

## Archway School: Full Governing Body Meeting

### Minutes of Meeting held on 4th July 2018

**Present:** Colin Belford **CB**, Nigel Cooper **NC**, Vic Lewis **VL**, Anne-Marie Delrosa **AD**, Sarah Warner **SWA**, Alan Potter **AP**, Gavin Townsend **GT**, Anna Ellis **AE**, Lesley Ryall **LR**, Barry Upward **BU**, Martin Ansell **MA**

**Apologies:** Georgia Boon **GB**, Barnes Clutterbuck **BC**, Clare Hankey **CHA**, Pam Swindell **PS**, Natasha Rolls, **NR**

#### 1. **Apologies**

Apologies were received and accepted from **GB**, **CH**, **BC**, **NR** and **PS**

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

There were none.

#### 3. **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.

##### **Matters Arising**

None.

#### 4. **Overview of SEND**

The planned presentation by Lee Johnson (SENCO) was postponed until the next FGB meeting.

#### 5. **Headteacher's Report**

The Headteacher's Report had been circulated prior to the meeting. At the meeting, **CB** also gave the following information:

- Middle leadership professional development training and 'Learning Breakfasts' have been two useful aspects of this year's professional development programme. Archway is also involved in sharing good practice with other schools.
- The school will commission an Ofsted-style report from external consultants as it has done in the past. The focus will be on areas for improvement identified in the Ofsted Report.
- Whilst there have been concerns regarding Y7, it is important to realise that it is not a difficult year group as a whole – rather, a small number of pupils have presented particular challenges. **CB** also explained the county rise in exclusions last year was mainly attributable to Y7 pupils. A governor asked what information was provided about potentially disruptive pupils during the transition from primary school. **CB** explained that Bridget Durrant (Head of Key Stage 3) liaises with the primary schools to obtain as much information as possible. He also confirmed that relevant Safeguarding information is also passed to the school. Archway Learning Support arranges an extra induction day in July for those Y6 pupils identified as potentially 'challenging'.
- **CB** drew governors attention to the fact that whilst the school receives £4,000 per pupil annually, it costs £10,000 to send a pupil to SCAPS (alternative provision) and budget constraints mean there are increasingly limited resources available to do this.
- **CB** explained that elective home education is becoming a problem. Home educated children are not monitored and for some parents it has become an easy option where they wish to avoid dealings with authorities over issues such as habitual drug use in the home.

- **CB** circulated the draft of a document he had written in response to parental requests for information regarding the school's response to the Ofsted criticisms. Following feedback from governors during the meeting, he will revise his response.
- Details were provided regarding staffing appointments. In response to a governor query about staffing levels, **CB** explained that whilst the school will be fully staffed for September, staffing numbers are down by the equivalent of 4 full-time teachers. This is due to a combination of financial constraints and a fall in pupils on roll. **AD** made governors aware of the anticipated financial difficulties facing the school over the next year. **CB** outlined some of the cuts which have already been made.
- A governor asked about student numbers for the new academic year. At the meeting **CB** informed governors that the new Y7 intake will be in line with the current Y7. As a point of clarification post-meeting, this refers to forms of entry, ie six forms of entry. However, numbers in September are planned to be lower at approximately 169 students.
- **CB** reminded governors about the forthcoming Summer Concert and Art Show.

## 6. **Government Policy**

**CB** gave details of a lobbying campaign being planned for a date in September. The intention is that 1,000 headteachers will visit Downing Street to draw attention to the funding difficulties facing schools. The governing body was asked for its views about **CB**'s possible attendance at this lobbying event. **CB** explained that if he did attend, it would be to show solidarity regarding funding for schools as a whole, not to lobby on behalf of Archway. Governors discussed the pros and cons of attending the event. Governors agreed to **CB**'s attendance providing it wouldn't disrupt the normal running of the school. He will make a decision nearer the time when further information regarding school funding may be available.

## 7. **Succession Planning**

A candidate for the vacant co-opted governor role will be interviewed on 11<sup>th</sup> July. **AD** asked those co-opted governors whose terms of office finish next year to let her know in September whether they wish to put themselves forward for a further term of office.

**Action: AL will remind governors that nominations for the roles of Chair and Vice Chair need to be submitted to her before the first FGB meeting of the new school year. BC has indicated that he is prepared to continue as Vice Chair for one more year.**

**Action: VL, AP, BU, CH, PS and LR to confirm with AD their plans in September.**

## 8. **Governor Skills Audit and Workshop**

**AD** asked for the governor skills audit forms to be returned to her by the end of July. A governor suggested that individual skill sets are shared after the data is available. **AD** agreed to collate the information from this and previous years to share with the governing body.

**The annual Governance Workshop will take place on 19<sup>th</sup> September.** **AD** pointed out that last year's workshop was not well attended and hoped for full attendance this year. Jane Lloyd-Davies from the Local Authority will be coming to provide information about the governing body's monitoring role following an Ofsted inspection.

**Action: All governors to attend Governance workshop.**

## 9. **Governing Body Schedule of Meetings and Subject Governor Links 2018 - 19**

**AD** explained that the Chairs Group had reviewed the annual schedule of meetings and agreed that the pattern and frequency works well. It was also agreed to continue with the 5pm start of meetings. She asked anyone who wanted to change committees to contact her and reminded

everyone that any governor can attend another committee meeting if she/he wishes to do so. Possible changes to link subject governors were discussed. **CB** will confirm which member of the Geography department the link governor should liaise with until the new head of department is appointed in January.

## 10. **Subject Visits Report**

The Subject Visits Report will be circulated once **BC** has sent it to **AD**.

**Action: BC to send subject visit report to AD for onward cascade.**

## 11. **Pupil Premium**

**CB** informed the FGB that there will be less Pupil Premium funding next year.

## 12. **Committee Reports**

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

### **Chairs' Group**

Nothing to add to the information in the minutes.

### **Curriculum Committee**

Nothing to add to the information in the minutes.

### **Finance & Staffing Committee**

Nothing to add to the information in the minutes.

### **Welfare & Discipline Committee**

A governor queried why no members of the Student Council had attended the meeting.

**GT** explained that an invitation had been extended but there had been no response.

The committee wished to extend its thanks to Damian Barry, who had provided excellent and invaluable support over the past two years.

## 13. **Health & Safety**

The school's Health & Safety policy has been given a positive endorsement from the local Authority and there is a strong health and safety culture amongst staff and students.

## 14. **Stakeholder Voice**

See agenda item 6 re **CB**'s response to parental request for information regarding follow-up to Ofsted.

## 15. **Chairs' Correspondence**

**AD** had conducted a performance management review with **AL** (Clerk to Governors). **AD** asked for any feedback regarding **AL**'s performance.

## 16. **Governor Training**

This will be reviewed once the governor skills audits have been completed.

## 17. **AOB**

i) **VL** gave details of the Stroud and Rodborough Education Charity which can provide funding for struggling families towards the cost of school trips.

**Action: CB will arrange for details regarding the Stroud and Rodborough Education Charity to be publicised on the school website. He will also remind staff to include details in letters sent out about trips.**

ii) **CB** commented that Y11 had been far more positive during the exam period than last year's cohort. He had also had very positive feedback from the Open Mornings.

The meeting ended at 6.50pm. The date of the next FGB meeting is 10<sup>th</sup> October, 2018. The staff will be invited for a 'meet and greet' session at 4.30pm.

**AL** Clerk to Governors (thanks to SW for taking the minutes in AL's absence)

Actions agreed:

<b>Agenda item 7</b>	<p><b><u>Action: AL will remind governors that nominations for the roles of Chair and Vice Chair need to be submitted to her before the first FGB meeting of the new school year. BC has indicated that he is prepared to continue as Vice Chair for one more year.</u></b></p> <p><b><u>Action: VL, AP, BU, CH, PS and LR to confirm with AD their plans in September.</u></b></p>
<b>Agenda item 8</b>	<p><b><u>Action: All governors to attend Governance worksho on 19<sup>th</sup> September.</u></b></p>
<b>Agenda item 10</b>	<p><b><u>Action: BC to send subject visit report to AD for onward cascade.</u></b></p>
<b>Agenda item 17</b>	<p><b><u>Action: CB will arrange for details regarding the Stroud and Rodborough Education Charity to be publicised on the school website. He will also remind staff to include details in letters sent out about trips.</u></b></p>