

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

## **Minutes of Meeting held on 7th March 2018 at 5pm**

**Present:** Colin Belford **CB**, , Anne-Marie Delrosa **AD**, Gavin Townsend **GT**, Nigel Cooper **NC**, Barnes Clutterbuck **BC**, Natasha Rolls **NC**, Anna Ellis **AE**, Lesley Ryall **LR**, Barry Upward **BU**, Martin Ansell **MA**

*Due to the Ofsted Inspection (inspection team's verbal feedback) taking place at the same time, the business of the meeting was shortened; it was agreed that certain items would be carried over to the next meeting.*

### **1. Apologies**

Apologies were received and accepted from Clare Hankey, Georgia Boon, Pam Swindell, Vic Lewis, Sarah Warner and Alan Potter.

### **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 29<sup>th</sup> November 2017 were accepted as a true and accurate record and signed by the Chair.

#### **Matters Arising**

None.

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

The Headteacher's Report had been circulated prior to the meeting. The following information was also provided verbally:

- The projected 2018 Y7 intake figure is 185
- The projected budget deficit is now £15,000 (down from £187,00 as forecast earlier in the school year)
- Details of recent staffing appointments were given. The school will be fully staffed for September
- Cost-cutting measures regarding the 6<sup>th</sup> form include a planned reduction in the number of groups and larger teaching groups

### **5. Strategic Plan and SEF**

The updated SEF (School Evaluation Form) had been circulated prior to the meeting and now includes the department actions in response to last year's examination results. The SEF will need to incorporate the Ofsted actions once the report is published. Committees will review the relevant sections of the strategic plan during the next round of meetings.

### **6. Succession Planning**

**AD** reported that prior to Christmas, members of the teaching/support staff had been made aware of the vacancy for a co-opted governor. As there were no expressions of interest, a small working group (**AD**, **BC** and **NR**) was set up to explore approaches to external recruitment. The group decided on the following actions: the creation of a job description; advertising the vacancy on the school website, through governor services and as a press release.

**Action: if any governor knows of an individual (possibly with HR, recruitment or finance experience) who may be interested in the current vacancy of co-opted governor, AD suggested asking them to get in touch with her for an initial informal discussion.**

**Action: governors will be updated about progress regarding the recruitment of a co-opted governor at the next FGB meeting, or earlier. FUTURE AGENDA ITEM.**

## 7. Pupil Premium

LR informed the FGB that Dominic Salmon is the SLT Pupil Premium Lead. His latest report can be accessed on the school website.

**Action: LR is to attend the 'Learning Breakfast' session dealing with strategies to support Pupil Premium students and report back to the next FGB FUTURE AGENDA ITEM.**

**Action: Whilst the Finance & Staffing Committee does monitor the school's Pupil Premium expenditure, it was felt that in future reports it would be useful to have the actual cost of each activity/intervention specified in order to review value for money together with impact.**

A governor pointed out that external providers of activities are likely to have their own success criteria, which it would be useful to see.

## 8. Subject Visits

BC gave a verbal report based on the recent subject visit reports, during which the following points were made:

- The reports revealed that most departments felt students were positive about their learning.
- There was general disappointment with last year's examination results, although it was felt that a contributing factor to the under-performance had been the challenging nature of the cohort.
- Departments are aware of the need to focus on boys.
- Some concern was expressed about the negative impact that Y11 revision sessions can have on some subjects when students miss certain lessons in order for these additional sessions to take place.
- Concern was expressed that last year's Leavers' Assembly took place shortly before an examination was scheduled.
- There was widespread concern about the additional workload which has resulted from the new GCSE examination specifications/syllabuses. There was also uncertainty and anxiety about the new 9-1 levels and the lack of sample materials from the examination boards. Some departments expressed frustration about the fact that teachers are having to spend time teaching students how to take the exams.

During the ensuing discussion, two issues were raised: firstly, LR gave details of the procedures followed regarding attendance and punctuality during the summer examination period. She explained how during the mock exam period she reinforces the vital importance of good timekeeping with Y11 students. Secondly, some concerns were expressed about the disruption to learning where temporary teaching arrangements/contracts result in a lack of continuity for students.

## 9. Committee Reports

Minutes of all the recent committee meetings had been circulated prior to the FGB meeting. Those present approved the Finance & Staffing Committee's recommendation that the FGB should delegate responsibility for negotiating Local Authority Traded Services to the Headteacher. The FGB also approved the independent examination of the Unofficial Funds for 2017 – 18 and the submission of the completed SFVS (School's Financial Value Statement) audit.

## 10. Chairs' Correspondence

Deferred to next FGB meeting.

17. **AOB**

The GDPR (General Data Protection Regulations) agenda item was deferred to the Next FGB meeting. **FUTURE AGENDA ITEM.**

The meeting ended at 7.05pm. The date of the next FGB meeting is 9th May 2018.

**AL** Clerk to Governors