

## Archway School: Full Governing Body Meeting

### Minutes of Meeting held on 5th December 2018

**Present:** Colin Belford **CB**, Nigel Cooper **NC**, Vic Lewis **VL**, Anne-Marie Delrosa **AD**, Alan Potter **AP**, Anna Ellis **AE**, Lesley Ryall **LR**, Martin Ansell **MA**, Georgia Boon **GB**, Pam Swindell **PS**, Suzanne Ryder **SR**, Sarah Warner **SWA**, Gavin Townsend **GT**

**In attendance:** Dominic Salmon **DS**, and Bridget Suitters from Minerva Academy, part of the Leading Governance course (observation only)

**Apologies:** Barnes Clutterbuck **BC**, Clare Hankey **CHA**, Natasha Rolls, **NR**, Barry Upward **BU**

#### 1. **Apologies**

Apologies were received and accepted from **BC**, **CHA**, **NR** and **BU**

*The planned presentation by Lee Johnson (SENCO) was deferred. The SAM learning presentation by Dominic Salmon was also deferred.*

#### 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 4<sup>th</sup> July were accepted as a true and accurate record and signed by the Chair.

##### **Matters Arising**

The following actions are to be carried forward:

**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.**

**Action: AD will update the FGB at its next meeting about the actions agreed at the September Governance Workshop.**

**DS** provided governors with the number of Pupil Premium students in the school: 23% (25% in Y11)

#### 4. **Headteacher's Report ( including feedback on external consultant's visit)**

The Headteacher's Report had been circulated prior to the meeting. At the meeting, the following points were made regarding feedback from the external consultant, Tony Bloxham, following his second visit:

- The school will be working with the consultant for the foreseeable future. He emphasised that whilst he has seen progress since his first visit, it is imperative that the SLT and governors understand that speed and urgency are needed to deliver real change. Evidence of the impact of initiatives is essential and there must be a relentless focus to drive up standards of teaching and learning.
- The consultant's next visit will be in January when hard decisions will have to be made if standards do not improve.
- The focus is on Y11 at the moment and their targets need to be clearly understood by both the students and the staff. It is vital that all students attain their target grades if the school is to improve on its Progress 8 figure by next summer. If it has not improved, Ofsted will return to inspect the school in the Autumn with the prospect of the school being placed in Special Measures.
- Moderated marking of Y11 exam practice scripts has been recently carried out with Cotswold School and found to be at the right level.

- Informal support plans and formal capability procedures are being used where teaching is found to be unsatisfactory.
- A governor commented that recent governor subject visits had revealed that some heads of department were not aware of the urgency of the situation facing the school. The visits have also revealed the variability in staff morale. Whilst some staff are upbeat, there are others who have a less positive, more cynical attitude. It was agreed that it is vital that everyone takes responsibility for helping the school move forward.
- It was agreed that it would be useful for the consultant to talk to the FGB on a future occasion.

## 5. Update on School Data

DS gave a presentation on Archway's most recent performance data using this website:

<https://www.compare-school-performance.service.gov.uk/find-a-school-in-england>

The key concern is that whilst there are some positives within the performance data, the Progress 8 figure is below average at - 0.48. A figure of - 0.5 would automatically trigger an Ofsted Inspection. Boys, higher prior attainers in particular, are underachieving.

In response to a governor query about the Progress 8 prediction for the 2018-19 Y11 cohort, DS replied that it currently stands at - 0.44, which is a concern. He also explained that he has factored the eleven Y11 students, in either alternative provision or hospital education, who will be included in the school's figures for 2019 and who are likely to make a - 0.2 impact on the Progress 8 figure. In comparison, Y10 has only one student in one of these categories.

In response to a governor question about the under-performing groups and subjects, CB outlined the actions being taken.

DS also gave details of the more positive Post-16 2018 data where the progress score places the school as 'average', with disadvantaged students 'above average' in terms of their progress. A governor commented that whilst this was encouraging, there was no room for complacency and it was important that the school maintained a rigorous approach to standards of teaching and learning in the sixth form.

## 6. Committee Reports

### Chairs Group

AD reported that the key areas for consideration had been:

- School funding
- Subject Governor Visits
- Succession Planning
- The date of the next meeting has been changed to 16<sup>th</sup> January. Please let AL and AD know if you would like to attend.

### Finance & Staffing

NC reported that:

- The committee had recommended the acceptance and approval of the most recently audited Unofficial Funds (2017 – 18). The FGB gave its approval.
- The Pay Panel had met to decide on teacher pay awards and the headteacher's performance management had taken place.
- The Governors' Budget Plan had been approved by the committee.

### Curriculum

PS reported that:

- The committee had discussed the impact of CPD on the quality of teaching and learning.

- Concerns had been expressed about the number of teachers (20% of the staff) whose lessons had been judged to be in need of improvement during the local authority review last term.
- The school's data had been reviewed and discussed.

## **Welfare & Discipline**

NR reported that:

- Julian Young will be reporting on the impact of his improving behavior initiatives at the next committee meeting.
- The committee had raised questions about the current home/school agreement and the future relevance of the student planners; these are to be taken to the SLT.
- A new Positive Mental Health Policy had been considered and sent out to all members of the FGB.

**Action: A number of queries regarding terminology were raised by a governor and so it was agreed that the draft Positive Mental Health Policy should be amended and taken back to the Welfare & Discipline committee for further scrutiny before being brought back to the FGB for approval and adoption.**

## 8. **Strategic Plan**

Whilst the Rapid Action Plan must take priority at the moment and recognising that it is important not to over-burden either the SLT, staff and governing body, Tony Bloxham, the external consultant, recommended that the longer term strategic direction of the school should also be considered. A governor asked whether the governing body will be receiving any local authority support as it did when the school was in Special Measures. **Action: AD to speak to the local authority about what support they can give.**

AD commented that her current participation in the NGA 'Leading Governance' course is proving extremely helpful at this time and she plans to visit other schools/governing bodies in order to learn from them.

## 9. **Succession Planning**

The sub-group looking at succession planning have now met to discuss approaches to recruitment, which will start in the new year with appropriately placed advertisements if it is confirmed that there are likely to be co-opted governor vacancies in March 2019.

## 10. **Subject Visits Report**

SW's Subject Visits Report had been emailed to governors prior to the meeting. SW drew attention to the fact that not all departments had been visited and asked that *all* governors endeavour to visit their link departments during the round of Term 3 visits.

Some of the key issues which emerged during the visits were:

- A concern about the number of unconditional university places being offered to Y13 students and the impact on their motivation and standards of attainment.
- Disappointment regarding the 2018 GCSE results
- Staffing pressures
- Thriving departments demonstrating a positive desire to contribute towards school improvement but variations in morale across departments.

**Action: AD will formulate a list of questions for the Term 3 Subject Visits which are to focus on the Ofsted priorities for action.**

## 11. **Exclusions**

The local authority is placing more emphasis on encouraging inclusion, as Gloucestershire's exclusion figures are high and it is anxious to reduce them. Future exclusion panels will need to take into account the 'five tests' when deciding whether an exclusion should be upheld (is it

lawful, rational, fair, reasonable and proportionate), Additionally, panels will need to ensure that if a student's persistent behaviour over time, rather than just a single incident, is to be taken into account, that the letter to parents makes this clear. The local authority has provided letter templates to help with this process.

**Action: AL will investigate possible dates for 'refresher' exclusions training.**

12. **Sixth Form Visit Report**

AE gave an account of her meeting with the new Head of 6<sup>th</sup> Form, Matt Redding, who had outlined the steps being taken to encourage university links and the enrichment scheme which aims to boost UCAS points as well as providing students with a well-rounded 6<sup>th</sup> form experience.

13. **Stakeholder Voice: attendance at school events**

Volunteers are needed for the following Parents' Evenings:

10th January, Sixth Form (AE to attend)

22nd January, Y8

14th February, Y10

27th February, Y9 (MA to attend)

14. **Pupil Premium**

Pupil Premium issues had been discussed at the recent Finance & Staff and Curriculum committee meetings. A governor asked whether there is PP funding to support participation in educational visits and CB confirmed that this is available through the hardship fund.

15. **Government Policy Update**

Funding uncertainties continue to be a major pre-occupation.

16. **Health & Safety**

At the recent Finance & Staffing committee meeting, a suggestion had been made that there should be a separate committee to consider Health & Safety and Premises matters.

**Action: at their next meeting, the Chairs Group will consider the suggestion that there should be a separate committee to consider Health & Safety and Premises matters.**

17. **Governor Training**

- Pupil Premium training is booked for 30<sup>th</sup> January 5.30 - 6.30pm
- AL will explore the possibility of refresher exclusions training
- SR is to undertake a 'New Governors' training course

18. **AOB**

None.

The meeting ended at 7.05pm. AD wished everyone a very Happy Christmas. The date of the next FGB meeting is 6<sup>th</sup> March, 2019.

AL Clerk to Governors

Actions agreed:

Agenda item 3	<b>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. Action: AD will update the FGB at its next meeting about the action agreed at the September Governance</b>
---------------	---

**Workshop.**

**Agenda item 6**

**Action: A number of queries regarding terminology were raised by a governor and so it was agreed that the draft Positive Mental Health Policy should be amended and taken back to the Welfare & Discipline committee for further scrutiny before being brought back to the FGB for approval and adoption.**

**Agenda item 8**

**Action: AD to speak to the local authority about what support they can give.**

**Agenda item 10**

**Action: AD will formulate a list of questions for the Term 3 Subject Visits which are to focus on the Ofsted priorities for action.**

**Agenda item 11**

**Action: AL will investigate possible dates for 'refresher' exclusions training.**

**Agenda item 16**

**Action: at their next meeting, the Chairs Group will consider the suggestion that there should be a separate committee to consider Health & Safety and Premises matters.**