

# **Archway School: Full Governing Body Meeting**

## **Minutes of Meeting held on 29th November 2017 at 5pm**

**Present:** Colin Belford **CB**, Pam Swindell **PS**, Vic Lewis **VL**, Anne-Marie Delrosa **AD**, Sarah Warner **SW**, Gavin Townsend **GT**, Nigel Cooper **NC**, Barnes Clutterbuck **BC**, Natasha Rolls **NC**, Anna Ellis **AE**, Lesley Ryall **LR**, Alan Potter **AP**, Barry Upward **BU**, Martin Ansell **MA**

### **1. Apologies**

Apologies were received and accepted from **CHA** and **GB**

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

There were none.

### **3. Minutes from previous FGB Meeting and Matters Arising not covered elsewhere**

The minutes of the previous FGB meeting held on 4<sup>th</sup> October were accepted as a true and accurate record and signed by the Chair.

#### **Matters Arising**

One outstanding item remains from the last meeting: **Refresher training on understanding and interpreting data will be organised.** Dominic Salmon will be asked to deliver this at the next FGB meeting.

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

The Headteacher's Report had been circulated prior to the meeting. **CB** made the following supplementary points:

- Six Y13 students have made university applications to Oxford/Cambridge. This is a positive indication of how the school is pro-actively encouraging aspirations. Applications to universities are generally up.
- The 'practice Ofsted' interviews conducted on the school's request by Local Authority consultants had been very useful in providing guidance and identifying issues which will now be addressed.
- In response to concerns about the dip in the GCSE English and Maths summer results, a number of measures have now been put in place. These will be available for governors to study in the School Evaluation Form which is currently being updated. Examples of actions include the Maths department reviewing its Foundation and Higher Tier entry policy and the English department recalling scripts from the summer entries in order to identify specific areas of weakness. As a result of this latter action, exam questions are being set fortnightly and there is a renewed focus on upper ability boys.
- **CB** confirmed that there have been no permanent exclusions so far this school year.

### **5. Strategic Plan**

**AD** confirmed that Priorities 4 and 6 in the Strategic Plan had been reviewed at the last Chairs' Group meeting.

### **6. Succession Planning**

Prior to the meeting, **AD** had circulated a discussion paper on issues related to succession planning. These included the fact that there is a vacancy for a co-opted governor now that Gavin Townsend has become the elected staff governor. This situation arose because no other member of staff had put themselves forward for election to replace Kerry Davies, who relinquished the role at the end of last school year. Governors expressed disappointment that there

was no teaching staff representative on the governing body (LR represents the admin staff ; GT the support staff) and asked whether there were particular reasons why teachers are reluctant to put themselves forward. They were given the explanation that workload and the prospect of an imminent Ofsted Inspection are the chief factors.

***Action: it was agreed that there should be one more attempt to recruit a governor from the teaching staff after Christmas and if this is unsuccessful, AD will look at the skills analysis which was completed in the summer in order to identify skills it would be useful to add to those already present within the existing governing body. A small task and finish group will then be set up to look at recruiting another co-opted governor from the local community. It was agreed this should not be another parent.***

As a result of the reconstitution of the governing body which took place in March 2015, six co-opted governors will reach the end of their term of office together in March 2019. It would be preferable not to have a continued situation where six governors need to be replaced every four years because of the potential difficulties of recruiting suitable replacements if there are ‘bulk’ resignations at the same time. For this reason the following action was agreed:

***Action: the six co-opted governors will be asked if they would notify AD by September 2018 if they intend to put themselves forward for a further term of office after March 2019. This would allow sufficient time for succession planning if any of them do intend to step down at the end of their current term of office.***

## 7. Government Policy Update

### **Guidance for schools on meeting their statutory duties in relation to technical and apprenticeship careers advice**

Last month, the government has released guidance on what schools must do to meet the upcoming requirements of the Technical and Further Education Act 2017. This Act, which will come in to force on 2 January 2018, puts a statutory duty on all maintained schools and academies to “ensure that there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education for the purpose of informing them about approved technical education qualifications or apprenticeships”.

To meet the requirements of the Act, a school must “explain in a policy statement how providers can get involved with your school and the opportunities you have for them to talk to your pupils”. This must be subsequently “published on the school website

***Action: CB will come to the next Curriculum Committee meeting with a policy statement on how providers can get involved with Archway with regard to technical education or apprenticeships and what opportunities there will be for them to talk with pupils.***

CB confirmed that the National Funding Formula is going ahead and the Gloucestershire School’s Forum is minded to move to adopting it straightaway. Archway, together with other local secondary schools, have asked David Drew (local MP) to put forward parliamentary questions relating to the funding available to schools for high needs pupils. Currently the ‘1 in 75’ rule applies, which means that a school receives additional funding for every 1 in 75 pupils on roll who has falls into the ‘high needs’ category. Archway has 12/13 pupils in this category. Whilst the school currently gets additional top up funding for these students, this won’t necessarily be the case in the future. CB confirmed that Archway would continue to be an inclusive school, whatever the situation regarding funding

A governor asked if the school might, in future, receive more requests to take students with high needs if they are turned down from other schools due to financial constraints on funding. CB confirmed this could be the case.

In response to a governor query about how the National Funding Formula will generally affect Archway, CB explained that it should receive more money per pupil, although the proposed

teacher pay award will have to be funded from the overall school budget and therefore any potential gain may be negated. Furthermore, cuts to Sixth form funding may mean that the school will have to subsidise the 6<sup>th</sup> form from the general school budget.

## 8. **Pupil Premium**

No new information.

**Action: LR will present a Pupil Premium report at the next FGB meeting.**

## 9. **Stakeholder Voice**

AD reminded governors of the Calendar of Events and, in particular, the forthcoming Christmas Concert. The following arrangements were made for governor representation at parents' evenings:

|  |           |
|--|-----------|
| <b>10<sup>th</sup> January (6<sup>th</sup> Form)</b> | <b>AD</b> |
| <b>23<sup>rd</sup> January (Y8)</b>                  | <b>NR</b> |
| <b>22<sup>nd</sup> February (Y10)</b>                | <b>PS</b> |
| <b>28<sup>th</sup> February (Y9)</b>                 | <b>AE</b> |

## 10. **Marketing**

In response to concerns raised at the Governance Workshop in September as to whether enough is being done to promote Archway within the community and change long-held perceptions/misconceptions about the school, BC had held discussions with CB. He reported that he had been reassured with the existing range of marketing and public relations strategies in place. CB then outlined these. They included formal advertising with the local press, a series of Open Events for Y5 and Y6 pupils from local primary schools, a 6<sup>th</sup> form Open Evening and representation at the Maidenhill and Thomas Keble 6<sup>th</sup> form providers events. In addition, the Sports Centre Manager undertakes outreach work at two primary schools as well as organising primary and secondary sports events based at Archway.

### **IMPACT**

In response to a governor suggestion, the school has set up a Twitter account. Jayne Thorley will oversee contributions.

At the meeting governors also put forward the following 'marketing' suggestions:

- **A 'Why I Chose This School' article (pupil and/or parent perspective).**
- **An article about the 6<sup>th</sup> form students applying to Oxford and Cambridge universities.**
- **The website to be used more pro-actively for up to date news items.**
- **An Archway online 'alumni' account to be established.**

## 11. **6<sup>th</sup> Form Visit Report**

AE had met with Julian Young, Head of 6<sup>th</sup> Form, on 30<sup>th</sup> November. Her report had been circulated prior to the meeting and she drew attention to some of the key points within it.

## 12. **Learning Support Report**

BU had met with Lee Johnson, the new SENCO, and circulated his report prior to the meeting. He drew attention to the fact that much work has been done, and is being done, to deal with historic anomalies relating to the school's SEN Register. In response to a governor query about whether the school now has an accurate view of students who should be on the Register, BU and CB confirmed that it does.

Lee Johnson has quickly established an excellent rapport with members of the Learning Support team and has led a school INSET session to promote the effective use of Teaching Assistants within the classroom. He is currently undertaking a 10 day course at Birmingham University and BU commended the passion and commitment Lee has demonstrated since he was appointed as SENCO.

A governor asked if the new SENCO has sufficient time to carry out his responsibilities and whether there were any support or succession issues which need to be taken into account by the SLT. **CB** agreed that it was important that the school looked at ways of ensuring continuity and stability within the Learning Support department.

**Action: Lee Johnson is to invited to a future Welfare & Discipline Committee meeting to report on the work of the Learning Support department.**

**AE** and **BU** were both thanked for their informative reports.

### 13. **Committee Reports**

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

#### **Chairs' Group**

- Nothing more to add to beyond information in the minutes.
- **AD** reminded the meeting that any governor is welcome to attend a Chairs' Group meeting.

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

- **NC** drew attention to the review of policies which had taken place at the meeting.

#### **Curriculum Committee**

- Attention was drawn to the committee's concern about the downturn in the summer examination results and the extenuating 'cohort' factors which had been identified by the SLT.

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

- On the recommendation of the committee, the FGB approved the adoption of the new SEN policy which replaces the Learning Difficulties and Disabilities Policy.
- Governors were reminded of the existence of the Governors' Allowances Statement which had been reviewed at the meeting.

### 14. **Health & Safety**

The roof repair discussed at recent Staffing & Finance Committee meetings has been completed.

### 15. **Governor Training**

**Data:** next FGB meeting (7<sup>th</sup> March)

**Exclusions:** Wednesday, 24<sup>th</sup> January 6-8pm in school. All governors welcome.

**New Governor training:** **MA** to attend in January.

### 16. **Chairs' Correspondence**

- **AD** and **NC** will attend the National Funding Formula consultation meeting at Shire Hall and report back to the governing body.
- **AD** had attended the NGA Conference on 18<sup>th</sup> November and presented a report to the governing body.

### 17. **AOB**

- a) **SW** drew attention to the fact that five Subject Visit reports are outstanding.
- b) **NC** gave his apologies in advance for the next FGB meeting.

The meeting ended at 7.15pm. The date of the next FGB meeting is 7th March 2018.

## **Actions**

Item 6: **Action: it was agreed that there should be one more attempt to recruit a governor from the teaching staff after Christmas and if this is unsuccessful, AD will look at the skills analysis which was completed in the summer in order to identify skills it would be useful to add to those already present within the existing governing body. A small task and finish group will then be set up to look at recruiting another co-opted governor from the local community. It was agreed this should not be another parent.**

**Action: the six co-opted governors will be asked if they would notify AD by September 2018 if they intend to put themselves forward for a further term of office after March 2019. This would allow sufficient time for succession planning if any of them do intend to step down at the end of their current term of office.**

Item 7 **Action: CB will come to the next Curriculum Committee meeting with a policy statement on how providers can get involved with Archway with regard to technical education or apprenticeships and what opportunities there will be for them to talk with pupils.**

Item 12: **Action: LR will present a Pupil Premium report at the next FGB meeting.**

**AL** Clerk to Governors