

## MINUTES OF FULL GOVERNING BODY MEETING

**Date:** Wednesday 16<sup>th</sup> September 2015

**Time:** 6.00 p.m

**Venue:** Testwood Sports College

**Present:** Dawn Bushrod, Jenny Pitman (Headteacher), Paula Kennedy (Deputy Headteacher), Shaun Isaac, Tony Jerrett, Jackie Barker, Vanessa Ford, Pep Monk, Nick Gilbert, Mark Fenton, John Lawrence, Hadleigh Garland, Phil Ward

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**In attendance:**

Christina Randles	Clerk to Governing Body
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**Apologies:** Kevan Walsh, Graham Pike

**Action points:**

No	Action	By Whom	Timescale (by)
16-09-15/1	Look into work of the Huckleberry Foundation and report back	JP	9/12/15
16/09/15/2	Feeder schools – share ideas on the work that needs to be done to support reading focus – report back to governors	JP	9/12/15
16-09-15/3	Ideas for 70 <sup>th</sup> anniversary	All	9/12/15
16-09-15/4	Email prompt for Link Governor Visit	DB/Clerk	2/10/15
16-09-15/5	Outstanding Child Protection Training – Clerk to co-ordinate	KW/GP	9/12/15
16-09-15/6	Terms of Reference for FGB	DB	9/12/15
16-09-15/7	Whole Governing Body Training to be agreed	All	9/12/15
16-09-15/8	Plan for Year 6 intake evening – 8 <sup>th</sup> October 2015 – suggestions to Clerk	All	2/10/15
16-09-15/9	Christmas Gathering – collate information and responses in order to book.	PW	31/10/15

No	Agenda Item	Action
1.	<p><b>Welcome and Apologies</b> Apologies received from Kevan Walsh and Graham Pike.</p> <p><b>Pecuniary Interests</b> New forms were completed and collated by Clerk to Governing Body. No governors present made a declaration of interest in respect of agenda items.</p>	16-09-15/1

	<p><b>Election of Officers</b>  In line with voting procedures, the following members of the Governing Body were elected for the coming year.</p> <p><b>CHAIR OF GOVERNORS</b>  Dawn Bushrod</p> <p><b>VICE CHAIR</b>  Shaun Isaac</p> <p><b>TRAINING OFFICER</b>  John Lawrence</p> <p><b>RESPONSIBLE OFFICER</b>  Hadleigh Graham</p> <p><b>HEALTH AND SAFETY</b>  Graham Pike</p> <p><b>Correspondence</b></p> <p>Letter from a parent whose child left the school this year. Extremely positive comments received and acknowledged by governors.</p> <p>Letter from an ex head girl of the school regarding supporting charity work abroad in the future through the Huckleberry Foundation and Farnborough College. This will raise an opportunity for a school pupil. An email received thanking staff for their support for their child through the school.</p> <p>An email from the driver of the coach taking pupils to Chessington World of Adventures in July 2015. Children acknowledged as a credit to the school. Acknowledged by Mrs Pitman in assembly to thank them.</p> <p>An email from an outside provider acknowledging the positive conduct of pupils on a residential event to La Fossa, Spain.</p> <p>Communication from the House of Commons, Julian Lewis MP, regarding the good Ofsted Report.</p> <p>Communication from Hampshire County Council on the good Ofsted Report.</p> <p>Communication from Department of Education on the good Ofsted Report.</p>	
2.	<p><b>Minutes of previous meeting</b></p> <p>The chair asked the governors if they wished to make any comments on the minutes of the meeting dated 15<sup>th</sup> July 2015. No governors raised any issue regarding the minutes.</p> <p>It was agreed that the minutes of the Governing Body meeting held on 15<sup>th</sup> July 2015 be accepted as an accurate record of that meeting and be signed by the chair as such.</p>	

## Head Teacher Briefing

16-09-15/2

16-09-15/3

### HEADLINES

One governor commented on the support required enhancing reading skills for children to improve. Data showed pupils are moving forward.

Number on role up by two. This occurred by losing six and gaining eight.

Attendance 96.14% so far this term.

No exclusions to date.

Governors were made aware of the timetable available to them in line with school activities – their mission statement is available within this.

Testwood's 70<sup>th</sup> anniversary 2016 – governors asked for ideas on what should happen – discussed poppies idea that children have already made with a view to work on a memorial garden – ideas put forward to promote school name in community in specific ways.

Report received from staff member on Teaching and Learning and it was recognised that the work was very focused.

### RESULTS ANALYSIS

3.

Governors made aware that there will be alterations to headlines in future tables due to successful remarks which are yet to be received.

Governors made aware that every grade will count – focus on progress for each child will have a future impact on results.

Governors were conscious of the work that the staff are doing and expressed their thanks – they were made aware of low staff turnover previously and the fact that this should now prove to remain consistent. One year group has been a primary focus. Confidence in teaching and learning will now move the school forward.

Governors made aware of a specific area where focus is needed in math and SEN.

Governors were made aware that two results in two subject areas are discounted towards headline measures although some great successes were proven in these areas – agreed as morally right for the children and their sense of achievement. Governors were conscious that children need examinations to get into the world of work of society. IT used as an example.

Thanks were given on the great amount of work that has been done with the new team – comments were made on the ease of reading the GCSE results.

4.	<p><b>Behaviour</b></p> <p>Staff were thanked for support in this area.</p> <p>One year group with potential concern have made a very promising start to the term.</p> <p>Governors raised an issue with the understanding of external inclusion – it was made clear that the needs of the children can be dealt with effectively this way. It is not a focus to externally exclude children. More internal inclusion has become effective to allow students to learn without distractions/disruptions.</p>	
5.	<p><b>Pupil Premium Outcomes regarding spending</b></p> <p>Governors made aware that funding is April to March and reporting in place from September to August.</p> <p>A high proportion is spent on staffing yet long term there is a focus on how others funds can be spent more effectively.</p> <p>The staff leading pupil premium changed at Easter – key areas are being focused on to support specific pupils. Discretion is key to support those children.</p> <p>Interviewing is underway for assistant progress leaders to focus on pupil premium taking into account data and attendance.</p> <p>Thanks were given by governors on the quality of the report.</p>	
6.	<p><b>TSC calendar</b></p> <p>Document supplied to all governors to raise awareness on activities in school for the coming year.</p>	
7.	<p><b>Link governors and set task for Autumn Term</b></p> <p>Task set for Autumn Term 2015 relating to ‘how to motivate disaffected low ability boys, especially in Year 11. A question was raised on the meaning of disaffected. Answer given as those finding learning uninteresting.</p> <p>Governors asked for email prompt to remind them that information needs to be collated. This task due by 30<sup>th</sup> November 2015.</p>	16-09-15/4
8.	<p><b>Budget Forecast</b></p> <p>Ratified and thanks given to Jackie Barker for her efforts.</p> <p>Headline notice is that the school is less than deficit than set – turbulence has been due to staff movement and the need for supply staff to cover vacancies. Subject to audit figures were given as guideline on current circumstances. A concern was raised on an outstanding invoice relating to ICT. Positive news that balanced budget will now be in place. Worthy of note is the case that the school was not financially in problems whilst in special measures. The impact of this could have been harsher for the school in the longer term.</p>	

	Lettings are at full capacity.	
9.	<b>Governor Skills Audit</b> Governors asked to complete and training officer collated replies.	
10.	<b>Meeting Dates</b> Agreed for coming year.	
11.	<b>Child Protection Training</b> Specific guidelines given on the Do's and Dont's – it was mentioned that our Single Central Record is in good order and Child Protection in school is a key strength.  Governor signed paperwork to validate the training given.	16-09-15/5
12.	<b>Terms of Reference</b> To be reviewed and carried forward to next meeting.	16-09-15/6
13.	<b>Delegated Powers and Excursions</b> The governors agreed to allow the Head to authorise all school trips without having to obtain prior authorisation at governor meetings.	
14.	<b>Whole Governing Body Training for Spring Term</b> Ideas for training in the Spring Term to be put forward for consideration at the next meeting. Results from the skills audit may highlight a need. To be agreed at next meeting.	16-09-15/7
15.	<b>Plan for Year 6 intake evening 8<sup>th</sup> October 2015</b> Governors were asked to assist with this – email prompt to be set up. Members were asked for ideas on materials to be used and to allocate when governors can be available.	16-09-15/8
16.	<b>AOB</b> Christmas gathering 4 <sup>th</sup> or 11 <sup>th</sup> December 2015 – venue suggestions and availability to PW.  30 <sup>th</sup> September 2015 – photographer in college for pupils and for any outstanding pictures of governors.  A discussion took place on how to advertise the school in the community to increase intake for 2016.  Confidential document being sent to Parliament. Parliamentary Education Review for 2015/16 edition. Testwood College nominated as one of 5 schools under the banner of Excellence in Education.	16-09-15/9

**Meeting ended at 2035.**

**Next meeting 9<sup>th</sup> December 2015.**