

TESTWOOD SPORTS COLLEGE

Minutes of Full Governing Body

Date: 4th June 2014
Time: 6.00 p.m
Venue: Library

Persons Present

Jenny Pitman	Heather Lawrence
Shaun Isaac	Hadleigh Garland
John Lawrence	Tony Jerrett
Dawn Bushrod	Graham Pike
Phil Ward	Pep Monk
Heather Holmes	Nick Gilbert

In attendance

Sandra Wren (Clerk)	Jackie Barker
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Apologies

Kevan Walsh	David Olley
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Action Points

No	Action	By Whom	Timescale
	See separate sheet for action points raised from this meeting.		

No	Agenda Item	Action
1.	<p>Welcome and Apoloigies All welcomed to the meeting. Apologies received from KW and DO.</p> <p>Pecuniary Interests There were no pecuniary interests for this meeting.</p> <p>Correspondence</p> <ul style="list-style-type: none"> Governors were advised of a new medical policy currently being drawn up by a MoS. Details will be brought to the next GB meeting for review. Letter of complaint received by CoG. JP has since spoken with the complainant and answered all the questions she had with regards the changes taking place in school. The complainant was happy with the response received. IA has been invited to attend Year 11 Prom night but has declined. He will consider attending the presentation evening for year 11. Governors were advised of the school uniform survey sent to staff, which will roll out to parents and pupils as well. Governors are asked to complete their surveys tonight or return to the school by the end of the week. 	New Policy at Next FGB
2.	<p>Minutes of previous meetings: 26th march 2014 26th March 2014 – Minutes were agreed a true record and signed.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> Mileage allowance (from B&F March 2014)(see Policy) The policy shows the mileage allowance to be 45p in line with HMRC pre-taxation rate and Hampshire guidelines. The role of Company Secretary has been undertaken by JB. This was dealt with at the last meeting. <p>14th May 2014</p>	

	<p>Governors were advised that the wording used at the meeting with regards JP appointment was incorrect. We have since been advised of the procedure to show compliance with Article 16 of our Articles of Association. The previous minutes have been corrected to show this procedure took place. Mrs Pitman is automatically a Director as an ex-officio governor in her role as Head teacher. Minutes were agreed a true record after changes were made and signed.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • We have received no other correspondence from the Camping & Caravan Club since the governor's decision was communicated to them. • Link Governor for Pupil Premium (from PCW meeting). HL was happy to take on this role with the initial help of GP. HL/GP to liaise with JP. • A governor to look at external moderation for English, Maths and Science in relation to PP pupils (from PCW Meeting). DB to liaise. <p>From the recent PCW meeting it was worrying to see how PP money had been spent over the last year, especially when we can see the lack of progress made by these students. A significant amount of money is coming into the school for these pupils. JP will be looking at how this money will be spent, details in the next HT report for July GB meeting. Some serious questions need to be asked as to how this money has been spent and will be spent in the future. JP will be meeting with Head of English, Maths, SENCO and SM for fortnightly meetings where a list of pupils and interventions are in place. This will be pupil driven interventions and money spent on these pupils will need to show progress.</p> <p>AOB items for consideration later in the meeting DB – Governor social evening.</p>	<p>HL/HP/JP to liaise</p> <p>DB to liaise</p> <p>JP for next HT report</p>
<p>3.</p>	<p>Introduction to Pros and Cons of Monthly Meetings (Vote to be taken)</p> <p>Cons – we will have to consider on occasion a requirement for additional committees/panels to meet with regards to pay and staffing. It is also demanding of governors' time as a commitment to attend meetings on a regular basis is needed.</p> <p>Pros – moving to monthly meetings will help us to move out of special measures (Worthing High managed this within 13 months). It will help deliver a rapid improvement by being able to brief governors on a regular monthly basis, making sure they are fully up to speed. A monthly HT report will keep governors aware of improvements and allow them to question JP regularly with regard data and keeping on top of the rapid improvement plan. Governors will also be able to support the HT in moving the school out of special measures, be able to frequently review data, develop competency and fluidity, especially when Ofsted visit.</p> <p>Since details have now been received from our last meeting as to how monthly meetings would work one governor (who previously voted against) was now happy to endorse monthly meetings. There will still be a need to have a finance and staffing panel. It is important that TOR are amended and agreed asap so we can operate correctly. It is necessary that a working party be set up to look at TOR and meeting dates for these additional panels within the next two weeks.</p> <ul style="list-style-type: none"> • Governors agreed to monthly GB meetings • Staffing and Finance Panels – members to be as previous committee structure • JB and TJ to liaise for key cycle of finance issues. • TJ/GP to arrange working party for TOR – within two weeks. • TJ/GP to liaise with clerk for meeting dates – within two weeks. • Clerk to draw up new meeting date schedule and distribute. 	<p>JB/TJ</p> <p>TJ/GP</p> <p>TJ/GP/Clerk</p> <p>Clerk</p>

	<ul style="list-style-type: none"> • RO report kept as once per term. • Meeting start times to stay at 6.00pm. 	DO
4.	<p>Statement of Actions Update</p> <p>As per hand out to governors. Each key priority shows a traffic light system: red being area of concern or not actioned, amber being in the process of achievement or less of a concern, green being resolved or action complete. An electronic version highlighting each action will be available at the next FGB meeting.</p> <p><i>Priority 1 Rapidly improve achievement so that students make consistently good or better progress across all subjects and at all levels, especially in English.</i></p> <p>There was concern with the line management of English but from September JP will line manage English, maths and science. According to data TSC will meet the government floor standards in English and maths, currently at 58%. JP has been working with Alisdair Staines and we now have full coverage of data, shared by all staff. It is proposed that progress leaders will look at progress, attendance and achievement. Curriculum leaders will look at subjects and progress. These will then feed into year group analysis then progress leaders can feed in interventions. SLT will view reports and ensure all pupils are covered. This in turn will feed into the head teachers report for governors. An initial learning walk showed progress being made but there was not enough assessment being carried out to ensure success. We need to train our pupils to sit exams at the end of each year as the Government does not want course work to be part of a pupil's grade. The last seven weeks of this term will see pupils still learning, still be pushed and this will continue until the last day. It will be year 10 results next year that will bring us out of special measures. The key idea is to make sure that every curriculum leader maximises what they do with year 10.</p> <p><i>Priority 2 Rapidly improve progress of disadvantaged students and those with disabilities or special education needs in examination courses.</i></p> <p>Some progress has been made. JP has also explored spending for PP pupils during 2013/2014 but the findings are not good. There is a gap. We have managed to buy accelerated reader and purchase specialised reading books. This will help us see a significant improvement in literacy. Governors need to continue to quiz JP on PP spending and if it is making a difference – closing the gap. A statement needs to be placed on the school website so the critical work starts now.</p> <p><i>Priority 3 Rapidly improve the quality of teaching to eradicate inadequate lessons, raise good or better judgements to 80%+.</i></p> <p>A program of recent observations demonstrates there are differences amongst staff and feedback is not aligned. Work with Arnewood will give access to an Ofsted inspector, they will triangulate with use so our SLT will be trained on observations and judgements can be fair. There is also a need to have a Performance Management and Capability Policy in school. It is difficult to move a member of staff on to a programme of support without it. This policy has been emailed to governors to review. It is a county policy which is fair, transparent and used across the county. Governors will need to ratify this policy at the July FGB meeting.</p> <p><i>Priority 4 Rapidly improve consistency of management of behaviour around the college and in lessons.</i></p> <p>JP is very impressed with the behaviour around the school and consistency can be sorted out. DM and senior prefects have been tasked to complete the uniform survey. Surveying pupils allows JP to engage their views. Provision in the exclusions unit will be increased to help reduce the number of pupils excluded from school. JP will be giving the pastoral team a stepped approach to behaviour, this will help decide if this is better than the policy</p>	Action FGB July

	<p>already devised this year. Behaviour is monitored and targets are tracked on a SIMS monitoring program. Yesterday we only had one pupil in year 8 and one in year 10 with poor behaviour. There were no incidents what so ever in year 9 so it is pleasing to see the general level of behaviour is good and it is becoming better. Staff being seen on corridors and being consistent helps.</p> <p><i>Priority 5 Rapidly improve the effectiveness of leadership and management to ensure capacity to improve results.</i></p> <p>A lot of good work took place on inset days this year looking at questioning techniques, supporting, learning through pupil strategies, outstanding lessons and closing the gap. It will be good to carry this on next year and have a team of experts in place to look closely at each priority.</p> <p>The SLT team is top heavy. JP will report at the July meeting after advice is sought from EPS, Mr Hummerstone and Mrs Watts about restructuring SLT. It is important to see practices being used first, delegate jobs to the SLT and allow them to show how they operate before any decision is made. Increasing the teaching load for acting heads is also being considered and whether we need to increase to four people. All AHT's know that their teaching will increase dramatically – they are experienced teachers and need to be in the classroom. <i>A governor expressed concern of restructuring too soon.</i> The difficulty is this structure is being carried month on month and as JP is new to the post she had been advised by the DFE to appoint a deputy to help. There is a dwindling pot of money and it is difficult but we need to be fair and measured in the way staff are treated in the school. Negotiations continue between JP and Head of Music with regard music provision. <i>Are we advertising for a new Deputy Head?</i> Not at this current time but adverts for a Head of MFL and additional LSA will go out. Staff who are leaving can be covered by the skills of the current SLT.</p> <p><i>Priority 6 Rapidly improve the evaluation of teachers' work and progress of students to ensure rigour.</i></p> <p>A significant amount of work has already been done and we continue to build on that already done by SLT and staff during the Autumn term. Where progress is of concern work clarifies data use and the many systems introduced over the year. Staff, depending on how up to date they were, were presenting three sets of data. Data will now be presented to them on a spread sheet which will enable them to put interventions in place where needed. Staff will be provided with the necessary grid and will not be required to create these themselves. Every year group will be provided for. JP has concerns with MAC data as this can inflate predictions, raise expectations and is not an accurate reflection. The work with Arnewood will help us tie all assessments in to proper levels.</p> <p><i>Priority 7 Rapidly improve the skills and effectiveness of the governors to enable them to be placed to accurately understand college performance and demand improvement from leaders.</i></p> <p>The NGA may have the skills analysis required to complete a skills audit of governors to inform recruitment plans. A policy review programme to assess fitness for purpose of all policies is also required. <i>A governor also suggested that action plans from the governor action plan document be incorporated into priority 7.</i></p>	<p>Action July FGB</p> <p>Action JL</p> <p>Action JL/JP</p>
5.	<p>Proposal regarding use of Arnewood expertise and any cost implications</p> <p>A recent meeting with Arnewood proved positive where an initial offer of sponsorship had been made. JP has managed to negotiate leadership, lesson observation and teaching and learning at a cost of £4500 (four thousand five hundred). We will receive a report at the end of this support time, from Arnewood, to show the work we have done and evidence to Ofsted. Mr Hummerstone, executive head at Arnewood, will be coming into school during w/c 16th June. Negotiations will continue as to the number of days per week, over a six week period, members of Arnewood will attend TSC. Ofsted training for JP is another area being looked at.</p>	
6.	<p>Staffing Update for 2014</p>	

	As per report from JP. There are nine MoS leaving us at the end of this term. A Governor asked for the reasons. Some are either promotions, postings closer to home, retirement or leaving teaching all together. Two appointments have been made in Science and one appointment in English	
7.	<p>Timetable Changes</p> <p>After a teaching and learning review and in order to make rapid change the curriculum timetable has been looked at again and BTeC courses have now been split over two days as opposed to them being just one day per week. Core subjects will be spread over five days and not four. This is a brave decision as it is a big change but JP felt the timetable will be more traditional and will move away from being BTeC themed. BTeCs are an integral part of the school and it is inappropriate for them to stop, however there needed to be consultation and a proper measured approach with regards the curriculum. There is concern that there will be a number of pupils who will finish their BTeC course at the end of year 10 and we will need to find an alternative for them. It is good for some pupils who are not academic to get a qualification from BTeCs. The new exams coming in will help us as year 7, 8 and 9 will be sitting end of year exams and this is what we will be measured against with other schools.</p> <p>The EBAC for next year will see 50 pupils taking French which is wonderful to see.</p>	
8.	<p>Pay Policy update</p> <p>Questions from staff have been responded to but they are more concerned with the Model Performance and Capability Policy, its content and what it means if they do not make progress. This policy gives them the answers to their questions.</p> <p>This document has been emailed to governors today.</p> <p>Governors to read. Questions at next FGB along with feedback from staff. To be voted on at next FGB.</p>	<p>All Next FGB</p>
9.	<p>New Policies:</p> <ul style="list-style-type: none"> • Exclusion and Reintegration of Excluded Pupils Policy Where the policy mentions the searching of a pupil this needs to include that the person searching is of the same gender as the pupil. Governors were advised this is not a body search. Bags and shoes will be checked but at no point will physical contact be made. Governors were advised of the procedure. This policy is based on County and National policy. Subject to minor alterations with regard searches, governors were happy to ratify this policy • Managers Support and Competency Policy - deferred to next meeting. <p>Policy Review: Governors Expenses – Ratified by GB Charging Policy – Ratified by GB</p> <p>Behaviour Policy, Exam Policy, Assessment Policy and Collective Worship Policy – Deferred to July meeting. JP to review prior to meeting.</p> <p>Teaching and Learning Policy – Deferred to October meeting. JP to review prior to meeting.</p> <p>Gifted and Talented Policy – Deferred to November meeting. JP to review prior to meeting.</p> <p>Curriculum Policy – Deferred to January meeting. JP to review prior to meeting.</p> <p>SEN Policy to be reviewed October meeting due to changes coming in to effect September 2014.</p>	<p>July FGB</p> <p>Clerk – Policies to website</p> <p>July FGB</p> <p>October FGB</p> <p>November FGB</p> <p>January 2015 FGB</p> <p>October FGB</p>

	<p>LGPS Testwood Sports College Discretions Policy Revision – this policy conforms to the new regulations and the minimum discretionary policies we must have. It safe guards TSC from any massive financial impact and shows we are a responsible employer. This policy includes advice given to us by Hampshire pension scheme. This policy can be reviewed annually or when changes need to be made.</p> <p>JP wished to view back ground documents first prior to signing. Governors agreed in principle to this policy once JP had reviewed background documents and was happy with its content. This needs to be signed by 30th June 2014.</p>	JP/JL
10.	<p>EFA Insurance – Findings from current insurers (from B&F March 2014)</p> <p>For 2013/2014 insurance was funded in two parts. An amount delegated by the LA through local funding which is equivalent to the amount that maintained schools received for insurance. This is estimated around £25 per pupil on average. Secondly, an additional grant of £20 per pupil to reflect the fact that on average insurance premiums are higher for academies than they are for maintained schools.</p> <p>For 2014/2015 academies will still receive a flat fee of £25 with in their GAG which they can continue to use for their current insurance arrangements or buy into the governments new risk pooling scheme RPA (Risk Pooling Scheme) The supplement of £20 per pupil currently being paid will be withdrawn for 2014/2015 because the EFA state the new scheme will provide an option of insurance at a price that does not require this top up. If we choose to keep our current insurance arrangement the EFA for one year only (2014/2015) will reimburse the actual cost of insurance above £25 per pupil between 1 September 2014 and the expiry of our current insurance contract. Our renewal date is 17th August 2014. The EFA state where insurance contracts expire between February and 1st September 2014 they can choose to renew their insurances for the period between the renewal date and 1st September and then join the new risk pooling scheme on September 1st and be reimbursed for this period.</p> <p>For TSC this is 15 days or renew for a full year. The EFA will reimburse academies for costs above per pupil of a maximum of a one year contract entered into on or after 13th February 2014.</p> <p>Our solicitors have advised us to be wary of signing up at this moment to the RPA and to wait to see how the situation develops. It is suggested we renew our current arrangement and review again next year for future years. Extra can be built into the 2014/2015 budget to cover the costs of insurance for the period 17th to 31st August 2015 should governors choose to continue with our current arrangement and renew again for 2015-2016.</p> <p>Governors agreed to stay in the current arrangement and review again next year.</p> <p>GB thanked JB for the informative report.</p>	Action JB
11.	<p>Training</p> <p>JL will be meeting with NGA on 9th June to discuss what they offer and costing involved. Governors are asked to view the email sent to them detailing NGA and advise JL of their views asap.</p> <p>Arnewood is another source for training and details will be looked at.</p>	Action July FGB
12.	<p>AOB/Date of next meeting (9.7.14) (AOB Items for future meetings)</p> <ul style="list-style-type: none"> • The next FGB meeting will take place one week later on 9th July 2014 • Social evening suggested dates being 11th or 18th July. Please let DB know your preferred date asap. • Governor survey re school uniform to be completed this evening or by end of the week and returned to the school. Details on the survey are the same as the current uniform policy, the only difference being questions on a school blazer. A number of staff felt the school logo was 	All

	<p>very primary looking. Governors were happy for JP to source alternative designs for consideration at July FGB.</p> <ul style="list-style-type: none">• A governor expressed a dislike for pupils doing office duty and being the 'office run around'. JP suggested that the children should be given the option as to whether they would like to carry out this task in future. <p>Everyone present was thanked for staying at the meeting and apologies given for the length of time the meeting took. There was a lot to deal with for our first monthly meeting.</p>	JP – July FGB
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Meeting closed at 9.40pm

TESTWOOD SPORTS COLLEGE

**Action Points from Full Governing Body Meeting
4th June 2014**

No	Action	By Whom	Timescale
1.	Medical Policy	JP	July FGB
2.	Pupil Premium Governor – HL/GP to liaise with JP	HL/GP/JP	By end of June
2.	External moderation to be viewed by governor – DB to liaise.	DB/PW/JP	By end of June
2.	Pupil Premium – How the money has been spent in the past and how it will be spent in the future	JP	Heads report July FGB
3.	Monthly Meetings <ul style="list-style-type: none"> • JB and TJ to liaise for key cycle of finance issues. • TJ/GP to arrange working party for TOR – within two weeks. • TJ/GP to liaise with clerk for meeting dates • Clerk to draw up new meeting date schedule and distribute. • RO report kept as once per term. 	JB/TJ TJ/GP TJ/GP/Clerk Clerk DO	} Prior to FGB } in July } } Next report for July FGB
4.	Effectiveness of Leadership & Management Update on review	JP	July FGB
8.	Model Performance and Capability Policy Emailed to governors. To be read prior to next month's meeting where it will need to be ratified.	ALL	July FGB
9.	Policy Review Behaviour Policy, Exam Policy, Assessment Policy and Collective Worship Policy – Deferred to July meeting. Teaching and Learning Policy – Deferred to October meeting. Gifted and Talented Policy – Deferred to November meeting. Curriculum Policy – Deferred to January meeting. SEN Policy - to be reviewed October meeting due to changes coming in to effect September 2014. Managers Support and Competency Policy Governors to review policy prior to next meeting. LGPS Testwood Sports College Discretions Policy Revision – Background document to be viewed by JP. Must be signed by chair by 30 th June 2014	Review by JP Review by JP Review by JP Review by JP JP/DB All JP/JL	July FGB October FGB November FGB January FGB October FGB July FGB 30 th June 2014
10.	EFA Insurance To renew current provider for another year 2014/2015	JB	August 2014
11.	Training Report from NGA, what can they offer, using their services and cost	JL	July FGB
12.	School Logo Alternative options for a school logo. JP to source designs	JP	July FGB

