel and Ian Rodgers to the roles for a two year term ending at the end of the final Full Governing Body meeting of academic year 2020/21.</p>	
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