

Archway School: Full Governing Body Meeting

Minutes of Meeting held on 14th October 2015 at 5pm

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

Apologies: Cheryl Wycherley **CW**, Elvy Johnson **EJ** Natasha Rolls, **NR**, Chris Minett **CM**, Julie Howe **JH**,

1. Apologies

Apologies were received and accepted from **NR, JH, EJ, CM** and **CW**

2. Declarations of Prejudicial Interest

There were none.

3. Election of Chair and Vice Chair

Nominations for the roles of Chair and Vice Chair had been received prior to the meeting. Kerry Davies proposed Anne-Marie Delrosa as Chair; this proposal was seconded by Lesley Ryall and unanimously agreed by all present. Vic Lewis proposed Pam Swindell as Vice Chair; this proposal was seconded by Nigel Cooper and also unanimously agreed by all present.

The FGB expressed gratitude to Pam Swindell for the tremendous commitment and strength of leadership she has shown during her term of office as Chair. Thanking governors for their acknowledgement and good wishes, she said that she had greatly enjoyed the challenges of the role.

4. Succession Planning

AD informed the meeting that **VL** is intending to resign as a community governor once a suitable replacement for him is found, ideally with appropriate premises/estate management knowledge and expertise.

5. Minutes from previous FGB Meeting and Matters Arising not covered elsewhere

The minutes of the previous FGB meeting (18th June) were accepted as a true and accurate record and signed by the Chair.

Matters Arising

Item 4: There has been no further news about the proposed meeting of the Network of Chairs of Governing Bodies and Heads from local non-selective schools which was to follow up issues raised at the June meeting.

Item 15: **NR and SW are to liaise with CB with regard to RAISEonline training.**

6. Headteacher's Report

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

CB drew attention to the following issues:

- **CB** outlined the main points from the 2015 GCSE Results Analysis, drawing particular attention to the fact that 74% of last year's cohort achieved A* - C grades in English and 68% in Maths, which is highly commendable for a comprehensive school. The overlap between English and Maths had also been good.
- The gap between the attainment of Pupil Premium and non-Pupil Premium students had decreased significantly. **CB** explained that this represents a significant success story for the staff and pupils involved, although he emphasized that it is not easy to pinpoint which of the many intervention strategies were most responsible for narrowing the gap.

- In response to a governor query about the continuing gender gap demonstrated in the examination results, **CB** confirmed that ongoing measures are in place to help boost boys' performance and reduce the gap. Lee Johnson will be attending a future Curriculum Committee meeting to explain the programme in place to raise the aspirations and achievement of boys.
- The sixth form 2015 results showed a significant improvement in higher grades (from 55% in 2014 to 71.5% in 2015). This was especially pleasing as the cohort had been weaker. **CB** explained that the work ethic in the 6th form has greatly improved over the past two years. The tutor team is focused and there is a consistent, relentless push on shifting grades upwards (Es – Ds; Ds – Cs etc).
- Replying to a governor query about under-performing departments in terms of 6th form results, **CB** replied that this matter is currently being dealt with by Julian Young (Head of 6th Form) and himself.
- **CB** informed the FGB that the school is preparing for a possible 6th form Ofsted inspection during this school year. A short notice Local Authority review has been requested and will take place at some point in November.
- The Y7 intake stands at 217, which is 2 over the PAN (planned admission number). The Y12 intake has been lower than last year, although 5 students have recently returned to Archway from another 6th form college. A governor suggested that the school should identify its social leaders in the current Y11 and work pro-actively to encourage them to consider Archway as their 6th form destination by ensuring that their subject choices fit. **CB** informed the meeting that the SLT will be seeing all Y11 on a 1:1 basis to talk to them about their futures and provide advice and guidance about potential destinations. These pupils were seen on a similar basis in Y10, part of the intention being to encourage retention into Archway 6th form.
- Attendance has averaged 96% during the first six weeks of the school year. At the same time last year, the figure was 95.6%. The overall figure for the school year 2014-15 was 94.4% compared to the national average of 94.9%. The current school target is 95.5%. A governor asked if the PA (persistent absence) pupils skew the overall school percentage. **CB** explained that in future the school will aim to show the numbers of pupils over a certain percentage.
- It was agreed that governors should be encouraged to attend various school events (Parents' Evenings and the Christmas Concert). The dates will be circulated and posted on the new Governing Body VLE Dashboard. **CB** thanked **AP** for his attendance at the recent Open Mornings and evenings for prospective parents and pupils. **AP** told the meeting that he had found the experience useful because he had been able to talk to parents and students and had received valuable feedback. A parent governor who had also attended these sessions commented on how impressed she had been and stressed that seeing students in lessons during a working day gives a valuable insight into the ethos of the school.
- **CB** reminded governors that there is a folder of press cuttings available in the main reception.

Action: information about permanent exclusions is to be included in future Headteacher's reports to the FGB.

Action: results analysis data about subjects other than English and Maths is to be included in the next Headteacher's Report.

7. **Governors' Self Evaluation Audit Feedback**

The results of the 2015 governing body self-evaluation audit showed that on the whole, the governing body is more confident in its strategic role than it was in 2014 but remains concerned about the implementation of its role in terms of focussed agendas and meetings.

- A recommendation was made that wherever possible, details and papers for meetings should be sent out a week in advance.
- The creation of the new three year Strategic Plan this year will create opportunities for governors to engage with the school's priorities.

8. **Code of Conduct**

The Chair drew attention to the additional paragraph in the Governing Body Code of Conduct which stipulates the information about governors needed for the school website.

9. **Committee Terms of Reference and Standing Cycle of Activities**

The Terms of Reference for the governing body committees had been reviewed during the recent round of meetings and the amended document had been circulated to all governors.

PS will continue as a member of the Curriculum and Welfare & Discipline committees but step down from the Finance & Staffing committee. **AL** will amend the committee membership document.

10. **Committee Reports**

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

Chairs' Group

PS and **AD** will send out a questionnaire to be used for the Term 2 Subject Visits. Governors were asked to ensure that visits are completed and reports sent to **AD** by mid-November so that results can be collated in good time to enable feedback to be given at the next FGB meeting on 2nd December. The second Subject Visit in 2016 will focus on how departments capture, and respond to, Student Voice and how departmental priorities link to whole school priorities.

AD will take on the role of Subject Governor for Modern Foreign Languages.

Finance & Staffing Committee

- **JC** provided information about the policies which had been reviewed by the committee. None had required any significant amendments. There had been linguistic alterations to the Pay Policy but these had not resulted in any material changes. The FGB accepted the decisions made by the committee regarding the policy reviews.
- **CH** agreed to join the Pay Panel which will meet next week to review the recommendations regarding teaching staff pay awards.
- A 1% across the board pay settlement for all teaching staff recommended by the committee was approved by the FGB.
- In response to a governor query, an explanation of the Bursary Policy was given.

Action: the amended Pay Policy will be sent out to all governors.

Curriculum Committee

After discussion, it was agreed that the new preventing Extremism and Radicalization Policy will almost certainly need to be revised during the year to take into account new government legislation. Until then, any issues regarding potential radicalization will be dealt with under the Safeguarding policy guidelines. **CB** informed the FGB that one such case has already been handled in this way with a referral being made following the required procedures.

Action: the Preventing Extremism and Radicalisation policy is to be brought to the Welfare & Discipline Committee (transferred from the Curriculum Committee) later in the year once it has been amended to take into account of further government requirements.

Action: CH is to be nominated as the link governor for the Preventing Extremism and Radicalisation Policy as she has undergone the PREVENT training

The dates of the Narrowing the Gap meetings are in the September Curriculum Committee minutes. Any governor wishing to attend a meeting should let **CB** know in advance.

Welfare & Discipline Committee

- The committee had held a lengthy discussion about the recurring issue of Stakeholder Voice and in particular, how to identify effective ways to reach a wide cross section of parents.
- Feedback from parent governors indicated that the recent Drugs Awareness talks for pupils had been very good, with the messages hitting home.

11. **Recent Changes in Government Education Policy**

Action: the new Progress 8 measure is to be an agenda item at the next FGB meeting on 2nd December.

12. **Strategic Plan**

CB explained that in order to agree the vision and strategic priorities for the school over the next three/four years, a similar procedure to last time is to be adopted with views sought from staff, governors, students and parents. The process will begin in December and continue over the following few months. It was agreed that the governors should play a pro-active role in helping with the development the new strategic plan and that their involvement should not be limited to simply expressing views.

13. **Pupil Premium**

Pupil Premium issues had been addressed in the Headteacher's Report.

14. **Health & Safety**

Action: Following a query from the Premises Lead governor, CB agreed to check with the Site Manager when Judicium intend to carry out the Health & Safety annual review.

15. **Governor Training**

AL introduced the new governors' 'dashboard' page on the school's website. It is intended that in future, the dashboard will start to act as a central point for all governor related information.

Action: CB and HM will deliver Finance training in a half hour session preceding the next FGB meeting.

16. **AOB**

None.

The meeting ended at 6.50pm. The date of the next FGB meeting is 2nd December 2015.

Actions

Item 6: **Action: information about permanent exclusions is to be included in future Headteacher's reports to the FGB. Action: results analysis data about subjects other than English and Maths is to be included in the next Headteacher's Report**

Item 10: **Action: the amended Pay Policy will be sent out to all governors. Action: the Preventing Extremism and Radicalisation policy is to be brought to the Welfare & Discipline Committee (transferred from the Curriculum Committee) later in the year once it has been amended to take into account of further government requirements. Action: CH is to be nominated as the link governor for the Preventing Extremism and Radicalisation Policy as she has undergone the PREVENT training**

Item 11: **Action: the new Progress 8 measure is to be an agenda item at the next FGB meeting on 2nd December.**

Item 14: **Action: Following a query from the Premises Lead governor, CB agreed to**

check with the Site Manager when Judicium intend to carry out the Health & Safety annual review.

Item 15: ***Action: CB and HM will deliver Finance training in a half hour session preceding the next FGB meeting.***

AL Clerk to Governors