

## Archway School: Full Governing Body Meeting

### Minutes of Meeting held on 5th July 2017

**Present:** Colin Belford **CB**, Nigel Cooper **NC**, Vic Lewis **VL**, Lesley Ryall **LR**, Anne-Marie Delrosa **AD**, Pam Swindell **PS**, Kerry Davies **KD**, Barnes Clutterbuck **BC**

**Apologies:** Gavin Townsend, Sarah Warner, Natasha Rolls, Anna Ellis, Barry Upward, Emma Bradshaw, Clare Hankey

#### 1. **Apologies**

Apologies were received and accepted from Natasha Rolls, **NR**, Sarah Warner **SWA**, Alan Potter **AP**, Emma Bradshaw **EB**, Clare Hankey **CH**, Barry Upward **BU**, Anna Ellis **AE**.

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

There were none.

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

The minutes of the previous FGB meeting held on 10<sup>th</sup> May 2017 were accepted as a true and accurate record and signed by the Chair.

##### **Matters Arising**

**Action: AL will email BC the link to the Prevent online training.**

#### 4. **Headteacher's Report**

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

The following points were discussed:

- The school is fully staffed for September.
- **CB** gave a tribute to Rick Rutter, who will be leaving Archway after 44 years of exceptional dedication and commitment to generations of pupils. **AD** will consult with **VL** and **PS**, who have known **RR** for many years, before writing to him on behalf of the governors to thank him for his outstanding service to the school.
- The intake for 2017 currently stands at 180 – 185. Due to a number of requests which have been received for transfers into Y8 from other schools, **CB** has had to declare this year group as full. A discussion followed about the fact that the school does not have the right to refuse a request unless it is on the grounds of capacity.
- With reference to this year's exclusion figures, **CB** explained that exclusions are up across the county and Archway is not the highest excluding school in the Stroud area. It was noted that Pupil Premium students are over-represented in the statistics. The meeting was reminded that 'sanctions' data is discussed at length during each Welfare & Discipline Committee meeting and committee members are satisfied that the school is using an appropriate range of intervention strategies to respond to pupils at risk of exclusion, including investing in placements at SCAPs and making use of reciprocal arrangements with Sir William Romney's school.

#### 5. **Government Policy**

**CB** informed the meeting that the Ofsted Inspection schedule is being changed from September. Linda Peck (external consultant) will be updating the SLT.

## 6. Strategic Plan

A review of the Strategic Plan is to be deferred until the first FGB meeting of the new school year when the summer examination results data will be available.

## 7. Safeguarding

- The governing body agreed to adopt the revised Safeguarding Policy. **AD** reminded governors of the importance of this policy and the need to familiarise themselves with governing body responsibilities regarding Safeguarding.  
***Action: A quiz testing knowledge of the Safeguarding policy will be emailed out to all governors (all answers can be found in the policy); responses are to be returned to AD.***
- In-house safeguarding training is to be arranged for a date in the autumn. Governors are welcome to attend the Safeguarding session which forms part of the staff INSET day on 4<sup>th</sup> September. Details of the time and location will be sent out nearer the time.

## 8. Succession Planning

- Nomination forms for the election of Chair and Vice Chair are to be sent out at the start of the new school year. **AD** thanked **SW** for the help and support she has given her over the past twelve months and explained that as **SW** is considering stepping down from the role, a new Vice Chair may be needed. She emphasized that the post could be for one year, although taking into account succession planning, in the longer term a future Vice Chair would need to be prepared to take over the role of Chair.
- **KD** will be stepping down as the elected Staff Governor at the end of term. On behalf of the governing body, **AD** thanked her for the commitment she has shown during her four year term of office and her much appreciated contributions to meetings.  
***Action: Nominations for a new elected staff governor to replace KD will be invited in September.***
- **SW**'s term of office comes to an end in November and it is also possible that another parent governor may step down. Nomination forms will be sent out to parents as appropriate.

## 9. Governing Body Skills Audit

Two documents, the annual Self Evaluation check list and the Governing Body Skills Audit, have been emailed out to all governors and are to be completed by the end of term before being returned to **AD**. The skills audit is one produced by the National Governors' Association and has been slightly modified by the Chairs' Group to make it more user friendly. The information provided will help identify gaps in skills and areas for training.

***Action: The findings from the completed Self Evaluation check list and Governing Body Skills Audit will be discussed at a Governance workshop on 27<sup>th</sup> September, 5-7pm.***

## 10. Annual Review of the Work of the Governing Body

- The Governing Body Standing orders and Terms of Reference have been updated and are to be taken to committee meetings at the start of the new school year.
- If any governor would like to change the subject they are linked to, they are welcome to contact **AD** to let her know. An additional link governor will also be needed for Careers.

***Action: AD will contact governors not able to attend the meeting to let them know that if any of them would like to change the subject they are linked to, they should let her know. An additional link governor will also be needed for Careers.***

- A draft schedule of meetings was circulated. **AD** asked the governing body to make every effort to commit to regular attendance. It is a requirement of all governing bodies that a record of attendance at meetings is published on the school website.
- **AD** thanked governors for the useful feedback she had received during her informal end of year reviews with each one of them.

### 11. **Pupil Premium Update**

As part of a re-allocation of SLT roles, Dominic Salmon will be taking over responsibility for Pupil Premium in September and Rachel O'Bryan will be overseeing Teaching and Learning.

### 12. **Stakeholder Voice**

- **AP** was thanked for his attendance at the two Y5 Open Mornings. **CB** confirmed that he had received very positive parental feedback from these sessions.
- **AD** will be writing a piece as Chair of Governors for the end of term school newsletter. She will also be emailing all staff to thank them, on behalf of the governing body, for their hard work during this school year.
- **AD** confirmed that staff have been thanked for their participation in the online staff survey. The SLT have been tasked to respond to the issues raised in the survey and will be asked to report back on progress to the Finance & Staffing Committee during the next school year.

### 13. **Committee Reports**

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

#### **Chairs' Group**

- Discussion took place about whether there is a need for a separate social media policy. **CB** explained that there are already clear rules about the use of mobile phones in the Computer Usage policy and that it is the need for consistent implementation of the rules which is the main concern. **DB** is currently working on a document which will provide explicit guidelines about the appropriate use of mobile phones for pupils, staff and parents. This document will be brought to governors at the start of next term.

#### **Finance & Staffing Committee**

- **NC**'s suggested amendments to the introductory paragraph of the Complaints policy were shared and agreed. It was decided to make the Vexatious Complainants policy an appendix to the Complaints policy. The governing body then approved the adoption of the new Complaints policy.
- The contract for the monitoring and oversight of the school's Health & Safety policy and operational procedures is to move from Judicium to the local authority once Judicium's contract expires in November.
- Site security is to be increased by the installation of a new fence during the summer holidays.

#### **Curriculum Committee**

- Virginia Martin had given an inspirational presentation to the committee on the wide-ranging careers education opportunities which have been introduced during this school year.

- In response to a governor query about the range of faiths represented during ‘collective worship’, **CB** acknowledged that speakers at assemblies are predominantly from Christian denominations. However, he explained that a multi-faith approach is an integral part of RE teaching at Archway.

#### **Welfare & Discipline Committee**

- The committee intends to strengthen contact with the School Council next year. It also intends to support and promote initiatives to address mental health issues and will have this as an agenda item on the first meeting of the school year.
- On the recommendation of the committee, the FGB agreed to adopt the Preventing Extremism and Radicalisation policy.

#### 14. **Chairs’ Correspondence**

- Covered in item 13 above.

#### 15. **Health & Safety**

- The Site Manager is to be invited to the first meeting of the new school year to update Finance & Staffing committee members on progress with the Health & Safety audit action points.

#### **IMPACT**

Following a recommendation from the Finance & Staffing committee that the Site Manager should not be alone in having an overview of the school’s Health & Safety procedures and the daily implementation of practices, LR is to be involved in this overview.

#### 16. **Governor Training**

**BC** confirmed that the ‘New Governors’ training course which he recently attended had been useful and informative. **BC** and **GB** had also been given a briefing on Progress 8 from Dominic Salmon which they had appreciated. Governor Services are to be asked to provide an in-house twilight training session on Safeguarding for the whole governing body during the autumn.

#### 17. **AOB**

**AD** thanked governors for their contributions and commitment during the past school year.

The meeting ended at 7.00pm. The date of the next FGB meeting is 4th October, 2017.

(Actions below)

Actions

**Item 3: Action: AL will email BC the link to the Prevent online training.**

**Item 7: Action: A quiz testing knowledge of the Safeguarding policy will be emailed out to all governors (all answers can be found in the policy); responses are to be returned to AD.**

**Item 8: Action: Nominations for a new elected staff governor to replace KD will be invited in September.**

**Item 9: Action: The findings from the completed Self Evaluation check list and Governing Body Skills Audit will be discussed at a Governance workshop on 27<sup>th</sup> September, 5-7pm.**

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AL Clerk to Governors