

## Archway School: Full Governing Body Meeting

### Minutes of Meeting held on 2nd December 2015 at 5pm

**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**

**Apologies:** Pam Swindell **PS**, Cheryl Wycherley **CW**, Kerry Davies **KD**, Elvy Johnson **EJ**

#### 1. **Apologies**

Apologies were received and accepted from **PS**, **KD**, **EJ**, and **CW**

#### 2. **Declarations of Prejudicial Interest**

There were none.

#### 3. **Minutes from previous FGB Meeting and Matters Arising**

The minutes of the previous FGB meeting (14<sup>th</sup> October) were accepted as a true and accurate record and signed by the Chair.

##### **Matters Arising**

*Item 10:* **Action: Now that she has undergone training, CH will brief the governing body on the government's PREVENT strategy at a future FGB meeting.**

*Item 14:* Judicium will be carrying out their annual site review on 8<sup>th</sup> December.

*Item 15:* The Finance training due to take place prior to this FGB meeting will be re-scheduled.

#### 4. **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:

- The SLT has received good feedback from staff regarding the motivation, progress and projected attainment of Y11.
- The attainment gender gap between girls and boys is a school priority and all staff have been asked to focus on boys routinely and consistently.
- A new Y11 intervention has been introduced to address the lack of knowledge identified as a cause of underachievement in Science. Adopting an approach explained at a recent PiXL meeting, Y11 students who have completed their ECDL computer studies qualification are being given a once a week knowledge-based lecture in the hall. This is delivered by a lead Science teacher and supported by two members of the SLT. This approach will be monitored closely to see if it has a positive impact in terms of improved GCSE exam results.
- Governors have asked what the school is doing to address the fact that the progress of SEN students is slightly below the national average. **CB** explained that the SLT ask the department heads to explain what strategies they are using to address this issue at line management meetings.
- The number of Y12 students is down on previous years. The school is aware of the need to strike a careful balance between active recruitment and the provision of measured and neutral advice and guidance about post-16 options.
- In terms of pupils accepted on roll during the school year, some very challenging pupils have joined Archway over the past eighteen months as a result of managed moves and transfers due to permanent exclusions from other schools. **CB** explained that more needs to be done to reinforce fair access protocols to ensure that schools are provided with appropriate and adequate information about such students so that they can properly assess the potential impact they might have should they be accepted. GASH (Gloucestershire

Association of Secondary Heads) is to look at whether there could be more financial incentives for schools to accept challenging pupils.

- Staffing update: the school will be interviewing two candidates for the Head of Learning Support post with a view to possibly being able to make appointment for a start after Easter. Contingency plans for the management of the learning support team are in place.
- There have been no applicants for the English department maternity leave which is due to start in February. The school will keep advertising. If no suitable appointment can be made, a supply agency would have to be approached as a final option.

## 5. Progress 8

**CB** made a presentation explaining the new Progress 8 measure (the power point will be sent to all governors and can also be found on the Governors' VLE dashboard).

*Progress 8 will be introduced for all schools in 2016 (based on 2016 exam results, with the Progress 8 score showing in performance tables published in late 2016/early 2017).*

*The Progress 8 measure is designed to encourage schools to offer a broad and balanced curriculum at KS4, and reward schools for the teaching of all their pupils. The new measure will be based on students' progress measured across eight subjects: English; mathematics; three other English Baccalaureate (EBacc) subjects (sciences, computer science, geography, history and languages); and three further subjects, which can be from the range of EBacc subjects, or can be any other approved, high-value arts, academic, or vocational qualification. From 2016, the floor standard will be based on schools' results on the Progress 8 measure.*

## 6. Strategic Plan

**CB** distributed the stakeholder consultation questionnaire sheet which is to be distributed to governors, staff, students and parents as part of the process of formulating a new strategic plan.

**Action: governors are asked to complete the stakeholder questionnaire and return to Jayne Thorley by early January.**

**AD** proposed that an additional FGB meeting is planned to consider the collated results of all the stakeholder questionnaires. Linda Peck (external consultant) will be invited to facilitate this meeting.

## 7. Succession Planning

- Following the resignation of Chris Minett, there is a vacancy for a co-opted governor. In the interests of effective succession planning, it was agreed that the Chair, **AD**, should resign as a parent governor with immediate effect and be re-elected as a co-opted governor so that she has a guaranteed four year term of office to provide stability and continuity. **JC** proposed that **AD** be elected as a co-opted governor; this was seconded by **BU** and unanimously agreed by all present.
- With the resignation of Julie Howe as a parent governor and **JC**'s decision to give the governing body notice that he will also be resigning from his role before the end of this school year, there will be three Parent Governor vacancies. Elections will be organised in the new year.
- In order to provide suitable recruitment information for the forthcoming elections, it was agreed that a sub-group of governors should be formed to select/create appropriate materials.  
**Action: AD will email governors and ask for volunteers.**
- **CB** has informed the staff that with Elvy Johnson's departure, there is a vacancy for a staff governor. So far, there have been no expressions of interest so **CB** will email all staff in the new year to try again.

- **PS** intends to step down as Vice Chair at the end of this school year, so a suitable candidate needs to be identified beforehand to ensure an effective hand over.

## 8. Committee Reports

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

### Chairs' Group

- Committees are asked to consider succession planning at their next meetings.
- Governors were asked to ensure that they always complete the Attendance Register when they visit school. The Register provides very useful evidence of the variety of purposes governors make visits other than attending meetings. The possibility of re-establishing a separate Governing Body signing in book was considered.

**Action: the Attendance Register will be brought to all meetings in future.**

### Finance & Staffing Committee

#### IMPACT

JC drew attention to the discussion paper regarding the school's Pay Policy which he had circulated at the committee meeting (available in the Finance & Staffing folder on the governors' dashboard). The document raises the issue of whether the governors should recommend that in future, pay awards are used in more active way to drive school improvement. This issue will be considered in advance of the Pay Policy review in 2016.

### Curriculum Committee

Key issues from the committee meeting had been dealt with in the Headteacher's Report.

### Welfare & Discipline Committee

NR drew attention to the fact that whilst the committee agreed that no changes were needed to the Governors' Induction Policy, it was felt that it needed to be implemented more consistently.

NR and SW have recently undertaken SEN training and will feedback to a future meeting.

AD asked all Chairs to ensure that any examples of governing body impact are noted at meetings and minuted appropriately.

## 9. Subject Visit Reports

AD thanked governors for the time taken in carrying out the departmental visits and producing follow-up reports. Whilst it can be difficult to arrange visits during the working day, all governors agreed that personal contact with departmental staff is far preferable to emailing a questionnaire. One governor had found that not all the data he would have liked to see was available and another was concerned that RE is seen as a 'Cinderella' subject and potentially vulnerable to future staffing and/or budget cuts as it is not a priority area of the curriculum. CB explained that no cuts are planned but acknowledged it is a department where non-specialists are most often allocated. However, despite having limited space within the timetable, RE is a high performing department. Two key themes had emerged from the visits:

- Some department are feeling uncertain about the implementation of the new GCSEs
- Some departments feel under-resourced

#### IMPACT

In response to the latter point, CB accepted that whilst there is a curriculum development contingency 'pot', he may need to ensure that all departments are aware of its existence.

**Action: the theme for the next round of department visits will be Student Voice. This will be an agenda item at the next Chairs' Group meeting on 20<sup>th</sup> January.**

10. **Pupil Premium Update**

LR (Pupil Premium Link Governor) presented a record of the budgeted Pupil Premium spending for 2015/16 and drew attention to the following points:

- The Easter Camp is not to be repeated in 2016. Whilst it provided an enjoyable and positive experience for the pupils involved, it was not felt that it delivered tangible 'impact' benefits in terms of improvements to literacy and learning skills. Instead of the Easter Camp, there will be a focus on a new Family Learning initiative. This will be an eight week course for PP students and family members delivered by an external team. LR will aim to attend at least two of these sessions and report back to the governing body.
- Rachel O'Bryan, Assistant Head, was congratulated for her role in establishing a range of intervention strategies which resulted in a significant narrowing of the gap (down to 12%) between PP and non-PP students in 2015.
- A governor queried that when Ofsted scrutinise spending, they are likely to be critical of PP funding being merged into general expenditure rather than being ring fenced for identifiable PP interventions.

11. **Stakeholder Voice**

Volunteers are needed to attend Parents' Evenings during the rest of the school year. Dates will be circulated.

12. **Chairs' Correspondence**

AD gave governors an update of her induction activities since being elected as Chair. She is to meet up with other Chairs of Governors in the new year.

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

CB informed the FGB of the following developments:

- There is a general government push towards further academisation therefore the school cannot ignore the issue. CB and HM (Business Manager) are currently exploring the implications of the various options, including Archway becoming a stand-alone academy as opposed to being amalgamated into an existing academy trust.
- The school will need to show that it is moving towards the new requirement that all the current Y7 pupils will eventually take a GCSE in a modern foreign language.
- The government is to introduce a national funding formula from 2017 which will set a national rate for each pupil, with extra funding for those with additional needs. It is an attempt to address the substantial differences in funding levels that had developed, with some parts of the country receiving much lower levels

14. **Health & Safety**

The Site Manager has been very pleased with the performance of Judicium and finds the company easy to communicate with. Governors will receive an email giving details of online Health & Safety training.

**Action: Governors to complete online Health and Safety Training before the next FGB meeting.**

15. **Governor Training**

Governor Services are to be asked to provide an in-house twilight training session on Safeguarding with a 5.30pm start.

**Action: AL will contact Governor Services to arrange a Safeguarding training twilight session to take place early in 2016.**

16. **AOB**

i) The governing body has now joined the NGA (National Governors' Association). All governors should have received login details.

- ii) A Review Team is currently carrying out an Ofsted style two day inspection of the school for developmental purposes.
- iii) Governors welcomed the provision of refreshments at the meeting.
- iv) The governing body wished Elvy Johnson well in her next teaching post and acknowledged the very positive contribution she has made during her term of office as a Staff Governor.

The meeting ended at 7.15pm. The date of the next FGB meeting is 2<sup>nd</sup> March, 2016.

Actions

**Item 3: Action: Now that she has undergone training, CH will brief the governing body on the government's PREVENT strategy at a future FGB meeting.**

**Item 6: Action: governors are asked to complete the stakeholder questionnaire and return to Jayne Thorley by early January.**

**Item 7: Action: AD will email governors and ask for volunteers.**

**Item 8: Action: the Attendance Register will be brought to all meetings in future.**

**Item 9: Action: the theme for the next round of department visits will be Student Voice. This will be an agenda item at the next Chairs' Group meeting on 20<sup>th</sup> January.**

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AL Clerk to Governors