

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

Minutes of Meeting held on 26<sup>th</sup> February 2020 at 5pm in A8

Present: Colin Belford **CB**, Anne-Marie Delrosa **AD** (Chair), Natasha Rolls **NR**, Sarah Warner **SW**, Pam Swindell **PS**, Martin Ansell **MA**, Christopher Berry **CBE**, George James **GJ**, Julie Brindle **JB**, Nicola Farrow **NF**, Gill Ferry **GF**, Stewart King **SK**, Nigel Cooper **NC**, Barnes Clutterbuck **BC**, Gavin Townsend **GT**, Robert Hurter **RH**

Apologies: None

### **1. Declarations of Prejudicial Interest**

There were none.

### **2. Election of New Governors**

Robert Hurter was welcomed as a new parent governor.

### **3. Ratification of decision regarding interviews for new Headteacher**

**AD** outlined the rigorous process undergone in preparing for the headteacher interviews which had taken place during the week. She thanked those governors who had taken part in the selection procedure, the local authority representatives for their support with the various interview panels and Jayne Thorley for organising all aspects of the process.

**AD** explained that nine candidates had been shortlisted; six candidates had been selected for interview, one of whom withdrew beforehand; three candidates had been nominated to be taken through to Day 2 and after the final interviews and presentations it was felt that all three were appointable candidates with one identified as the preferred candidate.

The governing body confirmed that the whole process had been conducted in a fair and rigorous manner and ratified the decision of the interview panel to offer the headship to the preferred candidate.

On behalf of the governing body, **SK** thanked **AD** for the time, commitment and professionalism she had shown in leading the appointment process over the past few months.

### **4. Finance Training**

**CB** gave a presentation explaining how the school budget is put together. This will be sent out as a separate document with the minutes.

At the end of the presentation, a governor asked whether **CB** felt campaigning undertaken by governors with regard to school funding allocations could be useful. **CB** replied that it adds weight to the campaigning activities undertaken by existing headteacher-led pressure groups.

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

The minutes of the previous FGB meeting held on 11th December 2019 were accepted as a true and accurate record and signed by the Chair.

#### **Matters Arising**

*Item 7:* the revised Equalities Policy has now been approved by the governing body.

### **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** informed the meeting that the local Rudolph Steiner school, Wynstones, had been closed on safeguarding grounds following an Ofsted inspection. Archway has admitted a

number of the Wynstones pupils although there have inevitably been problems about meeting all option group requests for those in KS4. **CB** explained that the school will not receive any funding for these pupils at this time as they had not been on roll when the 2019-20 school census was completed.

- The Chair of Governors questioned **CB** about the findings resulting from the recent monitoring exercise looking at sixth form and Y11 engagement in tutor time work. **CB** explained the actions that are being taken to address the reasons why students were not fully engaged which will include using school cover supervisors wherever possible instead of agency cover supply. In those lessons where behaviour was not well managed and some learning time wasted, the issues have been followed up with the individual staff concerned by a member, or members, of the SLT.
- Another governor asked whether fixed term exclusion numbers were coming down at the rate anticipated and what the school was doing to ensure this happens. **CB** replied that the numbers were reducing but admitted that there some pupils who are not responding to sanctions. Julian Young (assistant head) is currently working on improving the effectiveness of the Inclusion room and an eight week programme called 'Prospects' is to be tried. A progress report will be given at the next Welfare & Discipline committee meeting.
- A governor asked for clarification regarding the plan to build in time in Term 4 for pairs of heads of department to work together to assess and review the quality of teaching, learning and assessment. **CB** explained that the more experienced and effective heads of department will be paired with those with less experience or expertise. The process will be monitored by the SLT over a three week period.

## 7. **Committee Reports**

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

### **Chairs' Group**

- A 'Preparation for Ofsted' briefing sheet will be coming out shortly for governors.
- Both the Chairs Group and the Curriculum Committee had discussed the rationale for moving from a three year to a two year KS4. **CB** had subsequently written to Y8 parents informing them of the decision to move to a two year KS4 and had received no responses raising any concerns.
- The Governance Review has now taken place. **AD**, **CB** and **AL** had a meeting with Keith Clover, who had been contracted by the Local Authority to carry out the review. He indicated that a key message likely to emerge is the importance of governors being able to demonstrate appropriate challenge and impact. **AD** emphasized that it is incumbent on all governors to ensure that challenging questions are posed and that these are recorded in the minutes of meetings.
- **AD** reported that the Vic Lewis cup for Effort had been presented for the first time at the Awards Evening.
- The next Chairs Group meeting is on 25<sup>th</sup> April. Any governor is welcome to attend.

### **Finance & Staffing Committee**

- The committee had been happy with progress regarding the Health & Safety Audit.
- The SFVS had been completed and was recommended for approval. The FGB gave approval for the SFVS document to be signed off and sent to the county council.
- The FGB approved the recommendation that the Staffing & Finance Committee should delegate its decision making responsibility regarding traded services contracts for 2020/21 to the headteacher.
- The FGB accepted the committee's recommendation that the Unofficial Funds for 2018 -19 should be approved and signed off.

## Curriculum Committee

- In addition to committee members, the meeting had been attended by a number of other governors who had wished to participate in the discussion relating to the move to a two year KS4.
- Bridget Durrant (head of KS3) had given an excellent presentation on Y6 transition arrangements.
- Dominic Salmon (deputy head) had presented a 'Barriers to Learning' document which has now been circulated to all governors.

## Welfare & Discipline Committee

- The committee had scrutinised the most recent school data regarding behaviour and attendance and has asked Julian Young (assistant head) to investigate whether Archway's data is trending in a similar fashion to other schools.
- The SEND review has been partly completed although there has been some dissatisfaction with the approach taken so far. Another half day review is planned.
- The SEND policy is to be revisited once the SEND review has been completed.
- The Mental Health policy is currently out for consultation with MA and will come back to the next committee meeting for further discussion and approval.

## 8. Safeguarding

The Safeguarding Link Governor (NR) gave a verbal update.

NR reported that she had met with Julian Young and questioned him about the school's Safeguarding procedures. She had also gone through the annual Safeguarding Audit and had raised issues relating to Prevent training for the staff, which she felt should be more regular, and the school's responses to tackling mental health concerns. During her school visit, NR had also met with Hazel Morgan (Business Manager) to check Safer Recruitment procedures and to look at the Single Central Record.

NR reported that she had been very satisfied with the rigour of the school's processes and procedures.

***Action: In response to a governor query about the number of Safeguarding concerns the school deals with on an annual basis, NR agreed to check and report back.***

***Action: AL will check with Governor Services whether the governing body needs to ensure that at least one governor has undergone Safer Recruitment training.***

## 9. Careers and Staff Wellbeing Update

See appendix 1.

CB thanked NF for the time she has given to the school regarding Careers guidance.

In response to a governor query about whether staff feel comfortable about accessing the free counselling support available (external provider), CB replied that the service is publicised to staff by email. It is a confidential process but he is aware there is a take up.

## 10. Succession Planning

SW is to resign as a parent governor at the end of the school year so there will be vacancies for two parent governors as only one (RH) was recruited during the last round of elections. The vacancies will be advertised to all parents after Easter.

AD informed the governing body that she is prepared to continue as Chair for one more academic year (2020-21) and a new Chair would therefore need to be elected in readiness for the start of the school year in September 2021. She outlined the role's responsibilities and the time

commitment required. It was confirmed that in the absence of a volunteer from the governing body putting themselves forward, the governing body would need to recruit externally.

11. **Stakeholder Voice**

The annual staff survey will be emailed out shortly.

12. **Health & Safety**

Nothing to report as matters had been addressed in the Finance & Staffing committee minutes.

13. **Training.**

- An in-house Pupil Premium training session has been booked for 4<sup>th</sup> March 2020.
- An in-house **Exclusions** training session has been booked for 20<sup>th</sup> May.

13. **AOB**

- **GF** had attended the Certificate Evening and commented on the pride shown by students and parents. **AD** encouraged governors to attend future school events as a very effective way getting a sense of the school community. **CB** confirmed that parents are welcome to attend after school sports events.

The meeting ended at 6.50pm. The date of the next FGB meeting is 13th May 2020.

**Actions**

*Item 8: **Action: In response to a governor query about the number of Safeguarding concerns the school deals with on an annual basis, NR agreed to check and report back.***

***Action: AL will check with Governor Services whether the governing body needs to ensure that at least one governor has undergone Safer Recruitment training.***

AL Clerk to Governors

**Appendix 1: Careers and Staff Wellbeing Update from Nicola Farrow (Link Governor)**

Careers: (Visited Dominic Salmon on 4<sup>th</sup> Dec – Lesley Ryall is Career Leader for school )

Aim of careers work = 100% pupils continue into education, emp or training after year 11. Currently at 98% so doing well!

Careers plan is set around Gatsby benchmarks, 8 markers of great practice (based on international research)

- 1) to have a stable career programme
  - We already in place, plans this year are to add more careers talks into curriculum teaching and to evaluate the impact of the programme using student surveys
- 2) learning from career and LMI
  - Happens in career talks, but plans for this year are to use LMI in 1:1 conversations, new notice board with LMI and get a tool called 'LMI for all' used in lessons
- 3) Addressing needs of each pupil
  - Work with SGS college to help students who may need more support with the transition from archway
  - Plan to do more NEET identification work and use POLAR data to target pupils for support more effectively, offer more 1:1 conversations
- 4) linking curriculum learning to careers

- Area for improvement – Lesley looking at mapping careers into the curriculum and careers lessons in SPACE lessons. Aim – every departments curriculum plans incorporate careers
- 5) Encounters with employers
  - Lots of events including ask the professional event, mock interviews – focus is on doing more of this with year 7
- 6) experiences of workplaces
  - Year 12 and 10 do WeX for 1 week - target is 100% pupils getting a placement (in 18/19 = 90%)
- 7) encounters with FE & HE
  - Visits to unis – Bristol and glos – study skills and faculty visits. Uni of glos summer school for yr 10 – target is to increase no of students engaging in these opportunities
- 8) Personal guidance
  - External advisor who runs plus Lesley doing her L6 – appts can be requested but also fixed for key choice times (for year 10, 11) target is to implement students version of a report so they have a record of their engagement in careers and how their career ideas have evolved (1:1 is recorded on SIMS)

Overall:

- Looking into evaluation to know what careers activities are having most impact/bringing most value
- Compass (a self rating against BMs) – external person was coming in to support that. Nicola to get an update on the score from Dom.
- Worth mentioning the statutory guidance for careers which was released jan 18 then updated oct 18, states:
  - School must ensure that pupils are provided with independent guidance from year 8 – 13 – tick for us
  - ‘baker clause’ – schools must ensure other education and training providers can access pupils to tell them about edu and training options – all schools have to set out a policy statement with what their arrangement is and ensure it is followed – tick
  - MUST publish their careers programme – tick
  - Schools SHOULD be using Gatsby BMs and offer at least 1 encounter with employer from year 7 – tick
  - Should appoint a named careers lead - tick

Staff wellbeing (Visited Rachel O’Bryan on 27 Nov)

Talked through the plan for supporting staff wellbeing – there are 4 main areas to wellbeing as part of this plan and an overarching ‘personal wellbeing’ strand

- AREA 1) Time
  - Making sure email used well – minimised/no global emails/ not sent late in eve
  - Data – to keep workload manageable there is only one formal assessment a term, one interim report per year group, one final written report and one parents eve
  - Exams – limited to 2 mocks for KS5, 1 for yr 11 (plus one set for core subjects) years 7-10 one set of internal exams
  - Marking- was big issue re time. approach is to ensure more time to can be given to planning than marking – books checked once a fortnight using a whole class feedback approach. Live marking in class and verbal feedback. Formal assessments marked
  - Detentions – staff don’t lead after school
  - Call out and duties – call out removed for most teaching staff
- **Overall, below directed time of 1265 hours over 195 days for all teachers (The amount of time to be worked and the days upon which it will be worked by a Teacher)**

- AREA 2) – CPD

- Department time – 2 dept meetings per term, focusing on priorities -helping staff keep up to date about subject pedagogy and develop mastery
- twilight time – 6 sessions in the year again on pedagogy and best practice in teaching – focus on key things and not volume
- Personalised CPD – staff encouraged to take up in in fitting with their personal development targets. Subscription to chartered college of teaching for access to latest research. Support staff offered the same. 2 x LM meetings per term

AREA 3) – SCHOOL PRIORITIES

- Staff briefings – 3 times a week to share/hear key messages
- Forums – once per term SLT available to meet colleagues and hear feedback/concerns. Chance to meet with governors at start of year to air concerns.

AREA 4) – Culture and ethos

- Disruption free learning – makes life and so wellbeing better for staff as well as pupils! Teachers can teach.
- Embracing research – to help shape delivery and become highly effective teachers

Overarching

- Aiming to meet needs of family life of staff by being flexible and adaptable where possible
- One green week a term – no meetings, parents eves or reporting in this week – leave at 3.15pm
- EAP (counselling service)– to get personal support on anything
- Yoga/staff sports
- Insett day which was a wellbeing day – yoga and mindfulness etc
- Monitoring – no specific survey but since visit confirmed some questions about wellbeing will go out in the survey which goes out next week