

Archway School: Full Governing Body Meeting

Minutes of Meeting held on 2nd March 2016

The meeting was preceded by a 30 minute Finance training session during which CB explained various aspects of the school's income.

Present: Colin Belford **CB**, Nigel Cooper **NC** Vic Lewis **VL**, Lesley Ryall **LR**, Anne-Marie Delrosa **AD**, Natasha Rolls, **NR**, Sarah Warner **SWA**, Alan Potter **AP**, John Clarke **JC** Barry Upward **BU**, Clare Hankey **CHA**, Pam Swindell **PS**, Kerry Davies **KD**, Anna Ellis **AE**, Dominic Salmon **DS**

Apologies: Cheryl Wycherley **CW**

1. **Apologies**

Apologies were received and accepted from **CW**

2. **Welcome**

A new Parent Governor, Anna Ellis, was welcomed onto the FGB.

3. **Declarations of Prejudicial Interest**

There were none.

4. **Minutes from previous FGB Meeting and Matters Arising**

The minutes of the previous FGB meeting (2nd December 2015) were accepted as a true and accurate record and signed by the Chair.

Matters Arising

None.

5. **Prevent Briefing**

CH gave a briefing on Prevent Duty (see **appendix at end of minutes**). The teaching staff have undergone recent Prevent Duty training and **CB** agreed that it will be necessary to ensure that the support staff receive this training, too. Ofsted check compliance when they inspect schools.

During the training, the Channel Panel was explained:

- 'Channel' is a key element of the *Prevent* strategy – the Government's counter-terrorism strategy; Channel is the name for the process of identifying and referring a person at risk of radicalisation for early intervention and support. It is a multi-agency approach to protect vulnerable people using collaboration between local authorities, statutory partners (such as education and health organisations, social services, children's and youth services and offender management services), the police and the local community. Channel operates to:
 - Identify people at risk of being drawn into terrorism;
 - Assess the nature and extent of that risk; and
 - Develop the most appropriate support plan for the individuals concerned.

Action: CB will send AL the Channel Panel link so that it can be emailed to all governors

CH was thanked for her useful briefing.

6. **Headteacher's Report**

The Headteacher's Report had been circulated prior to the meeting.

The following points were made in response to various governor queries:

- **CB** pointed out that the Term 3 Y13 progress measure of -0.46 represents an improvement on last year's figure of -0.8. 6th form attendance has improved.
- A new lesson observation form has been developed to take into account the areas of weakness identified in the School Review carried out last December.

- The SLT are to consider a new approach to the setting, tracking and monitoring of homework using an online system called SMHW (**Show My Homework**). At the moment, homework is monitored through random planner checks and other SLT quality assurance procedures.
- A governor raised a concern that issues of inconsistency regarding homework and standards of teaching have been raised a number of times over the past few years. **CB** explained that there is no evidence to suggest that this is the result of non-specialists being used, or age-related factors playing a part. There is, however, more of a correlation with classroom management and teacher well-being issues.
- **CB** gave a staffing update. A governor asked whether the school needed to be more proactive in its recruitment strategy by developing relationships with training colleges or providing incentives to attract strong candidates. **CB** explained that the school does have strong links with teacher training institutions but, increasingly, schools are finding it difficult to recruit, particularly in the core subjects of English, Maths and Science and there are sometimes no candidates at all, despite extensive advertising.
- The intake for 2016 currently stands at 188, which is 27 down on this year's Y7 cohort.

DS distributed his RAISEonline Analysis and drew attention to the potential questions arising in response to the school's 2015 RAISEonline data report. One key issue continues to be the fact that higher ability (male and female) pupils are still performing below the national average and **DS** described the current intervention strategies being used. Since recent school intakes now show that Archway has a changing cohort, with a higher percentage of above national average pupils, it is essential that there is a change of mindset so that high ability pupils are stretched and challenged.

Action: the RAISEonline Report and accompanying analysis will be sent out with the FGB minutes

7. Succession Planning

As **JC** intends to resign as a Parent Governor before the end of the school year, nomination details will be sent out to parents after Easter with the intention of appointing a new parent governor in Term 5. A small FGB working group has revised the letter inviting nominations and produced a new leaflet about the role of the governing body to go out with the letter.

A member of the support staff, Gavin Townsend, was co-opted onto the governing body. His nomination was proposed by **NR**, seconded by **LR** and endorsed by all present. He will begin attending meetings from the start of the school year in September.

A new Vice Chair will be needed to take over from **PS** when she steps down from the role at the end of this school year. The expectation is that whoever takes on the role would do so for one to two years, but would not need to automatically succeed to the Chair's role.

8. Strategic Plan Update

The FGB considered the draft proposal for developing Archway's vision and strategic plan for 2016 -19. There are to be 3 x 2 hour sessions during terms 5 and 6 to support the collaboration of the governing body and senior leaders in developing a vision for the school and a clear three year strategic plan. It was proposed that each governor should aim to attend one of these sessions.

Action: AL will send out dates of the three Strategic Plan development sessions and request attendance.

9. Committee Reports

(Minutes of all the recent committee meetings had been circulated prior to the FGB meeting: additional points below)

Chairs' Group

- No specific points beyond the minutes.

Finance & Staffing Committee

- The independent examination of the school's unofficial funds was recommended for approval by the FGB. This recommendation was accepted and the unofficial funds were approved.
- The completed SFVS form was approved by the FGB.
- **JC** drew attention to the significant financial challenges likely to face the school over the next few years. The committee will be monitoring the projected budget situation on a regular basis.
- DBS checks for all members of the governing body are to be carried out on a rolling programme basis.

Action: AL will ask governors to inform Hazel Morgan and herself if they have had a recent DBS check.

Curriculum Committee

- Key issues from the committee meeting had been dealt within the Headteacher's Report.

Welfare & Discipline Committee

- **NR** reported that the SIMS training, delivered by Damian Barry, had been very useful.
- The committee had explored the rise in permanent exclusions.

IMPACT

- The new governor questionnaires for parents had been distributed at recent Parent Evenings and the process had been successful, giving the governors attending opportunities to engage with parents. SWA will now collate the results

- Pupil Stakeholder Voice interviews are to be carried out in Term 5.

10. Subject Visit Reports

Governors were asked to ensure that their Subject Visit reports are emailed to **PS** before Easter. **AE** has agreed to be the 6th Form Link Governor. A further Link Governor is needed for Art.

11. Pupil Premium Update

No information beyond that included in the Headteacher's Report and the RAISEonline analysis. **LR** will provide an update at the next FGB meeting.

12. Stakeholder Voice

IMPACT

In addition to the Parent questionnaires referred to in item 9, a staff questionnaire from the governing body is to go out shortly. The outcomes of both sets of questionnaires, which will inform the development of the new Strategic Plan, will be discussed at the next FGB meeting.

13. Recent Changes in Government Education Policy/Academy Status Update

CB informed the FGB that he has begun to investigate which multi-academy trusts have a good reputation and are regarded as robust and successful. It was agreed that it would be useful for the governing body to be briefed on possible future options.

Action:AD/CB are to organise a briefing session to update governors on the current position regarding academy status

14. **Health & Safety**
No updates for this meeting.
15. **Governor Training**
Governors were asked to ensure that they complete the online Health & Safety training.
A Safeguarding training session is booked for 16th March.
AD is to attend a Governor Services training session on the Curriculum on 22nd March.
16. **Chairs' Correspondence**
AD recently attended a regional meeting of the National Governors' Association. It had been a very informative meeting, especially with regard to academy status issues and the role of Regional School Commissioners.
17. **AOB**
Governors were reminded to make sure that they always signed the attendance register when visiting school.

The meeting ended at 7.05pm. The date of the next FGB meeting is 4th May, 2016.

Actions

Item 5:Action: CB will send AL the Channel Panel link so that it can be emailed to all governors

Item 6:Action: the RAISEonline Report and accompanying analysis will be sent out with the FGB minutes

Item 8:Action: AL will send out dates of the three Strategic Plan development sessions and request attendance.

Item 9:Action: AL will ask governors to inform Hazel Morgan and herself if they have had a recent DBS check

Item 13:Action:AD/CB are to organise a briefing session to update governors on the current position regarding academy status

AL Clerk to Governors

Appendix 1:

Prevent Briefing for Archway Governors Wednesday 2nd March 2016

Aims of this briefing:

- Understand the Prevent Duty Strategy
- Know who may be vulnerable
- Understand how some people may be able to manipulate young people into committing crimes
- Be clear about what you should do and who you should talk to if you have any concerns

What is Prevent Duty?

Prevent is part of the UK's counter terrorism strategy aimed at preventing young people from becoming involved in terrorism or supporting terrorism perhaps by committing crimes for others. Prevent is a government rolled out programme to make staff in schools front line in helping to prevent young people become involved in terrorist activities.

Each Local Authority has a panel that meets to consider and plan a strategy for any young person that may be vulnerable to terrorism.

Characteristics of young people who may be vulnerable:

Low self-esteem, victimisation, guilt, loss, isolation, social exclusion, fear, lack of purpose, unemployment, immigration, peer pressure, charismatic leader, anger, desire for revenge.

Signs:

Short tempered, new found arrogance, withdrawn, fixated on a subject, change in language or use of words, inappropriate questions, tattoos, use of the internet, want to be known by another name, change of routine.

What to do next:

- NOTICE, CHECK, SHARE
- Contact Designated Safeguarding Lead
- Ring the Helpdesk for your area
- adam.large@gloucestershire.pnn.police.uk
- mathew.morris@gloucestershire.pnn.police.uk
- Channel Panel
- Ring 999