

# Archway School: Full Governing Body Meeting

## Minutes of Meeting held on 6th March 2019

**Present:** Colin Belford **CB**, Nigel Cooper **NC** Vic Lewis **VL**, Anne-Marie Delrosa **AD**, Natasha Rolls, **NR**, Sarah Warner **SWA**, Pam Swindell **PS**, Martin Ansell **MA**, Georgia Boon **GB**, Gavin Townsend **GT**, Dominic Salmon **DS** (Deputy Head)

**Apologies:** Anna Ellis, Alan Potter, Suzanne Ryder, Barnes Clutterbuck

### 1. **Apologies**

Apologies were received and accepted from Alan Potter, Anna Ellis, Suzanne Ryder and Barnes Clutterbuck

### 2. **Governing Body Update**

**AD** gave details of resignations from Lesley Ryall, Barry Upward and Clare Hankey, whose terms of office all ended in March. All were thanked for their valuable contributions during their terms of office.

**AD** and **CB** both paid tribute to Vic Lewis, who had come to the end of his final term of office as a governor after 35 years of service to the school. He was praised for the energy, dedication and commitment he had brought to the role. **CB** told the meeting that he had valued Vic's wise counsel as a true 'critical friend' as well as the tremendous support he has given to the staff, parents and pupils of Archway School for more than three decades, especially at crucial times of change and development. A Vic Lewis Cup in honour of his long service to the school is to be awarded at future annual prize giving ceremonies.

Pam Swindell and Alan Potter were re-elected as co-opted governors for a further term of office.

### 3. **Declarations of Prejudicial Interest**

There were none.

### 4. **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**

- ***AD will email governors with an update relating to actions agreed at the September 2018 Governance Workshop.***
- The suggestion that there should be a separate committee to discuss Health & Safety and Premises matters had been discussed and a decision taken that it was not necessary. In order to ensure these matters are given due attention at Finance & Staffing Committee meetings, it was agreed that the agenda should be organized on a 'rolling programme' basis, so that premises and health & safety issues are placed first at every third meeting. The Site Manager is to be invited to give an annual update.

### 5. **Presentation on SAM Learning**

**DS** explained that Archway School now subscribes to SAM Learning. This is a web based revision service students can access from any internet connection. All students have their own logins and all activities they complete are saved within their profile so they can see their progress. Students can use SAM Learning to revise and test themselves on all their school subjects using a variety of different formats which are fun, engaging and challenging.

SAM learning has been independently proven to raise attainment and **DS** reported that already there are 147 regular Y11 users and the progress of the 30 students using it most frequently is higher than the rest of the cohort. In response to a governor query about how students challenge themselves appropriately, **DS** admitted that students can select relatively low level tasks so it is important for teachers to encourage the appropriate level of challenge and that the intention is to now get more teachers using SAM learning to expand its use. A governor asked about those students without internet access out of school. **DS** said that the school currently does not know how many students fall into this category.

**Action: DS agreed to check how many Y11 Pupil Premium students do not have internet access in order to use SAM Learning at home.**

**Action: The Curriculum Committee will review evidence of the impact of SAM learning at the Term 5 meeting**

## 6. **Headteacher's Report**

The Headteacher's Report had been circulated prior to the meeting. At the meeting, the following points were also made:

- A letter will be going out to parents in advance of the next planned Extinction Strike by students making it clear that no student would be allowed to leave school to join the strike if they did not provide a parental letter asking permission. The letter is to include the following statement:

*“we can neither promote nor encourage children’s absence from school and students who do not attend on the day will be marked with an unauthorised absence. We take global and environmental issues very seriously at Archway and cover them in a range of subject areas, not least Science, Geography and PHSE. Equally, we encourage young people to develop their own thoughts and opinions on all matters and are respectful of the views they hold. As parents/carers if you wish your child to take part in the Global Extinction Strike and to leave the school site during the day to participate, then please send them in with a written note to that effect indicating what time you would like them to be allowed to leave.”*

Governors expressed concern about the possibility of strikes being held on a regular, monthly basis and the implications of this for student learning.

- The Headteacher's Report had included data relating to the current Y11. **DS** explained that teacher predictions are now much more accurate. The school has a concern about the potential progress 8 figure because 12 students from the current Y11 are being educated elsewhere and their results will contribute to the school's overall statistics. A number of intervention strategies have been put into Y11 since the mocks took place after Christmas and the impact of these will be assessed after the next mock examinations which are scheduled for the week beginning 11<sup>th</sup> March.

A governor commented that the school needs to work towards a situation where it is not necessary to always be 'firefighting' in order to improve Y11 results.

## 7. **Strategic Plan**

There is to be a meeting on Wednesday, 13<sup>th</sup> March when a representative from the local authority will facilitate a session for governors and the SLT to review the school's vision and ethos.

## 8. **Committee Reports**

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

### **Chairs' Group**

- The points raised in Tony Bloxham's visit had been discussed.
- Concern was expressed at the meeting about the proposed changes to the MFL offer at KS4. These have now been withdrawn in response to these concerns.
- The next meeting is scheduled for 24<sup>th</sup> April. Any governors who would like to attend should contact **AD** or **AL**.

### **Finance & Staffing Committee**

- The FGB accepted the committee's recommendation that responsibility for negotiating traded services contracts should be delegated to the headteacher.
- The FGB approved the recently completed annual SFVS form which will now be sent to the local authority.
- Local Authority auditors had been in school the previous week and had judged the school's policies to be 'robust'. A full Auditors' Report will follow which will be taken to a future committee meeting.

### **Curriculum Committee**

- The committee had been given a presentation from the Head of Maths
- The impact of the current Science Action Plan had been discussed.
- The proposed changes to the structure of the school day had been discussed. The FGB accepted the recommendation of the committee that these changes should be approved. Students are to be informed of the changes through the Student Council and assemblies. Parents will be informed after Easter.

### **Welfare & Discipline Committee**

- The committee had discussed the current strategies being used to address concerns about behaviour.
- **Action: in response to concerns expressed about incidents of verbal abuse towards members of staff, the home/school agreement will, in future, include a statement emphasizing the school's zero tolerance towards aggressive or abusive behaviour from parents.**

## 9. **Subject Visit Reports**

**AD** expressed concern that not all departments had been visited during the last round of subject visits, and stressed that this is an important aspect of the governing body's monitoring role. She highlighted the key issues which had emerged from the visits, one of which was whether more support and training is needed for middle leaders.

**Action: the strategies used to support Heads of Department in their leadership role are to be an agenda item at a future FGB meeting** . **FUTURE AGENDA ITEM**

## 10. **Pupil Premium Update**

There is a vacancy for the Pupil Premium Link Governor role following Lesley Ryall's resignation.

## 11. **Stakeholder Voice**

The online staff survey has been emailed to all staff. Student Voice interviews are to take place later in the month.

There is a Y7 Parents' evening on 24<sup>th</sup> April. A governor raised a concern that the role of governors attending Parents' Evenings is not sufficiently clear,

**Action: the purpose/role of governors attending Parents' Evenings is to be discussed by the FGB before the next round of Parents' Evenings 2019 -20. FUTURE AGENDA ITEM**

12. **Succession Planning**

Interviews have been arranged for individuals who have expressed an interest in the current governing body vacancies.

A new Premises Lead is needed and other Subject Link roles will need to be filled following the recent retirement of VL and the three governor resignations.

13. **Chairs' Correspondence**

AD gave governors an update regarding the Leading Governance course she is currently attending. She had also recently participated in a Webex presentation on managing complaints and will take some of the points and issues raised to the next Chairs Group meeting. AD is to discuss a school response to the consultation on the draft proposals for the new Ofsted Framework with CB.

14. **Recent Changes in Government Education Policy**

No news to report.

15. **Health & Safety**

Apart from a minor insurance query from the Local Authority auditors during their recent visit, there were no current health and safety issues to report.

16. **Governor Training**

Governors were invited to check through the Governor Services recently published training programme for 2019 and let AL know if they would like to be booked onto any of the courses.

**Action; AL is to arrange a new date for the in-house Exclusions training.**

17. **AOB**

The Spring Concert is on 4<sup>th</sup> April.

The meeting ended at 7.20pm. The date of the next FGB meeting is 22nd May, 2019.

Actions

**AD will email governors with an update relating to actions agreed at the September 2018 Governance Workshop.**

**Action: DS agreed to check how many Y11 Pupil Premium students do not have internet access in order to use SAM Learning at home.**

**Action: The Curriculum Committee will review evidence of the impact of SAM learning at the Term 5 meeting**

**Action: in response to concerns expressed about incidents of verbal abuse towards members of staff, the home/school agreement will, in future, include a statement emphasizing the school's zero tolerance towards aggressive or abusive behaviour from parents.**

**Action: the strategies used to support Heads of Department in their leadership role are to be an agenda item at a future FGB meeting**

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**Action: the purpose/role of governors attending Parents' Evenings is to be discussed by the FGB before the next round of Parents' Evenings 2019 -20.**

**AL** Clerk to Governors