

Archway School: Full Governing Body Meeting

Minutes of Meeting held on 9th May 2018 at 5pm

Present: Colin Belford **CB**, Anne-Marie Delrosa **AD**, Gavin Townsend **GT**, Natasha Rolls **NR**, Anna Ellis **AE**, Lesley Ryall **LR**, Barry Upward **BU**, Martin Ansell **MA**, Georgia Boon, Pam Swindell **PS**, Sarah Warner **SW**

1. Apologies

Apologies were received and accepted from Vic Lewis, Clare Hankey, Nigel Cooper, Alan Potter and Barnes Clutterbuck

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 7th March 2017 were accepted as a true and accurate record and signed by the Chair.

Matters Arising

None.

4. GDPR Training presentation

CB gave a presentation on the implications for the school and governing body of the new Data Protection regulations which are due to come into force on 25th May.

In addition to the presentation, **CB** also provided the following information:

- Confidential waste bins have now been installed in five locations around the school.
- In future, any paperwork related to exclusions cases will either be collected from school or sent by recorded delivery
- From 25th May, governors will be expected to use their school email addresses for governing body business rather than their personal email addresses.
- **HM** and **CB** have amended the school admission form, which now includes the necessary consents information. By the end of this term, every parent will have received a consents form by post and will be asked to return it to the school. All non-returns will be followed up to ensure 100% compliance.

Some suggested amendments to the new Data Protection Policy were accepted and the policy adopted by the FGB. The related staff and student Computer and Internet Usage policies were also agreed at the meeting.

Action: AL will email the GDPR presentation to all governors with a request that governors should respond to confirm that they have seen it if they were absent from this meeting.

5. Headteacher's Report and Actins following the Ofsted Inspection

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

- **CB** confirmed that the local authority has an obligation to support the school following the Ofsted Inspection. Sandra Shepherd, from the LA, has agreed to broker external support for the Science department.

- Details of recent staffing changes were given. **CB** explained that it may be difficult to staff the Maths department adequately for September due to the current shortage of Maths applicants.
- The departure of a number of long-serving staff at the end of this year will represent losing the equivalent of 4 full-time teachers and the resulting re-structuring will enable the school to make budget savings.
- Interviews for a new Assistant Head to replace Damian Barry will be held on 17th and 18th May. **AE**, **PS** and **GB** volunteered to attend the panel process and interviews.
- In response to the identified concerns about the behaviour of a significant number of Y7 pupils this year, a governor asked if other schools are experiencing similar cohort issues. **CB** commented that as far as he knew there was no general trend. Archway just happens to have an unusual concentration of challenging pupils in this year group. Another governor asked if this disruptive behaviour had led to parents moving their children to other schools. **CB** replied that ten Y7 pupils had left Archway (six to Sir William Romney's) whilst eight had joined from elsewhere, leaving a net loss of two. A governor pointed out that there could have potentially been a gain of eight if Y7 circumstances had been different.

Action: Future headteacher's reports will include updates concerning actions put in place in response to the Ofsted Report; the Welfare & Discipline and Curriculum committees will regularly check the action points relevant to their specific monitoring responsibilities

6. Succession Planning

The vacancy for a co-opted governor has been advertised on the NGA website. The closing date is the end of May, at which point **NR/AD/BC** will review the applications and arrange interviews.

7. Government Policy update

No new initiatives to report.

8. Pupil Premium

LR reported back on the Learning Breakfast she had attended. This optional training session is run by Pyrrha Monk and focuses on strategies to use with Pupil Premium students. All staff receive an email giving details of the ideas discussed by those attending a Learning Breakfast.

9. Subject Visits

The staff and student survey reports had been circulated prior to the meeting. Governors were asked for their views on the concerns/issues raised which needed action. The following suggestions were made:

- Inconsistency regarding the way different teachers implement the BfL policy.
- The perception amongst many students that poorly behaved pupils are, in their opinion, unfairly given praise and rewards for minor improvements in their behaviour whilst well-behaved students receive minimal, or no acknowledgment for consistently good behaviour.
- Students' perceptions of lessons taken by supply teachers: they expressed the view that these lessons can be 'dead' time and that they rarely receive feedback for work completed in such lessons.
- The standards of cleanliness around the school.
- The provision of adequate departmental meeting time to facilitate the sharing of ideas.
- Whilst the organization of students into a 'J' half and a 'K' half for timetabling purposes has now been stopped, the student interviews revealed a perception that some students are

labelled as ‘thick’ which governors felt could be very damaging to efforts to encourage aspiration.

It was agreed that the questions on the staff questionnaire should be reviewed before next year’s survey takes place. It was suggested that it could be useful to arrange focus group discussions in addition to the online questionnaire. All felt that an important aim of next year’s student voice interviews should be to capture ‘readiness to learn’.

The Parents’ Voice Report will be available in Term 6.

Action: AD will attend the Information Evening for the new intake parents on 5th July.

Action: AD will email governors to ask for volunteers for the Open Mornings in Term 6.

10. **Committee Reports**

Minutes of all the recent committee meetings had been circulated prior to the FGB meeting.

Chairs Group

The next Chairs Group meeting will be held on 13th June. If any governor who would like to attend as a representative of the governing body should let **AD/AL** know in advance. **AD** also reminded governors that they are welcome to attend any committee meeting but should contact the Chair of the committee in advance if they wish to do so.

Finance & Staffing

- The headteacher’s mid-term review has been completed.
- There had been no changes to the policies reviewed by the committee.
- The FGB accepted the recommendation of the committee and approved the Governors’ Budget Plan for 2017/18.

Curriculum

Nothing to report beyond the information in the minutes.

Welfare & Discipline

Two policies had been reviewed with no changes, although the committee will be reviewing the Safeguarding Policy again at its first meeting of the next academic year following the government’s Department for Education consultation on changes to the statutory guidance *Keeping children safe in education (KCSIE)* and the publication of a new departmental non-statutory advice document covering sexual violence and sexual harassment between children in schools and colleges.

11. **Governor Training**

Action AL will email CB’s GDPR presentation to all governors and ask those governors absent from this meeting to confirm with AL that they have watched it.

Governors were reminded of the list of training courses published by Governor Services.

12. **Chairs’ Correspondence**

AD reminded those present that the governing body functions as a collective and that governors should not express individual views in their role as a governor. She asked everyone to be mindful of confidentiality and professional responsibility. If a governor is made aware of a school-related issue which requires a response, this should be taken to **AD** or the relevant committee.

13. **AOB**

None.

The meeting ended at 7.05pm. The date of the next FGB meeting is 4th July 2018.

AL Clerk to Governors

