

Archway School: Full Governing Body Meeting

Minutes of Meeting held on 9th October 2019 at 4.30pm in A8

Present: Colin Belford CB , Anne-Marie Delrosa AD (Chair), Natasha Rolls NR, Sarah Warner SW, Pam Swindell PS, Martin Ansell MA, Gavin Townsend GT, Barnes Clutterbuck BC, Christopher Berry CBE, George James GJ, Julie Brindle JB, Nicola Farrow NF, Anna Ellis AE

Apologies: Georgia Boon, Nigel Cooper

1. **Process for Recruiting a New Headteacher**

Jane Lloyd Davies and Sandra Shepherd from the Local Authority outlined the process that the governing body needs to go through in order to recruit a new headteacher.

The following schedule was agreed:

- **Thursday 17th October 5.30pm** - meeting to discuss person spec, job spec, advert, information pack.
- **Monday 4th November** - deadline for placement of advert
- **Friday 8th November** - advert to appear
- **Friday 22nd November** - closing date for applications. Applications will be emailed out to all governors (not staff governors) for shortlisting
- **Tuesday 26th November 5.30pm** - shortlisting
- **Monday 9 and Tuesday 10 December** - all day interviewing
- **Wednesday 11 December - 5pm** Full Governing Body meeting including ratification of decision

A governor pointed out the need for contingency arrangements in case the governing body find it is not possible to make an appointment in December.

2. **Apologies**

Apologies were received and accepted from Georgia Boon and Nigel Cooper

3. **Declarations of Prejudicial Interest**

There were none.

4. **Election of Chair and Vice Chair**

Anne-Marie Delrosa was re-elected as Chair (nominated by **NR**, seconded by **BC** and agreed by all present).

Barnes Clutterbuck was elected as Vice Chair (nominated by **AD**; seconded by **GJ** and agreed by all present).

AD thanked **SW** for her year's term of office as Vice Chair.

5. **Minutes from previous FGB Meeting and Matters Arising**

The minutes of the previous FGB meeting held on 3rd July were accepted as a true and accurate record and signed by the Chair.

Matters Arising

Item 4: Further details of the planned SEND review will be given at the next FGB meeting.

Item 11: An external review by Governor Services of the governing body's processes and practice is to be requested. It is regarded as good practice for governing bodies to carry out such a review on a regular basis as it provides external validation and a useful baseline.

Item 13: Kay Young is to be invited to the next FGB meeting to explain what the school is doing to meet the requirements of the new Ofsted Framework regarding the curriculum.

6. **Headteacher's Report**

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

- **CB** reported that the SLT has recently completed a week's monitoring of the new Disruption Free Learning procedures with a focus on standards of behaviour, lesson starts and the presentation of work. 88 lessons had been observed with a very high proportion meeting expectations. Behaviour, for example, was judged to be well managed in 87 of those lessons.
- 23 sessions of the new tutor Reading Programme was also observed and in all but one of the sessions the requirements were being followed scrupulously.
- Monitoring of the Y11 tutor sessions (booster work focused on core subject knowledge and skills) revealed that students were all engaged in the sessions observed with none of the allocated time wasted.
- The staff feedback regarding Disruption Free Learning indicates that all have found that it has established a climate which makes it easier to teach.
- SLT monitoring weeks will take place once in each half term. Where any concerns are identified (i.e. best practice not in evidence), a member of SLT will have a conversation with that teacher.

The Chair of Governors emphasised that consistency is vital if improvements are to be sustained and **CB** gave an assurance that if identified concerns persist with particular teachers, robust action will be taken.

- A governor asked whether the new headteacher would maintain the recent initiatives, which seemed to have such a positive effect on improving the culture and learning ethos of the school.

CB replied that the new strategic direction had been backed by the governing body and he felt that all stakeholders would want to see continuity of delivery with regard to this strategic direction.

- Governor concerns were expressed about the number of Y9 students who had transferred to the Berkeley Green University Technical College at the beginning of this year. **CB** explained that the high number was in part due to dissatisfaction from some of the students with their experiences at Archway but he felt the number of similar transfers was likely to be much smaller in the future.

7. **Strategic Plan**

Once the new strategic objectives have been agreed, they will be discussed at the next Chairs Group meeting and monitoring their impact will then be a standing item on committee agendas for the rest of this year.

Action: so that governors can ensure that they take into account the Ofsted requirements when monitoring the Strategic Plan objectives assigned to each committee, AD will produce a spreadsheet linking the two which will be presented at the next FGB meeting.

8. **Committee Reports**

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

Chairs' Group

- The meeting had discussed the need for a review of governance, succession planning and preparations for a future Ofsted inspection. **AD** reminded the meeting that any governor is welcome to attend Chair group meetings and should let **AL** know if they wish to do so.

Finance & Staffing Committee

- As no permanent Chair was elected, it was agreed that the role will be rotated until this matter can be resolved. **NC** was thanked for his term of office and agreeing to chair the meeting. **BC** will chair the next one. It had also not proved possible to appoint a Premises/Health & Safety Lead at this meeting.
- The governing body accepted the recommendation of the committee and approved both the amended Pay Policy and the 2.75% pay award across all pay bands.
- The Finance and Appraisal Policies had been reviewed by the committee. No amendments had been necessary.
- The meeting accepted the committee's recommendation and ratified/adopted the new Complaints Policy.

Curriculum Committee

- **MA** had been elected as the new committee Chair. **PS** was thanked for her term of office as the previous Chair.
- The main focus of the evening had been on a review of the summer examination results and the implications of the school's Progress 8 figure.
- A minor amendment was agreed to the new Relationships and Sex Education Policy which was ratified/adopted by the governing body.
- The meeting accepted the committee's recommendation and ratified/adopted the new Teaching and Learning Policy.

Welfare & Discipline Committee

- The main focus of the meeting had been on Julian Young's report of the impact of the recently introduced Disruption Free Learning.
- The committee expressed its continued concern about behaviour and attendance issues relating to SEND and PP students.
- The committee had thanked Julian Young for his continued work on the Equalities Policy which has required significant changes to ensure it is fit for purpose. The revised policy will be considered at the next committee meeting before being brought to the FGB meeting in December.

9. **Succession Planning**

AD informed the meeting that Suzanne Ryder and Alan Potter have both resigned from the governing body. She will be arranging interviews for two potential replacements for these co-opted governor vacancies.

Georgia Boon will be resigning at the end of October and Anna Ellis will not be standing for re-election when her term of office ends in January so elections will be held for two new parent governors early in the new year.

10. **Governor Visits**

The deadline for Subject Visits reports to be returned to **AD** is 15th November.

11. **Stakeholder Voice**

As the Parents' Focus Group sessions held last year had proved to be more effective and useful in obtaining feedback than distributing parents' evening questionnaires, it was agreed that the latter practice should be discontinued, although governors are still welcome to attend parents' evenings if they wish to.

CB reminded governors that all are welcome to join one of the scheduled early morning Learning Walks to see the new approaches to the start of the school day.

12. **Pupil Premium**

A governor asked whether the school needs to be able to demonstrate that PP funding is being

targeted at specific students. **CB** explained that whilst a few small scale interventions targeted at groups of **PP** students will continue, the future emphasis of Pupil Premium expenditure will be on whole school initiatives. The rationale for this is that such initiatives, in benefiting *all* students, will be more likely to have a positive impact on those in the **PP** category because they will improve the overall learning ethos within the school. One such initiative is the Tutor Reading Programme which has now been established and it is intended to identify a similar whole school numeracy initiative.

13. **Government Policy Update**

The school is still waiting for the £5,000 per pupil formula funding allocation to come through.

14. **Health & Safety**

CB reported that a faulty fire alarm in the Sports Centre had been fixed.

15. **Training**

- 20th November: **Preparation for Ofsted** 5.30 – 7.30pm in A8. **All governors to attend this important session.**
- An in-house **Pupil Premium** training session has been arranged for 4th March 5.30 – 7pm.
- An in-house **Exclusions** training session is to be arranged. Date and details to follow.

16. **AOB**

None.

The meeting ended at 7.15pm. The date of the next FGB meeting is 11th December 2019.

Actions

Item 7:

Action: so that governors can ensure that they take into account the Ofsted requirements when monitoring the Strategic Plan objectives assigned to each committee, AD will produce a spreadsheet linking the two which will be presented at the next FGB meeting.

AL Clerk to Governors