

Archway School: Full Governing Body Meeting

Minutes of Meeting held on 12th October 2016

Present: Colin Belford **CB**, Nigel Cooper **NC**, Vic Lewis **VL**, Anne-Marie Delrosa **AD**, Natasha Rolls, **NR**, Sarah Warner **SWA**, Alan Potter **AP**, Barry Upward **BU**, Pam Swindell **PS**, Kerry Davies **KD**, Anna Ellis **AE**, Gavin Townsend **GT**, Dominic Salmon **DS**

Apologies: Clare Hankey **CHA**, Cheryl Wycherley **CW**, Georgia Boon **GB**, Lesley Ryall **LR**

1. **Apologies**

Apologies were received and accepted from **CW**, **CH**, **GB** and **LR**

2. **Declarations of Prejudicial Interest**

There were none.

3. **Election of Chair and Vice Chair**

AD's name was the only one put forward for the role of Chair. **PS** proposed **AD** and the proposal was seconded by **NR**. The meeting unanimously agreed to elect **AD** as Chair.

SW agreed to put her name forward for the role of Vice Chair but explained that, if elected, she wanted to serve for this academic year only. **AD** proposed **SW**; this was seconded by **PS** and agreed by all present.

AD thanked **PS** for her excellent support as Vice Chair over the past twelve months.

It was agreed that the issue of succession planning regarding the roles of Chair and Vice Chair in the future was a matter the governing body needed to consider and resolve over the next nine/ten months.

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

The minutes of the previous FGB meeting were accepted as a true and accurate record and signed by the Chair. It was noted that all actions had been completed or included on the agenda for this meeting.

Matters Arising

None.

5. **Data training**

CB gave a briefing on the new performance measures: Progress 8 and Attainment 8.

Starting this year, a new secondary school accountability system has been implemented. It includes two new headline measures, Attainment 8 and Progress 8. (See detailed notes in Appendix 1)

Following the presentation, **CB** also briefed the governing body on the new GCSE grading system which comes into use in 2017. From next summer, GCSEs will be graded 9 – 1, with 9 being the top grade. It is thought that for the first year of implementation, a grade 4 will be accepted as a GCSE C equivalent. After that, it is likely that grade 5 will be taken as the 'pass' grade in terms for future 6th form entry requirements.

Governors were given information about the new GCSE syllabus requirements. With the removal of coursework, all assessments will be undertaken through end of course examinations. This means that students and staff are now having to adapt to a different style of learning which requires students to learn and memorise subject content in a way which is very unfamiliar to them. **CB** commented that

staff, students and parents have responded positively to the school's decision to introduce a three year KS4.GCSEs are started in year 9, giving additional time for adjustment to the new requirements.

6. **Headteacher's Report**

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

Attention was drawn to the following points:

- The intake for 2016 is down on the previous year's Y7 cohort. The increase in the number of pupils on roll at the local grammar schools has definitely been a contributing factor. In response to a governor query about whether demographic trends mean that numbers will eventually go up, CB explained that the indications are that county projections indicate that over the next few years pupil numbers will increase in Cheltenham and Gloucester but remain static in the Stroud area. It is therefore likely that Archway may attract pupils from out of catchment areas on the fringes of Gloucester and Cheltenham where most schools will be over-subscribed.

CB outlined some of the measures the school has taken to address the budget constraints which inevitably follow from falling numbers. The budget for the next school year is being prepared on the basis of six forms of entry but curriculum modelling is also taking place in case it is necessary to drop to five forms of entry in response to contracting numbers. The use of one year staff contracts for a number of newly appointed staff will have to be continued and it is likely that more teachers will need to teach outside there specialist areas. Asked by a governor if such a measure has an impact on the quality of teaching and learning in those subjects affected, CB responded that it does to a certain extent but the school ensures appropriate training is put in place.

7. **Strategic Plan**

The new school vision statement has been included in the re-designed prospectus and has been presented at the recent Open Evening for prospective parents. The next Chairs' Group meeting will consider how committees should monitor their sections of the Strategic Plan.

Action: All governors are asked to familiarise themselves with the new Strategic Plan.

8. **Recent Governance Workshop**

Action: AD will ensure that all the actions agreed at last month's Governance Workshop are completed.

AD thanked governors for completing the governing body skills audit and self evaluation questionnaire during the summer. The 100% return of forms meant a comprehensive review had been possible.

9. **Governing Body Code of Conduct**

The Governing Body Code of Conduct was reviewed. No changes were felt to be necessary.

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

The revised governing body Terms of Reference and Standing Cycle of Activities were accepted.

11. **Governor Visits Guidelines**

Minor amendments were agreed during the review of the Guidelines for Governor Visits.

Action: CB is to authorise the purchase of named governor badges which can be worn during governor visits to the school.

Action: photographs of governors are to be added to the existing governor profile information on the school website

Action: AD is to email all governors with the amended guidelines and suggested questions for the first round of governor visits

Action: NC and KD agreed to undertake visits to the English and ICT departments respectively for the next round of subject visits

12. **Succession Planning**

CW and NR come to the end of their terms of office as Parent Governors next month. A third parent governor has resigned, therefore letters inviting nominations for three parent governors are to go out to the parent body next week.

13. **Government Policy/Academy Update**

There were no new government policy issues to bring to the attention of governors. A short discussion took place about Multi-Academy Trusts (MATs).

In response to a governor query about the possibility of an imminent Ofsted inspection taking place during this school year, CB explained that the strong summer examination results meant that it was unlikely that an inspection would take place until 2017 at the earliest.

Action: CB will prepare a 'readiness for Ofsted' briefing sheet for governors

The SLT is currently producing a new SEF (Self Evaluation Form).

Action: CB will produce key messages from the new school Self Evaluation Form to be taken to the next round of committee meetings

14. **Pupil Premium**

Pupil Premium matters had been covered in the recent committee meeting minutes.

15. **Stakeholder Voice: attendance at School Events**

PS to attend Y11 parents' Evening (8th November)

AE to attend 6th Form Evening (17th November)

NC to attend Y10 parents' Evening (1st December)

Action: NR will organise the production of parent voice questionnaires with Jayne Thorley in readiness for distribution at Parent's Evenings.

Action: AL will circulate a list of school events which governors may like to attend.

16. **Committee Reports**

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

Chairs' Group

- AD stated that if any governor would like to attend a future Chairs' Group meeting, they should contact AL.

Finance & Staffing Committee

- NC drew attention to the concerns about the future school budget due to the drop in income which is starting to result from a falling school roll. He outlined the plans in place to deal with the projected shortfall.

Action: accepting the committee's recommendation, the governing body approved the adoption of the revised Pay Policy.

Action: the governing body approved a 1% across the board Pay Award.

Curriculum Committee

- Key issues from the committee meeting had been dealt with in the Headteacher's Report.
- The next 'Narrowing the Gap' meeting will be held on 24th November. Any governor wishing to attend should let AD/AL know.

Action: the revised Homework Policy was approved and adopted.

Welfare & Discipline Committee

- NR drew attention to the upward trend in exclusions which had been discussed at the committee. CB commented that latest figures show that Gloucestershire is the highest excluding authority in the South West. All agreed that it is essential that a decision whether to exclude a pupil should not be influenced by statistics or budget concerns. NR commented that the W&D committee was confident that the school always does everything possible to avoid excluding pupils through a range of intervention strategies.

17. Chairs' Correspondence

AD is to attend the annual Gloucestershire Governors Association conference and she will report back at the next meeting.

18. Health & Safety

Action: VL will check with the Site Manager when the next Judicium inspection is to take place.

19. Governor Training

An in-house twilight training session on exclusions is to take place on 10th November from 5 – 7pm. All governors are welcome to attend.

20. AOB

- a) The Head of Learning Support will be leaving December. It is hoped to appoint a replacement for January.
- b) There has been no further contact from the school requesting support from the Archway Governing Body.

The meeting ended at 7.15pm. The date of the next FGB meeting is 30th November, 2016.

Actions

Item 7: Action: All governors are asked to familiarise themselves with the new Strategic Plan.

Item 8: Action: AD will ensure that all the actions agreed at last month's Governance Workshop are completed.

Item 11: Action: CB is to authorise the purchase of names governor badges which can be worn during governor visits to the school. Action: photographs of governors are to be added to the existing governor profile information on the school website. Action: AD is to email all governors with the amended guidelines and suggested questions for the first round of governor visits

Action: NR and KD agreed to undertake visits to the English and ICT departments respectively for the next round of subject visits

Item 13: Action: CB will prepare a 'readiness for Ofsted' briefing sheet for governor

Action: CB will produce key messages from the new school Self Evaluation Form to be taken to the next round of committee meetings

Item 15: Action: NR will organise the production of parent voice questionnaires with Jayne Thorley in readiness for distribution at Parent's Evenings.

Action: AL will circulate a list of school events which governors may like to attend.

Item 17: Action: accepting the committee's recommendation, the governing body approved the adoption of the revised Pay Policy.

Action: the governing body approved a 1% across the board Pay Award.

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Item 18: Action: VL will check with the Site Manager when the next Judicium inspection is to take place.

AL Clerk to Governors

APPENDIX 1

The new Performance Measures for schools

Progress 8 aims to capture the progress a pupil makes from the end of primary school to the end of secondary school. It is a type of value added measure, which means that pupils' results are compared to the actual achievements of other pupils with the same prior attainment.

The new performance measures are designed to encourage schools to offer a broad and balanced curriculum with a focus on an academic core at key stage 4, and reward schools for the teaching of all their pupils, measuring performance across 8 qualifications. Every increase in every grade a pupil achieves will attract additional points in the performance tables.

Attainment 8 will measure the achievement of a pupil across 8 qualifications including mathematics (double weighted) and English (double weighted), 3 further qualifications that count in the English Baccalaureate (EBacc) measure and 3 further qualifications that can be GCSE qualifications (including EBacc subjects) or any other non-GCSE A Progress 8 score will be calculated for each pupil by comparing their achievement –their Attainment 8 score – with the average Attainment 8 score of all pupils nationally who had a similar starting point (or 'prior attainment'), calculated using assessment results from the end of primary school. The greater the Progress 8 score, the greater the progress made by the pupil compared to the average of pupils with similar prior attainment. A school's Progress 8 score will be calculated as the average of its pupils' Progress 8 scores. It will give an indication of whether, as a group, pupils in the school made above or below average progress compared to similar pupils in other schools.

RAISEonline from 2016

The headline measures which will appear in the performance tables will be:

- Progress across 8 qualifications
- Attainment across the same 8 qualifications

- Percentage of pupils achieving the threshold in English and mathematics (currently a C grade, grade 5 when new GCSEs in English and mathematics are first reported in performance tables in 2017)
- Percentage of pupils entering the English Baccalaureate
- Percentage of pupils achieving the English Baccalaureate
- Percentage of students staying in education or employment after key stage 4 (destinations)

Floor standard

The floor standard for a school is the minimum standard for pupil achievement and/or progress that the Government expects schools to meet.

From 2016, a school will be below the floor standard if its Progress 8 score is below -0.5, and the upper band of the 95% confidence interval is below zero. If a school's performance falls below this floor standard, then the school may come under scrutiny through inspection.

Schools in which pupils make on average one grade more progress than the national average (a Progress 8 score of +1.0 or above) will be exempt from routine inspections by Ofsted in the calendar year following the publication of the final performance tables.

Coasting schools definition

The Education & Adoption Act 2016 introduced new provisions to define schools that are 'coasting'. In March 2016 the government published its response to the consultation on coasting schools. This confirmed that a 'coasting' school was one where data showed that over a three-year period, the school had failed to ensure that pupils reached their potential.

The document also set out the Department's proposed definition of a coasting school. This is based on the same performance measures that underpin the floor standards. In 2016, a secondary school will be coasting if:

- In 2014 fewer than 60% of pupils achieved 5 A*-C at GCSE (including English and maths) and less than the national median achieved expected progress in English **and** in maths **and**;
- In 2015, fewer than 60% of pupils achieved 5 A*-C at GCSE (including English and maths) and less than the national median achieved expected progress in English **and** in maths; **and**
- In 2016, the school's Progress 8 score is below -0.25

A school will have to be below the coasting definition in three consecutive years to be defined as coasting.