

Archway School: Full Governing Body Meeting

Minutes of Meeting held on 22nd June 2016

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**, Anna Ellis **AE**, Pam Swindell **PS**, Ginny Smart **GS**, Gavin Townsend **GT**

Apologies: Kerry Davies **KD**, Barry Upward **BU**, Clare Hankey **CHA**, Cheryl Wycherley **CW**
Georgia Boon **GB**

1. **Apologies**

Apologies were received and accepted from **CH**, **BU**, **GB**, **KD** and **CW**

2. **Welcome**

A new co-opted governor, Gavin Townsend, 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 (4th May 2016) were accepted as a true and accurate record and signed by the Chair.

Matters Arising

Item 5: Governors were reminded about the online Prevent strategy training. **AL** will re-send the access link details.

Item 5: A Data training session is to be arranged. It will take place for thirty minutes prior to the October FGB meeting

Item 9: Progress towards DBS compliance by September is proceeding smoothly.

5. **Headteacher's Report**

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

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

- **CB** explained the reason why this year double award Maths has had a negative impact on the predictions for higher ability Y11 pupils.
- **CB** acknowledged that there was a considerable disparity between the final Y11 teacher predictions compared to those for Term 4. He explained that as the summer exams approach, teacher predictions tend to drop as they become more accurate and take into account the mock exam results. Governors were concerned that one of the reasons for this disparity is that earlier in the school year, predictions tend to be inflated in order to motivate students. It was felt that such an approach could result in the governing body being given misplaced reassurance and a governor wondered whether in future there needed to be two sets of predictions – one for students and another for governors. **CB** also explained that another factor is that teachers are still getting used to the new GCSE grading system.
- The September intake figure currently stands at 188.
- The staffing turnover this year has been slightly higher than previous years. The school does not conduct formal exit interviews but **CB** sees all members of staff who signal their intention to leave/apply for another post individually in order to discuss their plans.

- **CB** reminded governors that new members of staff are invited meet the governing body prior to the first FGB meeting of the school year. On previous occasions, governor attendance has been rather sparse.

Action: AD will request that as many governors as possible attend the informal gathering to meet new staff at 4.30pm prior to the first FGB meeting in October.

6. Government Policy Update

- **AD** and **PS** had attended a recent Gloucestershire Governors' Association meeting and a document from that meeting has been distributed to all governors. The overall message regarding academisation had been to 'sit tight' and do nothing for the time being.
- There is still a lack of clarity regarding the new GCSE specifications.

7. Strategy

The sessions on developing the new Strategic Plan with Linda Peck had been extremely positive and productive, enabling the governing body to fully engage with the process. The meeting considered the two governing body objectives (4d and 6e). It was agreed to insert a detail stating that the governing body will convene additional meetings as necessary in order to respond quickly to any government policy changes which may affect the future of the school.

Action: The completed draft Strategic Plan will be sent to governors to read and approve before the end of the summer term.

8. Succession Planning

A Vice Chair is still needed to take over from **PS** when she steps down from the role at the end of this school year.

Action: nominations for Chair and Vice Chair will be sent out to governors before the start of the new school year.

A reminder was given that Chairs of committees will need to be elected during the first round of meetings in September.

9. Pupil Premium Update

The Pupil Premium Report had been distributed to all governors prior to the meeting. In response to a governor query about how the impact of interventions is monitored, **CB** explained that Rachel O' Bryan is constantly evaluating the outcomes (attendance, BfL and academic progress) of PP pupils on an individual basis.

ROB was praised for producing a comprehensive and extremely useful Pupil Premium Report.

10. Stakeholder Voice

AD had attended the Staff Briefing on 13th June in order to report back on the findings resulting from the Stakeholder Voice surveys (staff, pupils and parents) undertaken by the governors. She will use her Chair of Governors column in the school newsletter to report back to parents. Damian Barry (Assistant Head) is to give feedback to pupils in assemblies.

11. Committee Reports

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

Chairs' Group

- A member of the governing body is to be invited to future Chairs' Group meetings on a rolling programme of attendance. **GS** will attend on 14th September and **SW** on 2nd November.

- ‘Ofsted readiness’ bullet points are to be prepared for the governing body.
- Following the success of the ‘Framework for Governance’ workshop last September, a Governance workshop is to be arranged for the start of the next academic year.

Finance & Staffing Committee

- **JC** gave the FGB an update of the policies reviewed at the last committee meeting.
- As this was **JC**’s last meeting before his term of office ends, he was thanked for his commitment and considerable contribution to the governing body. **PS** extended particular thanks and appreciation for his willingness to take on dual responsibility for both Finance and Staffing when he accepted the role of committee Chair. **JC** stated that he had thoroughly enjoyed his time as an Archway governor.

Curriculum Committee

- Key issues from the committee meeting had been dealt within the Headteacher’s Report.
- **AD** gave the FGB an update of the policies reviewed at the last committee meeting.
- It was noted that the information about extra-curricular activities presented at the meeting had been very helpful.

Welfare & Discipline Committee

IMPACT

- **The Safeguarding Policy has been comprehensively re-written to take into account new DfE guidelines and the governors’ feedback points which had arisen from Safeguarding training earlier in the year. The FGB agreed to adopt this revised policy.**
- The committee is maintaining a close watching brief on the situation regarding permanent exclusions.
- ***Action: NR is to provide Jayne Thorley with a letter to go out to those parents who have not attended Parents’ Evenings this year. A parent’s stakeholder questionnaire will be included with the letter.***

12. **Review Work of the Governing Body**

The Chairs are currently reviewing committee Terms of Reference. These will be taken to the first committee meetings at the start of the new academic year.

There are to be no changes to the structure of committees or the pattern/frequency of meetings.

Action: The Governing Body Skills Audit documents will be sent out with a completion date so that AD can collate the results during the summer break.

Action: the main calendar dates detailing events such as Parents’ Evenings, school shows and concerts etc are to be sent out to governors at the start of the new school year.

13. **Health & Safety**

No updates for this meeting.

13. **Governor Training**

Governors were asked to ensure that they complete the online Health & Safety and Prevent training. Gaps in governor training will be addressed once the audit of skills has been completed.

14. **Chairs' Correspondence**

AD has recently attended the national conference for the National Governors' Association and both she and PS attended a Gloucestershire Governors' Association meeting. The report from this meeting, 'Educational Excellence Everywhere: a Local Authority presentation on recent policy changes', can be found on the governing body dashboard.

17. **AOB**

i) CB gave details of the summer maintenance programme:

Re-modelling of classroom provision in response to new BfL arrangements

Re-roofing programme for B Block

IT updates

Programme of general re-decoration

ii) CB gave details of the sad death of Jane Gardiner, a former governor who had been a member of the Welfare & Discipline committee and someone who had done much valuable work with vulnerable children in the Stroud area.

ii) AD thanked the governing body for their support and hard work during a very busy year. In turn, AD was thanked for showing much appreciated commitment and leadership in her first year as Chair of Governors.

The meeting ended at 6.55pm. The date of the next FGB meeting is 12th October 2016.

Actions

Item 5: Action: AD will request that as many governors as possible attend the informal gathering to meet new staff at 4.30pm prior to the first FGB meeting in October.

Item 7: Action: The completed draft Strategic Plan will be sent to governors to read and approve before the end of the summer term.

Item 8: Action: nominations for Chair and Vice Chair will be sent out to governors before the start of the new school year.

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AL Clerk to Governors