

TESTWOOD SPORTS COLLEGE

**Minutes of Full Governing Body**

**Date:** 27<sup>th</sup> November 2013  
**Time:** 6.00 p.m  
**Venue:** Library

**Persons Present**

Ian Appleton	Heather Lawrence
Jackie Barker	Hadleigh Garland
John Lawrence	Tony Jerrett
Sue Merry	David Olley
Dawn Bushrod	Graham Pike
Kevan Walsh	Pep Monk
Heather Holmes	

**In attendance**

Sandra Wren (Clerk)	
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**Apologies**

Shaun Isaac	Tamsin Leyman
Phil Ward	

**Action Points**

No	Action	By Whom	Timescale
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No	Agenda Item	Action
	<p><b>View of Accounts - Andy Williams, Moore and Stevens Auditors</b></p> <p>Andy Williams attended this meeting to give a brief overview of the audit. Governors had already received a trustees report showing objectives and financial review.</p> <p>Explanation given to governors as to the different areas of the report including governance role, statement on regularity, monies received and spent, Companies Act requirement and the auditor's report. There were no issues found during the audit. Governors were again reminded of the biggest costs, that of teaching.</p> <p>There is a projected deficit in this financial year of £49,189 (forty nine thousand one hundred and eighty nine) Surpluses have been looked at to see if this deficit will be covered but monies coming in from elsewhere should cover this. It is difficult to go beyond a certain point and governors are reminded that this is a snap shot in August and we have a long way to go.</p> <p><i>(HH enters at 6.23pm)</i></p> <p>A governor asked whether the school was liable for the pension deficit. The school shares the local government pot but this does come out of local government taxation and is measured against the government pot. Because it is a deficit schools are being asked to put in a larger percentage to the pot. This will need to be borne in mind in future years if numbers do not increase.</p> <p><b>Accounts and representation letters duly signed by Chair and HT at this meeting.</b></p> <p><b>Andrew Williams was thanked for attending the meeting.</b></p>	
1.	<b>Welcome and Apologies (SI)</b>	

	<p><b>Pecuniary Interests &amp; correspondence</b></p> <p>All welcomed to the meeting. Apologies received and accepted from SI, PW and TL. Pecuniary interests from KW. Correspondence as per A.O.B</p>	
2.	<p><b>Approval of Audited Accounts and re-appoint Auditors for 2013/2014</b></p> <p>Accounts approved by trustees. Trustees agreed to the re appointment of Moore &amp; Stephens Auditors for the coming year. Audited accounts were agreed by governors and accounts were duly signed by the Chair and HT.</p>	
3.	<p><b>Minutes of previous meeting &amp; matters arising</b></p> <p>Minutes of the previous meeting were agreed a true record and signed. Matters arising – the school house is in the process of being Let with perspective tenants having viewings next week. Planning permission for a drive way into the premises has not been granted as it would be too close to the school entrance.</p> <ul style="list-style-type: none"> <li>• <b>Appoint Responsible Officer</b></li> </ul> <p>Discussion took place regarding the role of RO. DO felt he needed more time in his role as a new governor before taking this role on. Suggestion was made for DO/SI to continue this role jointly. SI/DO to liaise with JL.</p> <p><b>AOB items for consideration later in the meeting</b></p> <ul style="list-style-type: none"> <li>• IA, DB and HL have items to table under AOB.</li> <li>• DO and HG would like a tour of the school within the next few weeks to familiarise themselves with the site. DO/HG to liaise with school to arrange appropriate day and time.</li> </ul>	
4.	<p><b>Head Teacher's report</b></p> <p>As per report previously sent to governors. Year 7 applications – we currently stand at 146 first choice applications for September 2014 but numbers continue to change on a daily basis. However, this figure is an improvement on last year.</p> <p><i>Staffing</i> – As per report however we have an excess in MFL. <i>Buildings</i> – work on the maths block will start on the 16<sup>th</sup> December. Additional monies have been funded for the work to start. The work will be carried out in one phase and alternative rooms for staff to work from have been made available during this time. <i>Curriculum</i> – We have a draft curriculum planned for next year taking into account the needs of students as well as the new government accountabilities. <i>Exclusions</i> – As per report. They have been relatively low this term which is encouraging. <i>Training</i> – Additional support put in place for the English department continues and we are pleased with the work being carried out so far. There has been a lot of training for middle managers which is proving effective. <i>Student Progress</i> – As per report. Students in years 7, 8 and 9 are making expected progress and some are making better than expected progress. Progress leaders are aware of those behind expectation including students who need intervention on English and maths. Details of MAC's will be reported to P&amp;C committee. <i>Primary Liaison</i> – Positive liaison work continues with our primary schools. Our school games organiser role has performed really well with excellent attendance by other schools. The package presented to them has been taken up by all but four primaries in the area.</p> <p><i>Forthcoming events</i> – as per report. Governors were advised that Ofsted will be visiting tomorrow (28<sup>th</sup> November).</p> <p>A governor asked what was being done to decrease the gap between pupil premium and non-pupil premium pupils in the upper school. Those students on</p>	

	<p>pupil premium, who are capable of getting results, have been identified and extra support is being put in where needed, especially for English and maths. This includes revision guides and revision sessions after school as priority. We will continue to do as much as we can to help these students improve. Extra lessons and catch up work is also taking place.</p> <p>A governor asked the outcome of the visit from DfE regarding the English department. The academies division of the DfE are looking at the English results, why they are down and what we are doing about it. We are already doing what they have told us to do – they did comment that we are doing what is expected of us. They also picked up on governance and that there had been little or no liaison between us and Noadswood as part of conversion to academy status.</p>	
<p>5.</p>	<p><b>Reports from Committee</b>  As per reports previously sent to governors.  P&amp;C report – 5A*-C should read 79.1%.  PCW – as per report.  B&amp;F – as per report.  P&amp;S – Pay Policy. There will be a major change to staff performance and governors need to be very aware of it. All staff will be paid on their performance. The policy has been shown to staff, in depth, with a working party now looking through it. The policy needs to show clear directives of what is being looked at, what is needed. Real clarity will need to be in place including professional standards and what is meant by this. Expectations are different for each area but clear clarity is required for all. This policy needs to define what is required of staff at TSC. GP reminded governors that it was important all reviewers make objective decisions – it must be made very clear to individuals what their targets are as their pay depends on their performance.</p> <p><b>Review of Policies</b></p> <ul style="list-style-type: none"> <li>• <b>Performance Review Support Staff</b></li> <li>• <b>Admissions Policy</b></li> <li>• <b>Anti Bullying Policy</b></li> <li>• <b>Allegations Against Staff Policy</b></li> </ul> <p>All policies were agreed by governors.</p> <p><b>Review TOR – Admissions</b>  Agreed by governors.</p>	
<p>6.</p>	<p><b>Review of School Improvement Plan 2013/2014 – Term 1</b></p> <p>As per report previously sent to governors. Good policies are in place for numeracy and literacy and good progress is being made. However, little progress has been made on ‘speak like a scholar’ but more work needs to be done on this along with pair and share. Quality teaching professional groups has been set up with outside speakers and this includes formal assessment. Written feedback from teachers on pieces of work needs improvement. Feedback is patchy in places and this is one area which needs to be right. We have made mixed progress so far on this. A governor asked whether good practices from other schools is fed back to staff. Yes, staff are informed at briefings of good practice but a sharing of ideas is another area to be looked at.</p> <p>Progress and intervention – other than English our final MACs are close to our final figures. We know where students are and where they should be and our tracking of progress is better than in previous years. Intervention by some teachers however is patchy. Progress from our new SENCO is very good with good intervention strategies in place and a lot of work being carried out. Our SENCO is very proactive. Our new assessment manager for MACs is also working well.</p> <p>Curriculum – more time is being given to maths and English as this will take up</p>	

	<p>40% of our progress measure. We feel the right curriculum package is in place to meet the needs of our students so we are moving in the right direction.</p> <p>Enrichment – our environment could be better but we are limited by funds. We will continue to submit applications for funding to improve the environment for the benefit of the students. Our school games organiser is highly thought of and links with primary schools are very positive. We also receive more positive coverage by the press. Liaison has also increased at curricular level and our summer school this year for pupil premium pupils proved successful. This helped vulnerable students before they started with us in September, making sure they feel confident about transition. A governor asked what percentage of students invited actually attended. All students that we knew were pupil premium were invited to attend and approximately 50% took up this opportunity. Some students were away on holiday or could only attend for a few days however those that did attend settled well at the beginning of term. They were able to get to know the staff well before starting in September, had fun especially with the activities put on for them and were very confident by the end of the sessions. It proved a very positive experience for them. A governor asked if these students would now go back and promote TSC. Whether students promoted TSC is not known but liaison with feeder schools has improved greatly.</p>	
7.	<p><b>Target Setting</b>  Target setting is no longer a statutory obligation but it is good to set targets. Our current year 10, who are a slightly weaker cohort, for 2015 5A*-C English and maths target is 50%. This will be quite a challenge for this cohort. This will also be the first year where BTec's will only count as 1 GCSE. Targets for 2014 are set at 55% for our current year 11's.</p>	
8.	<p><b>Admissions Committee</b>  The admission committee meets once per year and was set up to look at the NOR and students coming into the school each academic year. The annual admissions policy is also discussed. However, as numbers have decreased over the years it was felt that this committee was no longer needed. Details regarding admissions including the admissions policy could be discussed at the PCW meeting in the Autumn term.  <b>Governors agreed to disband the Admissions Committee and incorporate admission items into the autumn term PCW meeting.</b></p>	
9.	<p><b>Training</b>  Training issues as per committee meetings. Ideas for WGBT sessions to be advised to JL.</p>	
10.	<p><b>A.O.B/Date of next meeting (26.03.14)</b>  <b>(A.O.B Items for future meetings)</b>  DB – Suggestion of January 17<sup>th</sup>/24<sup>th</sup> for next governor social evening. Governors to advised DB of preferred date.</p> <p>Also, as link governor to PE our year 11 football team were entered into a national game and beat Bath 3-1. They are now through to the next round. Governors wished to congratulate the team on their result and wish them luck on the matches to come.</p> <p>HL – had concerns regarding non-school uniform day and whether the money raised goes to one cause. HL felt strongly that as it was a registered charity day for children in need then all monies should go to that cause. <i>Students take part in the rock challenge each year and it is a great opportunity for them but it is very expensive. We also want to do something on the centenary of the first world war. To do this well reasonable costumes are needed and some of the money raised will help towards this to minimise the costs overall. Another governor commented on the enormous amount of confidence the rock challenge gives to students and as a parent can see the huge benefit it has. Governors were advised that the school council decide where monies raised will go to.</i></p>	

	<p>IA – Governors were advised that Ofsted will be in school Thursday and Friday. Four governors are required to attend Friday morning. There will be a link on the school website for parent feedback.</p> <p>Chair – JL has received letters of resignation due to retirement from both IA and SM. Details of letters read to governors present and reasons behind decision from both explained to governors. IA wished to reassure governors that he and SM will continue to make sure the school is in as positive a position before retirement. Both have thoroughly enjoyed their time at TSC and will continue to work hard to the very last day.</p> <p>TJ – Both have brought this school a very long way and results have improved vastly over the years. Hard work has also improved exclusions and we are no longer bottom of the table. I thoroughly enjoyed my time as chair and I wish to thank IA and SM for all they have done for TSC.</p> <p>GP – I wish to assure all those present that we are fortunate as governors of TSC that we have always been kept fully involved and informed of everything. Nothing has been kept from us and the school is always open and honest. I wish to thank IA and SM for all they have done and wish them the best for the future.</p> <p>HH – Wished to thank IA and SM for all the work they have done over the years. There will be a huge dent in the school when they leave and I hope the new head teacher will continue the good work.</p> <p>The chair wish to thank governors for their kind comments and thanked IA and SM for everything they have done and for all the additional knowledge he has gained since becoming chair.</p>	
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Meeting closed at 7.47pm