

Minutes of Full Governing Body

Date: 10th June 2015
Time: 6.00 p.m
Venue: Conference Room

Persons Present

Jenny Pitman	Dawn Bushrod
Shaun Isaac	Graham Pike
John Lawrence	Vanessa Ford
Tony Jerrett	Pep Monk
Kevan Walsh	Nick Gilbert
Hadleigh Garland	Jackie Barker

In attendance

Sandra Wren (Clerk)	Dai Thomas
Paula Kennedy	Mark Fenton

Apologies

Heather Lawrence	
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Action points:

No	Action	By Whom	Timescale
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No	Agenda Item	Action
1.	<p>Welcome and Apologies All welcomed to the meeting. Apologies from HL. Governors were advised of HH stepping down from the board.</p> <p>Pecuniary Interests Pecuniary interests from KW for this meeting.</p> <p>Correspondence Governors were asked to consider attending the school's career advice day to help interview students in Year 10. Their experience will help students understand the qualifications and expectations required when seeking employment.</p> <p>The school has received a letter from a foster carer of a student at the school. They expressed, from their perspective, how extremely impressed they have been with the manor and professionalism of staff at the school and wished us best wishes and 100% success for the future.</p>	
2.	<p>Minutes of previous meeting AOB items for consideration later in the meeting Minutes of the previous meeting were agreed a true record and signed. One item of AOB from JB.</p>	
3.	<p>Reports from Panel Meetings</p> <ul style="list-style-type: none"> • Building & Finance 22nd April – update Health and safety around the school is very good. Any outstanding items will be looked at during routine maintenance. 	

	<p>Governors also discussed and agreed to the uptake of insurance from the DfE. We have no option but to take this offer however, we will still have to finance some policies which this scheme excludes.</p> <p>Regarding a letter of objection on the PAN increase at Hounslow School, JP advised governors that after discussions with County admissions and on reflection, the Head at Hounslow had no other option but to increase their PAN. Legally there was no bar to increasing this.</p> <p>Fire Safety and Risk Assessment documents were checked, up to date and signed.</p> <ul style="list-style-type: none"> • Staffing Performance Pay 1st April – update <p>JP was thanked for recent Raise on Line training for governors which was very useful. Governors expressed concern with the number of staff absence during the autumn term and on the reporting procedure in some areas. After discussions reporting procedures will be looked at to make improvements.</p> <p>Performance management is now on track and all staff will be receiving their first review very shortly.</p> <p>Draft options and curriculum changes were also discussed. However, having looked at changing the curriculum from a 25 to a 30 period timetable and after discussions with staff it was felt it would not be in the best interest of the pupils and it would be such a late stage in the year for this to happen. There needed to be a longer consultation period for this. A new 25 period per week timetable has been written which has been shared with staff.</p> <p>During inset day on the 26th June departments will be allocating pupils to particular sets, sub sets etc. <i>What time scale has been given to the consultation on a 30 period timetable?</i> Details will be launched to staff first with a two month consultation period in the autumn term. This will give us enough time to start in the Spring ready for the new academic year. The feeling was details were communicated to staff too late for change to take effect and change pace. All schemes of work would need re working and we have made rapid change over the past year. <i>As soon as the new academic years starts then consultation should start straight away.</i></p> <p>Visits to other schools to view best practice has proved helpful.</p> <p>(HG enters meeting at 6.20pm)</p>	
4.	<p>Head Teacher’s Report</p> <p>As per report previously sent to governors.</p> <p>Attendance – currently stands at 94.2%.</p> <p>Exclusions – JP was concerned that exclusions in year 11 had risen as were governors. Hilary Freersen, County Inclusion Officer, is keen to advice governors that this cohort were an unusually challenging year 11 and this has been the case across other schools as well.</p> <p>The alternative provision available has been filled extremely quickly and therefore the school had no other option but to keep a number of pupils at school. One student has been on a virtual timetable, two have been attending twilight sessions being run by teachers and SLT. These students had been at risk of permanent exclusion. FEC places have now been extended by 5 places, so County have recognised there is a need for additional places. Our staff have done</p>	

	<p>extremely well to keep particularly challenging pupils on track. Year 10 have been another worry but there are no free spaces at FEC. Early help meetings have already taken place this week but we have had to exclude one pupil for two days. We will continue to get a place at FEC for this pupil. <i>A governor asked if the school pays for the service offered by FEC?</i> Yes we do. Where students are taught in house there is no financial cost to us but an emotional cost to other students within the class. We will not have pupils disrupted when they are learning.</p> <p>Staff matters – We have no further leavers this term. Governors were advised of staff joining the school. They have settled well into school and JP wished to thank JB for her tireless efforts to secure these new members of staff. <i>A governor asked if we are charged when agency supply teachers are called.</i> We are charged supply rates by agencies however when someone is employed from an agency then the cost is reduced without additional recruitment costs. There is a possibility of having an annual fee with the agency concerned. In return they will search for candidates and complete the process on our behalf. There is a low scale cost for advertising through them but this is greater if we recruit via an advert in the local paper. Concern with the lack of recruitment for good core subject teachers was expressed by other HT's at a recent local forum meeting.</p> <p>Governors need to be aware that we are not yet fully staffed for September. One member of staff will cover the vacancy for a subject leader in maths. We still need a .6 teacher for ICT to lead the department. We may need to look at ICT leadership and recruit an ICT teacher instead. KS3 science co-ordinator has been offered to Andre Batt. History and RE post will not be appointed, staffing will be looked at tomorrow for these areas. We have appointed Kirsty Barber as PE Head of Department. Vicky Hill (support staff) will be staff cover supervisor in our inclusion unit. We may well offer this as a permanent placement in the inclusion unit. We also have a progress leader vacancy. Ofsted have agreed that we can now recruit NQT's and links with universities can also help with recruitment. We are working very hard to secure top quality professionals for this school for September. <i>As exit interviews are held for members of staff who leave us, are we in danger or at risk that if we get out of special measures this would enhance CV's for staff and more may wish to leave?</i> Not necessarily as staff would more likely wish to stay in a good school.</p> <p>Line management and responsibilities continue to be updated and is near completion. A full list will be ready in the Autumn term for governors to view.</p> <p>Teaching and Learning - continues to move forward. We now have a small handful of staff who are not yet regularly meeting good expectations in the classroom. Teaching reviews will take place in the next two weeks. Other staff members have had good or outstanding observations this year. We have a coherent plan for those staff members who have not achieved this yet. This includes the opportunity to look at best practice within TSC and at other schools. The expectation is that by the end of year 7 reviews will show that these are now operating at good. We believe 84% of lessons were good or outstanding and 4/24 were not good. Inset day will focus on areas of improvement, implementation in lesson plans</p>	
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and looking at differentiation. Some subjects are grouped together so consensus as to how subjects will work will be looked at. A verso app, which supports homework, will also be considered by staff.

What is the timescale for this to take place? This should be happening in our lessons now. The SMSC team will be speaking to staff next week. This is an area that Ofsted picked up on and which needed to be looked at. This session will tie in with the vision statement completed by governors.

Progress and Attainment – Our new deputy heads have been extremely busy, including taking science lessons. JP wished to thank them for their hard work, on taking on science and how superbly they have coped.

We have a high number of pupils with PP in year 10 and 11. There are 50 PP students currently in year 11 and the hope is that a lot more with 'swing' in the right direction. Our main focus is to lower the gap. Data will be very carefully looked at in August and will be a fairer measure for PP pupils. English are doing very well to close this gap but maths need to do better however, students have attended weekend revision lessons. Governors wish to view MAC 5 data for year 11 over the whole year, to compare and be able to look at the whole picture. JP to send to details to clerk to forward to governors. It is hoped that governors will see a shift in a positive direction. Staff have been very surprised as to the number pupils who have turned up for weekend revision sessions - 71 pupils turned up last weekend. Our biggest challenge is to secure the ones that do not come through the door. Parents of PP students have been invited in next week to show them how their children should be revising and how they can help them at home.

Year 10 will be our next big focus, especially the lower ability PP boys who will need a lot of work. Year 9, 8 and 7 gaps are fairly minimal but assessment for these students will increase in accuracy as they go up the school. This will be the format for data at each FGB meeting.

Ofsted - Section 8 report included in pack to governors. JP was happy with this report from Ofsted. 71% of year 11 attended at least one revision class.

Maverick TV visited last week and we are down to the final three. A decision will be made this week by the BBC. Older community members are being invited to come 'back to school'. The school will have full editing rights if we win. *Will there be any negative impact on the pupils involved?* The producer has been challenged on this. Any impact will be monitored and if there is, filming will stop immediately. Pupils will benefit by being mentored by pensioners, in return pupils will be able to show them about being at school in the modern age. Our summer program for primary schools means we have year 5's from outreach schools coming to us for a taster day.

Unofficial use of school site – governors discussed the illegal use of the school land and all agreed trespass is illegal and no unauthorised persons should be using the school site. *How are will able to keep unauthorised people out?* Site staff are very happy to remove anyone who should not be on site. There have been problems when persons have used the site illegally especially when we have paying customers using the facilities. There has been unofficial use of the site by persons climbing fences and locked gates. Some residents have used their own back gardens to access the school site.

	<p>Governors agreed there needed to be more clarification with regards site use – for those who use the facilities correctly and for those who do not. We are in the process of improving CCTV which will help enable us to see those who do trespass. Governors agreed to no access to the school site other than by those paying to use the facilities. Signs need to be in place around the school site and letters sent to local residents.</p>	
5.	<p>Budget Review Governors were advised of the latest position. We are on target however, it would be better if we are able to reduce the deficit budget set to carry forward for next year. We will be very restrictive on any purchases asked for this year.</p>	
6.	<p>Policy Review Emergency and Special Leave Policy – this policy ensures all staff are treated equally when requesting leave of absence. This is for information only at this current time. The policy will be viewed at SPP panel next week. They will also look at Staff Dignity Policy. Attendance Policy – details have been taken from County guidance. Rules regarding absence have been tightened up over the last year and the policy reflects these changes. Details of this policy will be used as part of a power point presentation to Year 6 parents next week. Policy to be placed on website. Agreed by governors. Admissions Policy – Agreed by governors Health & Safety Policy – Agreed by governors Teaching & Learning Policy – Agreed by governors</p>	
7.	<p>Solar Panels Discussed at Buildings and Finance panel. Tenders are currently being sought from three companies.</p>	
8.	<p>Agree meeting dates 2015/2016 Agreed meeting dates for the next academic year to be resent to governors by clerk.</p> <p>Governors were reminded to send monitoring visit sheets and skills audit returns to DB as a matter of urgency.</p>	
9.	<p>Training – Feedback from NGA report NGA resources have been checked with regards training for governors. Best 8 and the new Ofsted frame work should be considered.</p> <p>Skills audit returns need to be checked as well.</p> <p>At our last NGA training session there was a suggestion to decrease the number of governors in place. At the current time this would not be helpful and it is a conscious decision by the chair and HT to recruit new governors for those who have recently left (1 x trustee/1 x staff)</p>	
10.	<p>Trustee Membership August 2015 (for July meeting) Governors were reminded that for many their terms of office will end on 16th August this year. Papers will be emailed to those concerned, prior to the next meeting, for completion should they wish to continue in their role as trustee.</p>	
11.	<p>A.O.B/Date of next meeting (1st July 2015) (A.O.B Items for future meetings) JB wished to thank PM for her successful application in getting £750 (seven hundred and fifty) from Exxon which has gone towards the</p>	

	<p>purchase of a defibrillator for the school.</p> <p>Governors were advised of PW stepping down as staff governor. The chair thanked PW for his years of service as governor and in return he has thanked governors for supporting him over the years.</p> <p>Next governor social evening to be 3rd or 10th July. Request for volunteer to organise.</p> <p>Agreed next meeting to take place on 15th July 2015.</p>	
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Meeting ends at 8.24pm