

## Minutes of Full Governing Body

### TESTWOOD SPORTS COLLEGE

**Date:** Wednesday 9<sup>th</sup> December 2015  
**Time:** 6.00 p.m  
**Venue:** LRC

**Persons 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, Phil Ward, Alison Platt, Gemma Young, Chris Bell

#### In attendance

Christina Randles	Clerk to the Governing Body
Andy Williams	Moore Stephens
Alison Morley	Head of Maths

**Apologies** Hadleigh Garland, Kevan Walsh

#### Action points: (last meeting that are outstanding are documented in red)

No	Action	By Whom	Timescale
9-12-15/1	Review of forecast in relation to audit report presented at meeting	JB/JP	16 <sup>th</sup> March 2016
9-12-15/2	Documentation to show the progress that students have made in Maths as a subject area	AM/JP	16 <sup>th</sup> March 2016
9-12-15/3	Pecuniary interest forms to be sent to Alison Gemma and Chris for completion and return to Clerk	DB/Clerk	31 <sup>st</sup> December 2015
9-12-15/4	Ideas to be presented to governors on the 70 <sup>th</sup> anniversary of the college	VF/AP	16 <sup>th</sup> March 2016
9-12-15/5	Terms of Reference to be altered to include Financial Accountability	DB	16 <sup>th</sup> March 2016
9-12-15/6	Update on Bullying figures to be supplied	JP	16 <sup>th</sup> March 2016
9-12-15/7	Ensure that attendance data is up to date for future meetings	JP	16 <sup>th</sup> March 2016
9-12-15/8	Information relating to page 104 of the governor pack to be highlighted to governors via email	SI	9 <sup>th</sup> December 2015
9-12-15/9	Information to be supplied to governors on comparison data of Pupil Premium students	JP	16 <sup>th</sup> March 2016
9-12-15/10	Agreement on the roadtest of specific policies	DB/Clerk	14 <sup>th</sup> January 2016
9-12-15/11	Three dates to be offered for training on RAISE online and Data Dashboard	JP	16 <sup>th</sup> March 2016
9-12-15/12	WGB training to be agreed	All	16 <sup>th</sup> March 2016

9-12-15/13	SIP to have a RAG coding and an appropriate appendix to be in place to support jargon	JP	16 <sup>th</sup> March 2016
9-12-15/14	Amendment to policies made and formatted so consistent	JB/JP	end of school year
9-12-15/15	Contact details to be amended	Clerk	13 <sup>th</sup> January 2016

No	Agenda Item	Action
1.	<p><b>Welcome and Apologies</b> Welcome to new governors and auditor from Moore Stephens. Apologies received from Hadleigh Garland and Kevan Walsh.</p> <p><b>Auditors</b> The role of the auditor is to ensure that the college complies with specific items of audit and governance. Acknowledgment of Trustees Report was ratified and it was confirmed that all items are spent in the proper way and give a true and fair representation. All governors were provided with a summarised overview and made aware of the savings required to meet the 80% EFA guidance of % salaries to main grant income. This is to be agreed in June 2016. It was evident that being in special measures created heavy costs for the college. One observation point of the report (point 4) is to be removed as this was not correct. Work needs to be done by the college on a contingency and business contingency plan.</p> <p><b>A question was raised on whether there was a forecast for 2016.</b> It was confirmed that this is currently being worked on as the only funding the college currently have to work with relates to that supplied by the government.</p> <p><b>A question was raised on when the plan will be available.</b> This will be available for review at the next FGB. Governors were made aware of the potential fall in roll.</p> <p><b>A question was raised on the ease of being able to predict over the next three years.</b> Governors were made aware that due to parents choice of school this remains an issue but initiatives are in place to increase this.</p> <p>Thanks were given to the auditor and the Director of Finance for all their hard work and the accounts were duly signed as a true record. Governors voted to retain advice from the current auditors.</p>	9-12-15/1
2.	<p><b>Core subject review – Maths</b></p> <p>Discussion held on attainment versus progress and documentation presented to governors.</p> <p>In relation to Year 11 – the headline rates were explained – it is evident that excellent progress is being made with 71.2% of students achieving A* - C grades. It was recognised that there is evidence of a difference of 17% between girls and boys. It was confirmed that incentives are in place to support this moving forward.</p> <p><b>A question was raised on it being 60/40 biased girls to boys.</b> This was confirmed as correct.</p> <p><b>A question was raised on how you could see the progress made of</b></p>	9-12-15/2

	<p><b>the students.</b> This was raised as an action point and will be available at the next FGB.</p> <p>It was confirmed that the papers students are taking are relevant to their attainment levels. Support staff and intervention strategies have been effective when supporting students in relation to this. Focus has been given to the upper school and extended leadership meetings are in place to support also. Focus is given to the attendance of the students.</p> <p>A mock non calculator paper is due in the coming week. Adjustments will be made accordingly to the data.</p> <p><b>A question was raised on whether the new syllabus was in place for students.</b> It was confirmed that Year 10 will experience this next year. Focus is on making maths more rigorous and courses are in place to support this for the college staff.</p> <p><b>A question was raised on whether there was a correlation between boys and absenteeism?</b> It was confirmed that focus is being given to attendance and this is evident throughout the college currently in every subject area.</p> <p>After school classes are attended by 30% of the Year 11 student group currently and these have been in place since September. Further action is being taken to increase this percentage.</p> <p>Thanks were given on the indepth report given to Governors and the evident increase in the achievement levels.</p>	
3.	<p><b>Pecuniary Interests</b> Pecuniary interest forms are to be sent to new governors for their completion and return.</p> <p>No governors present made a declaration of interest in respect of agenda items.</p> <p><b>Correspondence</b> A letter was received from the grandparents of a student who left the College in the summer of 2015. They were very grateful for the support that the College had given the student.</p>	9-12-15/3
4.	<p><b>Minutes of previous meeting</b> <b>Page 4</b> - Responsible Office should read Hadleigh Garland – this was amended prior to the meeting. <b>Page 5</b> - Under results analysis – governors were made aware that there were no differences to the headlines figures during this meeting. This is for information at this meeting and not an alteration to the minutes. <b>Page 7</b> – This should read ‘ The governors agreed to allow the Head to authorise all residential trips. Governors will support the college by ensuring that the appropriate risk assessment is carried out.</p> <p>All action points were ratified as being completed from the previous meeting. Governors were provided with documentation on the Huckleberry Foundation and discussions were held on ideas for the 70<sup>th</sup> anniversary of the college. It was agreed that two governors would look into this and report back at the next FGB. Other action points were</p>	9-12-15/4

	<p>discussed as part of this meeting as agenda items. The Child Protection Training was carried out for the remaining four governors prior to the meeting. Terms of Reference for the FGB was an agenda item together with Training for the Whole Governing Body.</p> <p><b>Matters arising</b> Minutes of the previous meeting were agreed a true record and signed.</p>	
5.	<p><b>Terms of Reference for FGB</b> An addition needs to be made in respect of Financial Accountability otherwise governors happy to accept Terms of Reference</p>	9-12-15/5
6.	<p><b>Head Teachers Report</b> Governors were presented with Head Teachers Report dated 30<sup>th</sup> November 2015. It was confirmed that 5 students had moved out of the area in Year 10 during the Autumn Term. Governors requested that in relation to attendance a comparison was provided in future on previous years.</p> <p><b>Exclusions</b> It was evident that Years 7 and 11 are settled. Concern was raised within Years 8/9. Focus and initiatives are in place to support any current issues.</p> <p><b>Bullying</b> In relation to Bullying it was raised that previous reports had shown a nil return. Governors requested a review of this for the March 2016 FGB. It was confirmed that there are no current concerns and the issues occurred during a very short period of time. Confirmed as one week.</p> <p><b>SEN</b> An amendment was made here on the basis that 0.62% of the student population is SEN. With a higher percentage being in Year 11 there is an obvious need in supporting these students.</p> <p><b>Pupil Premium</b> Evidence shows that the percentage is higher than the national average – conscious that a high percentage in Year 11. There is a necessity for a high ratio of staff to be able to secure student learning and progress. There has been an appointment of four assistant progress leaders to support current issues. Key Staff have been assigned to specific students in Year 11. In relation to the Low Ability Boys in Year 11 – the college are fully aware of this and focus was given to this as part of the Governor Link Visit which is an agenda item.</p> <p><b>A question was raised on whether the college can sustain any issues from the lower school moving forwards.</b> It was confirmed that a more proactive approach is in place for Years 7 to 10 however Year 11 remains more reactive.</p> <p><b>A question was raised on whether feeder schools have impacted.</b> It was confirmed that that there has been some impact but the college are working hard to move this forward proactively.</p> <p><b>A question was raised on whether we have an awareness of how we compare to other establishments.</b> It was confirmed that for the March FGB data will be available to compare with local schools within a 10 mile radius.</p> <p><b>Staff Matters</b> The college are recruiting currently to fill the current vacancies. Two applications have been received in relation to the Design and Technology Post.</p>	<p>9-12-15/6 9-12-15/7 9-12-15/8</p>

	<p><b>Teaching and Learning</b> It was confirmed that observations take place in each year group five times per year. To date Year 9 and Year 11 and have been undertaken. A full report was available for governors to read as part of the governor pack.</p> <p><b>Progress and Attainment</b> Covered in point 7.</p> <p><b>Behaviour</b> Report available within governor pack. Discussed at previous committee meeting.</p> <p><b>Attendance</b> Report available within governor pack. Discussed at previous committee meeting. Currently 95.2% for the whole college with data produced weekly. In relation to the attendance report it was requested that more up to date information be available to governors in future.</p> <p><b>School update</b> Students were praised on their behaviour during the Carol Service the previous evening. It was confirmed that the college are working on a different reporting system for students which relates to SIMS. This was confirmed as a more straightforward and specific targeted approach for individual students. It has the ability for the fields to be narrowed down to highlight specific areas and the ability to comment on whether students are on track and their attitude to learning.</p> <p>Information was supplied on those governors who had attended the promoting of Fundamental British Values training. A pack was provided to governors with the relevant notes for their information.</p> <p>Attention was drawn to page 104 of the governor pack and a governor offered to email governors on this issue.</p>	
7.	<p><b>Progress and Attainment/Deputy Head Report</b> An indepth presentation was given on the new system to track progress for all students. This included attendance, attitude to learning and a RAG definition of progress. Governors were shown how each subject is broken down with a double weighting in English and Maths. The baseline data is set from KS2 data which then predicts an outcome for the end of Year 11. It is called a Progress 8 level/measure. It is not focused on A*-C gradings but the progress made by each student. <b>A question was raised on whether pupil premium can be differentiated.</b> It was confirmed that the college are working towards this. <b>A question was raised on whether the predictions are based on where the students are now.</b> It was confirmed that this was correct however predictions give false information. The college are confident that they know where all of the students are now and how they are progressing.</p>	9-12-15/10
8.	<p><b>Budget Review</b> Headlines were presented to governors in relation to staffing costs, admin staffing budget, recruitment budget and EFA. <b>A question was raised on the impact of the current vacancies.</b> It was confirmed that all vacancies are currently internal and not external. <b>A question was raised on the cost of lunchtime staff.</b> It was confirmed that this averages itself out over the year and a major focus was given to it in the Autumn Term.</p>	

9.	<p><b>Reports from Panels</b>  <b>Buildings and Finance 14<sup>th</sup> October 2015</b>  Report presented to governors for ratification. Agreed.</p> <p><b>PCW 4<sup>th</sup> November 2015</b>  Report presented to governors for ratification. Agreed.</p> <p><b>Staff Performance and Pay 25<sup>th</sup> November 2015</b>  Report presented to governors for ratification. Agreed.</p>	
10.	<p><b>Link Governor Visits/Summary</b>  Headlines presented to governors and full hard copies of reports given to Head Teacher</p> <p><b>Link Governor Task for Spring Term</b>  The purpose of the visit this term is to complete, by 1<sup>st</sup> March 2016, a roadtest of a specific policy. This will be presented to governors by mid January 2016 as a table and new governors will buddy up with an experienced governor.</p>	
11.	<p><b>Plan FGB Training</b>  To be carried forward</p> <p><b>Date for RAISE online training</b>  Three dates to be offered in New Year for the training on this.</p> <p><b>Date for Data Dashboard Training</b>  As RAISE online</p>	<p>9-12-15/11</p> <p>9-12-15/12</p>
12.	<p><b>Teaching Review Feedback</b>  As per Head Teachers Report</p>	
13.	<p><b>SIP review</b>  Governors were requested to familiarise themselves with this document as it is in place for their benefit. A key measure relates to the targets that are expected in Year 11. Governors need to be conscious that a great deal of work goes into the document. Governors raised that a RAG system be in place to highlight the progress of the college together with an appropriate appendix to allow governors to understand specific jargon.</p>	9-12-15/13
14.	<p><b>Teaching Performance Data</b>  As per Head Teachers Report</p>	
15.	<p><b>Responsible Officer Report</b>  As per auditors report.</p>	
16.	<p><b>Policy Ratification</b>  All policies ratified with amendments.</p> <p><b>Health and Safety</b> – to include a section on E cigarettes – page 71</p> <p><b>Collective Worship</b> – amendment to date needed</p> <p><b>Performance Management (Support Staff) and (Teachers) to be ratified at next FGB</b>  All policies to be reformatted accordingly.</p>	9-12-15/14
17.	<p><b>Training</b>  As per point 11.</p>	
18.	<p><b>AOB</b>  Any governor concerns need to be raised please via the Head Teacher.  Any changes to the website need to be notified via designated governor</p> <p><b>Governors contact details check</b>  Amendments to be made to document by Clerk</p> <p><b>Panel members finalised</b>  Ratified by governors</p> <p>Thank you to staff who pulled pack together. For future meetings this will be responsibility of the Clerk.</p>	9-12-15/15

Meeting ended at 9.30 p.m.

**Signed as a true copy of the minutes of the meeting**

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**Date**

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