

Minutes of Full Governing Body Meeting

Date: 26th March 2014
Time: 6.00 p.m.
Venue: Library

Persons Present

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| Ian Appleton | Dawn Bushrod |
| Shaun Isaac | Heather Lawrence |
| John Lawrence | Graham Pike |
| Sue Merry | Tony Jerrett |
| Hadleigh Garland | David Olley |
| Heather Holmes | Phil Ward |
| Jackie Barker | Pep Monk |

In attendance

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| Sandra Wren (Clerk) | |
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Apologies

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| Kevan Walsh | |
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Action Points

| No | Action | By Whom | Timescale |
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| 8 | Mileage Rate Current rate to be checked at next B&F meeting. Discuss if this rate should now be in line with HMRC | B&F | Next B&F |
| 8 | Role of Company Secretary Is there a need to bring this role closer to SLT? Discuss at next B&F meeting | B&F | Next B&F |

| No | Agenda Item | Action |
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| 1. | <p>Welcome and Apologies All welcomed to the meeting. Apologies received and accepted from KW.</p> <p>Pecuniary Interests None for this meeting.</p> <p>Correspondence Letter received from union representative, no additional details given at this stage so governors were not tainted; however this has been dealt with by JL and IA. The representative has been given the opportunity to meet with JL and IA but no further correspondence has been received to date. Staff ballot completed for staff governor vacancy. Nick Gilbert received the greater number of votes and is therefore the new staff governor.</p> | |
| 2. | <p>Head Teacher Appointment Governors were advised of the three candidates who attended the second interview day and the advice kindly given by John King. At the end of the process there were two candidates in line for the position. After careful consideration the interview panel agreed to appoint Jenny Pitman as the new Head Teacher from September 2014. The reasons for this decision and why the other candidates were not chosen were explained to governors. Governors voted in favour of Jenny Pitman becoming the new Head Teacher of TSC from September 2014.</p> <p>Governors expressed their thanks to JL for steering the HT recruitment and all</p> | |

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| | <p>the work he has put in during this process. Chair wished to thank JB and PW for their support during the interview process and wished to thank Jayne Baker for all her help and assistance during this time.</p> | |
| 3. | <p>Minutes of previous meeting & matters arising</p> <ul style="list-style-type: none"> • Appointment of Responsible Officer <p>Minutes of the previous minutes were agreed a true record and signed. There were no matters arising from the minutes. One matter being an agenda item for this meeting.</p> <p>DO has kindly agreed to become the new Responsible Officer for TSC.</p> <p>Position agreed by all governors in attendance. DO was thanked for taking on this role.</p> <p>AOB items for consideration later in the meeting</p> <p>Items from DO, SI and GP.</p> | |
| 4. | <p>Head Teacher's report</p> <p>As per report previously sent to governors.</p> <p>We have 145 pupils coming to year 7 in September and parents were invited to a year 6 evening to explain the work that is currently being undertaken after our recent Ofsted visit along with the work that has already taken place.</p> <p>Staffing – One member of staff retires at Easter with three further members of staff leaving for promotion, the opportunity for sixth form work and taking a break from teaching. We are trying to recruit a KS3 co-ordinator in English and Science and a temporary teacher of History. As we are unable to recruit NQT's the costs will be greater for TLR recruitment. <i>Is it absolutely essential we recruit at this stage or is there a way we can make a temporary contract?</i></p> <p>To enable us to staff the curriculum properly certain positions will have to be filled. We do have some spare capacity in certain areas however we will still need to recruit.</p> <p>Buildings – work being carried out is going very well and it is possible that several classrooms will be back in use just after the Easter break in time for exams. The workmen have been excellent when it comes to not disturbing lessons and exams taking place. They requested a copy of the mock timetable to ensure least disturbance took place.</p> <p>Curriculum – Most of the option choices for years 8, 9 and 10 have now been completed. The biggest surprise was the take up in MFL for year 9. This appears to have grown in popularity due to the E.Bacc qualification. This will have an impact on staffing. The first draft of the new timetable is in place and this should be completed and finalised by Whitsun.</p> <p>Exclusions – There were 12 students in total with exclusions for the Spring term amounting to 31.5 days in total. Our problem year group is year 10, with one particular individual. However, it is pleasing to see year 11 have a nil return and seeing them attend extra tuition classes at the end of the day.</p> <p>Training – professional learning groups continue and Friday briefings are used to share good practice. Staff in English are receiving support brokered by the SLE and expert staff have visited to work with staff. Visits to other schools have also been made. Our recent staff training day focused on quality of teaching and SISRA training continues for all staff. Briefings on performance related pay and performance review relating to the new pay policy are being given to staff.</p> <p>Student progress – agenda item.</p> <p>Primary Liaison – this continues to be effective with good relationships with our partner primary schools. There are plans for outreach work in the summer term and our school games organiser continues his good work across the area with most infant, junior and primary schools in the forest area buying into this.</p> | |
| 5. | <p>Reports from Committee</p> <p>PCW – As per report to governors. <i>Are we picking up on SEN/PP pupils with regard progress?</i> Not all data is complete yet and this round of MACs has not yet finished but it will be interesting to see if interventions being put in place have had an effect.</p> <p>P&S – As per report to governors. Mark Shipline made presentation on the Performance Related Pay Reforms coming in September 2014. This was a</p> | |

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| | <p>very comprehensive document and he was thanked for all the work involved. An additional meeting may be required to ratify these new pay reforms.</p> <p>B&F – As per report to governors. The EFA are proposing a voluntary risk pooling insurance scheme for academies and free schools with effect from 1st September 2014. There are many questions that need answering with regards insurance: who would they use, how will they pay claims in the future, what will the cover include, who will come and carry out the value of our insurance. We have other insurance cover for other areas which would not be covered by this EFA insurance. No income will be received from the EFA to cover insurance if we do not go with them. However a self-insuring scheme through the EFA may save us money. Details from our current insurers are being sought along with what the EFA have advised them.</p> <p>After the two bad debt write offs clubs hiring our facilities will be advised that if payment is not received within 30 days then they will no longer be allowed to continue to hire the facilities.</p> <p>P&C – As per report to governors. Presentation received on Literacy Action Plan along with SISRA data training. Recommendation for this to be a WGBT session. <i>Are we tracking PP/SEN pupils who are not achieving?</i> We have several students who are not achieving as we would like them to and additional interventions are being put in place. Twelve students will get 5A-C including English and maths. We are confident our marking is accurate as an external verifier has been used.</p> <p>Review of Policies</p> <ul style="list-style-type: none"> • Complaints Policy - Agreed • CEIAG Policy - Agreed • Child Protection - Agreed • Admissions Policy (HCC suggested inclusions) - Agreed • Performance Review – Teaching Staff - Agreed | |
| <p>6.</p> | <p>Half Yearly Budget Review Allocated £103,255.00 (one hundred three thousand two hundred fifty five) Commitment £67,838.34 (sixty seven thousand eight hundred thirty eight) Actual -£741,174.13 (seven hundred forty one thousand, one hundred seventy four) Balance £776,590.79 (seven hundred seventy six thousand five hundred ninety)</p> <p><i>Actual Breakdown of total surplus to date:</i> Total income (revenue) £2,439,744.24 (two million four hundred thirty nine thousand seven hundred forty four) Total expenditure (revenue) £2,229,557.19 (two million two hundred twenty nine five hundred fifty seven) Revenue balance as at 28.02.2014 £210,187.05 (surplus)(two hundred ten thousand one hundred eighty seven)</p> <p>Total Capital Income £773,327.40 (seven hundred seventy three thousand three hundred twenty seven) (includes £110,000 from HCC)</p> <p>Total Capital expenditure to date £242,340.32 (two hundred forty two thousand three hundred forty two)</p> <p>Capital balance £530,987.08 (surplus) (five hundred thirty thousand nine hundred eighty seven)</p> <p>The one concern for governors to consider is £103,255 deficit (one hundred three thousand, two hundred fifty five). Although we have a reserve currently standing at £106K (one hundred six thousand) it is essential we balance the budget. Governors need to decide whether we use unrestricted monies for next year? Benchmark comparisons for salary costs is 80%, with a carry forward of over £400K for surplus funds accountants will look carefully at restricted and unrestricted funds, so it is essential that a balanced budget is set</p> | |

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| | <p>for next year. We need to get through the period where the natural bubble grows before we can see any increase in our NOR and additional monies start to come in. There will be some savings on staffing costs next year. <i>Do we stay as we are and ride the storm for next year?</i> We will have to stay as we are otherwise there will need to be a change to the curriculum; however we will need to make some big decisions next year. We are still awaiting budget information from the EFA for next year. We could achieve a teaching staff saving of around £132K next year due to staff leaving. But we will need to spend small amounts of money to get good staff in to areas where they are needed, by offering monetary incentives for a year or two. This will need to be carefully targeted. The staffing model has been looked at carefully and if we can manage without replacing then we will. JB is hopeful there will be small amounts of savings but this will not make a dramatic difference. <i>The ratio of staff to students, is there any movement to decrease?</i> No, the curriculum we offer does not allow us to reduce staff. Other routes of income need to be looked at, generating our own income will help. The only other way to increase income is to attract more children into the school, although a long term goal, but one that needs to be done. The public side of funding is getting tighter and if we keep within these parameters than we need to get hard-nosed in the future.</p> <p>Governors questioned the use of the school website, using it to promote the school better. Making sure it is updated regularly and whose responsibility it was. Easy access to use a blog to celebrate the success of the school. PW was happy to work with staff to move this forward. Governors also commented on photos around the school being out of date. The reasons why these photos were still in place were to show the history of the school. Governors expressed a wish to see more up to date photographs on view as well.</p> | |
| <p>7.</p> | <p>Review of Ofsted Action Plan Student Progress & Attainment Report</p> <p>HMI visited the school on Tuesday and stated the action plan was not fit for purpose and was lacking in time lines. Angela Wedgwood will be visiting next week to help revamp the plan ready for Ofsted's next visit.</p> <p>A general discussion took place regarding time plans; the little notice given by Ofsted considering their report was over two months late in being received. We had four weeks to put plans in place and for changes to take effect however Ofsted did not take this into consideration on this visit.</p> <p>Ofsted inspectors were also very critical of governance. As part of the action plan governors should have association with an outstanding school and get triangulation with Hampshire governor services. HCC input will not take place until the next round of committee meetings.</p> <p><i>(post meeting note: HCC review meeting taking place 3rd April)</i></p> <p>Ofsted asked a lot of questions about head teacher recruitment and timescales involved which we were able to answer. A national leadership of education governor has been offered to the school and JL will be meeting with them next week. Recent DFE meeting suggested we link with another school that has just come out of special measures. It was emphasised that we cannot wait until the new head is in place, things need to change now. The impression given was that our governance needs someone in place with education/Ofsted experience and with secondary leadership experience. This person would be our expert at meetings. There would be a cost but it would give us valuable advice. Governors agreed to IA contacting Caroline Huwman to come in as an advisor.</p> <p>Student Progress – as per details handed to governors. Currently 39% of students have A*-C English and maths. We expect 5A*-C for English to be 58%.</p> <p>Year 11, 3 levels, English 60%, Maths 62%, School Action/Pupil Premium - English 17%/44%, Maths 15%/41%</p> <p>Year 10, 3 levels, English 31%, Maths 59% School Action/Pupil Premium – English 13%/48%, Maths 29%/43%</p> | |

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| | <p>Year 9, 2 levels, English 58%, Maths 61% School Action/Pupil Premium – English 60%/40%, Maths 62%/41%</p> <p>Year 8, 2 levels, English 10%, Maths 19% Pupil Premium – English 11%, Maths 11% (no school action)</p> <p>Year 7, 1 level, English 21%, Maths 48% School Action/Pupil Premium, English 0%/50%, Maths 19%/45%</p> <p>Governors viewed a breakdown of student progress and attainment for English, maths and science. <i>Why is science higher than the other subjects and why are level 6 lower in English and the middle achievers doing so well?</i> These figures show the end of unit test result for science and therefore the higher level has been recorded. Our next round of MACs will hopefully show how effective intervention has been. Achievement under Ofsted is about attainment and progress. <i>We still have significant gaps with PP pupils. What support is being put in for these students?</i> Most mentoring pupils are middle ability and those that we need to convert. The majority of these pupils are responding well to the mentoring and additional learning being given to them. Progress – details as above. We expect a child to make two sub levels of progress per year. <i>When comparing FSM/SEN pupils what are we comparing? What are we measuring the gap on?</i> We are not comparing like for like but their performance against average performance. Governors discussed seeing ‘flight path’, a way of picking up pupils who are dipping and being used in core subjects. This seems to be the same as MACs but in more graphical terms. This package is commercially available and is a more visual way of looking at data for each individual child, which pupils could see and relate too as well. IA/SM to look in to this. <i>PM leaves meeting at 8.26pm</i></p> | |
| 8. | <p>Responsible Officers Report As per report to governors. On his first meeting a broad overview of the financial structure and processes was looked at. Points raised in the report were that of the current signatories and with forthcoming changes in SLT that pre-emptive action on the process for change should start now ready for September 1st. The mileage rate is also to be looked at. Currently at £0.40 per mile, should this not be in line with HMRC at £0.45 per mile. <i>(Discussed in B&F, details to be checked at looked at again at next B&F meeting)</i> Should the role of Company Secretary be more closely integrated into the SMT? Particularly in view of forthcoming changes to the team, with a view to expediting planning processes where significant expenditure may result? This to be discussed at future B&F meeting.</p> | <p>Next B&F</p> <p>Next B&F</p> |
| 9. | <p>Governor Monitoring – feedback GP, DB and SI have made visits. Others need to catch up with their link teacher and complete governor monitoring. Completed monitoring sheets to be sent to clerk for collation.</p> | <p>All governors</p> |
| 10. | <p>Camping and Caravan Club – as per B&F report The college has received a letter from the camping and caravan club regarding the hiring of the school facilities at Christmas and being allowed to bring well behaved dogs onto the site during this time. Governors were advised of the discussion at committee and that the school policy is no dogs on site at any time. If this request was allowed it would open the flood gates for others to bring dogs onto site. The proposal is to allow rental of the site at a proposed cost, with restrictions on site use and with no dogs allowed. Agreed by governors. <i>(post meeting note: letter confirming governors decision sent to camping and caravan club)</i></p> | |
| 11. | <p>Recruitment of additional governors New staff governor now in place. We are seeking additional governors, preferably with an educational background, from the local community. Any governors aware of someone to ask them to consider this role. JL to be advised.</p> | |

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| 12. | Training Any details will be sent by email. | |
| 13. | A.O.B/Date of next meeting (09.07.14) (A.O.B Items for future meetings) DO – Gave reasons as to why his governance may need to change in the future. GP – AOB point answered during the meeting SI – AOB point deferred. | |

Meeting closed at 9.00pm