

## Minutes of Full Governing Body

**Date:** 11<sup>th</sup> March 2015  
**Time:** 6.00 p.m  
**Venue:** Conference Room

### Persons Present

Jenny Pitman	Heather Lawrence
Shaun Isaac	Dawn Bushrod
John Lawrence	Graham Pike
Phil Ward	Vanessa Ford
Tony Jerrett	Pep Monk
Kevan Walsh	Nick Gilbert

### In attendance

Sandra Wren (Clerk)	Colin Swettenham
Dai Thomas	

### Apologies

Heather Holmes	Sam Johnson
Hadleigh Garland	Jackie Barker

### Action points:

No	Action	By Whom	Timescale
2.	<b>Pupil Premium</b> MAC 4 Data – Year 11 PP positive and negative gaps to include MAC 4 data on single sheet for governors to compare at next meeting	JP	Next FGB
5	<b>Lesson Observations</b> Technology department to attend next FGB and present interventions put in place and their outcome.	HoD	Next FGB
7	<b>Policies</b> Updated policies to KL by Clerk.	Clerk	ASAP
11.	<b>New Deputy Head Teachers</b> Governor welcome meeting, 22 <sup>nd</sup> April at 5.45pm prior to B&F Panel meeting.  New Deputy Heads to attend next FGB and advise governors on their roles within TSC.	All  Deputy Heads	22 <sup>nd</sup> April  Next FGB
11.	<b>Raise on Line Training</b> Second Raise on Line training for governors, 20 <sup>th</sup> March.	All	20 <sup>th</sup> March

No	Agenda Item	Action
1.	<p><b>Welcome and Apologies</b> All welcomed to the meeting. Apologies received from JB, HH, SJ and HG. Dai Morgan welcomed to the meeting as mentor to DB</p> <p><b>Pecuniary Interests</b> Pecuniary interest from KW for this meeting.</p> <p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>Letter received from candidate for Deputy Head post. Wished to thank the school for the opportunity to visit the school. He felt professionally welcomed by the front desk team; found it a pleasure to meet such enthusiastic students both in class and in the student panel.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Invitation to governors from Angela Horn to come in to school and take part in mock interviews and help year 11 students with their CV's. This will give students experience and an insight into what to expect at interview, as students do not take place in work experience anymore. This will take place on Wednesday 15<sup>th</sup> July, governors to advise if they are able to attend.</li> </ul>	
2.	<p><b>Pupil Premium – Colin Swettenham</b>  Governors were shown detailed information on the gap between PP students and none PP students and where PP money is being spent and on what. MAC data for each subject was listed and in most cases the gap is reducing. MAC 4 data is due later this week and will be available for governors to view after Easter.</p> <p>Our targets are to close the pupil premium gap, to use resources to support the learning and development of PP pupils and to monitor the progress of PP pupils across the school. Our action plan is working. All supported students are rapidly improving. The target by Easter was to reduce the gap between PP and none PP to 15% and by the summer to 10%. That gap is currently at 14% in core and is on target to reach 10% by the summer term. Expenditure has increased and has proved effective in improving progress and providing resources for pupils. All PP hot spots have been identified and matched to an LSA who has become more effective in their intervention. All subjects are aware of the need to close the gap and most are doing this effectively. However 12% of pupils are still challenging. Quality of teaching and intervention is checked at least once a term. 51% of our year 7 pupils have raised their reading age and two pupils are now at chronological age. Good progress is also being made with improving numeracy skills.</p> <p>Governors were shown a detailed financial list of PP monies, where it is being spent, how much and its effect. All areas are making positive steps forward to close the gap. Small group support is offered to students including a homework club with an incentive from the kitchen supplying hot food and donuts. All students are encouraged to attend however not all do and some are unable to due to other family commitments. CS has recently spoken with an outstanding school that have a Saturday morning club for year 11 students and where take up is 83%. We are sharing ideas for us to look into this. <i>A governor commented on whether students would take this up, mainly lower ability. If we provide breakfast and say they can come in casual clothes then this is a way forward. A governor commented that it was pleasing to see so many students still in school and learning with their teachers this evening.</i> We are also encouraging those students with poor attendance to attend breakfast club. If we can break the culture of getting up late, no breakfast, not going to school by offering PP pupils breakfast, this will help set them up for learning. Our persistent absence pupils may not have the support at home in the morning to get to school on time so the breakfast club could help. Progress leaders are looking into this.</p> <p>Governors to receive single sheet with MAC 4 data added once available to see comparisons for next meeting. CS was thanked for detailed information and was thank for his services to the school as he will be leaving TSC soon.</p>	Next FGB meeting
3.	<p><b>Minutes of previous meeting</b>  Minutes of the previous meeting agreed a true record and signed.</p> <p><b>Matters Arising</b>  Mission Statement – this has yet to be displayed across the whole of the school. It is currently with SLT and will be launched to staff on Friday. It will then be displayed around the school and in the TSC review.</p> <p><b>AOB items for consideration later in the meeting</b>  HL – one additional item for consideration.</p>	
4.	<p><b>Reports from Panel Meetings</b></p> <ul style="list-style-type: none"> <li>• <b>Building &amp; Finance 25<sup>th</sup> February – update</b>  As per report and minutes previously sent to governor. The key focus</li> </ul>	

	<p>from this meeting and reiterated to governors was how critical money will be for next year. We already have a projected deficit and with reduced numbers on role it is will be incredibly tight. A letter of objection has been sent to the local school, on behalf of governors, with regard their PAN increase. Details of the reasons why this decision was taken explained to governors present. It is so important that we get out of special measures, get out to feeder schools and get our numbers back on track. Governors were advised of the numbers from feeder schools. JP felt money needs to be spent on advertising to encourage pupils from across the 'bridge'. We have everything going for us we just need to get out of special measures and become a force to be reckoned with. <i>Do we have any second choice students?</i> At present we are unaware of second choice numbers.</p> <ul style="list-style-type: none"> <li> <b>Pupil Care &amp; Wellbeing 4<sup>th</sup> March – update</b>  As per report and minutes previous sent to governors. Behaviour and changes being made with more timely interventions across the school along with stepped change were looked at. This appears to be going in the right direction. With the new Behaviour for Learning Policy now in place and a three strikes system this will help continue improvement in behaviour. Monitoring of attendance has also increased with fortnightly tracking and interventions being recorded but more can be done. Level of attendance for PP pupils is lower and we need to change this. Parents will soon be receiving details from county regarding the new policy on attendance as of September 2015. A group letter from all schools in the area in relation to this will also be sent. <i>A governor asked if attendance was down due to special measures, with students and teachers being pushed/stretched.</i> There is no evidence to suggest this. We have a certain number of Year 11 students and Year 10 travellers where attendance is a problem. We are watching every year 11 tutor group closely so we do not get a drop off rate like we had before. Alternative options for some poor behaviour pupils are also being looked at. <i>A governor questioned the consistency of FOCUS within the class room. They were aware of some teachers not engaging in this as they should do where others have continued to keep on board.</i> Governors were advised this FOCUS will not become a two week wonder and will be persisted with across the school. The team will be encouraged to make sure it is being used in all lessons – we have to make this work. Interestingly our student council felt it should be made more robust with only two strikes and you're out. JP will be following up on this observation. </li> </ul>	
<p>5.</p>	<p><b>Head Teacher's Report</b>  NOR currently stand at 690. There is new legislation coming in September with regard attendance. We have the option to be part of the pilot, with some primary schools included in this. Once in place it will be at the HT discretion as to whether we fine parents for poor attendance. Governors to be advised once details are released.  Exclusions – we have a number of supply staff in school at the current time. Governors need to keep a watch on figures for our next meeting, especially if these rise. Some students do not like change and will not engage in lessons.  SEN – we currently have three pupils who have statements and 91 students who require SEN support. Five students are looked after.  Staff Matters – as per report. Two teachers, one LSA and once cover supervisor have resigned. SJ will be leaving us on 19<sup>th</sup> April as his temporary contract comes to an end. Our matron and Head of ICT will be retiring. Our two new head teachers will start on 20<sup>th</sup> April along with a new Head of Performing Arts. We also have a temporary one year apprentice in our admin office.  SLT – restructuring plans continue with our two new deputies starting after Easter. A one day visit has been booked along with twilight planning sessions.</p>	

<p>Governors are invited to meet them prior to the next B&amp;F meeting on 22<sup>nd</sup> April at 5.45pm</p> <p>Teaching and Learning – recent lesson observations took place with 68% of lessons being good, six lessons were outstanding. Achievement, teaching, behaviour and assessment are all taken into account during observations. <i>Governors picked up behaviour being outstanding in maths but poor in English.</i> There was an issue where FOCUS was not used consistently across the department and pupils were less engaged then they should have been. <i>Governors also questioned the very low score for Technology/IT. What has happened? Why is this poor?</i> Technology is where problems arose, a changed timetable was put in place last term and the department was given three weeks to sort out seating plan, data etc. Unfortunately when tested in review, the department had failed to get the setting and data organised. Over a period of time from changing sets and reviews there was no evidence of assessed work. They were unable to demonstrate progress over time and no new data for groups was available. Governors can see from data that humanities were close to outstanding across the board. <i>Is the work carried out by humanities rolled across other departments, if not why not?</i> We have consistent members of staff, the department is very well run and it has been seamless. Pupils are engaged in lessons; staff go the extra mile and always look for the next opportunity. <i>What interventions are in place for lessons that were less than good?</i> Anyone seen as not yet good are seen again, interventions are put in place all the way through the spring term. Our behaviour consultant is also on board, MS oversees targets set and details are shared with JP. Teachers are set specific targets to catch up on and given additional coaching where required. If they are unable to improve their practice we would then look at support in line with County policy. An action plan has already been devised the department in question, the department head has visited Arnewood to seek coaching, their Assistant Head has visited the team at TSC and engaged in what needs changing. A lot of intervention has been put in place. <i>So governors should see a difference at the next meeting? Who will verify the data?</i> Data is verified by other schools. Departments liaise with other school and they review and verify the data we have. Governors requested the technology department to discuss interventions put in place and their outcome at the next FGB meeting.</p> <p>Progress &amp; Attainment - as per CS presentation at the start of this meeting. The current PP gap in English is approximately 18%, for Maths 20%. For 5A*-C English and Maths data changes daily but our target is still 58% for the end of this summer. Revision must be used and twilight sessions take place next for department to share best practice in preparation for final exams.</p> <p>School Updates as per HT report – it was noted that although staff are very tired they still take time out for pupils outside of normal school hours and governors wished to thank staff for all the extra work they put in for the students at TSC. Governors are invited to attend a reading and literacy shared inset for cluster schools on 18<sup>th</sup> March, between 4pm and 5pm. JP has also attended training on finance and Ofsted briefing</p> <p>The Perfect Process – Neil Trivedi is a consultant who looks at vision, strategic planning, unique selling points and who offers management tools for key issues where everyone can see and be involved in the schools vision and strategic plan on a day to day basis. He has brought this concept to many businesses and is now using it in schools. There would be a live board where members of staff can view and add details as and when. The cost for three days preparation and one inset day training is £2K (two thousand). SI explained how this concept has been used in industry and how successful it had been. Taking part in this will advantage the school and help move us in the right direction. The only downside being are we in a position to invest in this due to our current financial position?</p> <p>As the school's energy broker KW offered to cover the costs of Neil Trivedi</p>	<p><b>Next FGB – Technology Dept.</b></p>
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	<p>coming to Testwood. He was thanked for his generous offer. JP to advise once booked. Governors would like to receive a form of presentation on what he will be doing.</p> <p>Impact of support from Arnewood – Summary of support received so far advised to governors. Advice and expertise has been used in science, technology and maths. Learning walks have seen improvement in learning behaviours in some areas and FOCUS being given a more defined framework. Increased lesson observations with a focus on student engagement have also been seen. Detailed work scrutiny during the Spring term and consistent good practice in English has been seen where achievement has improved significantly. French has also improved. Some good practice has been seen in Science with a focus on improving student literacy.</p> <p>School Alliance – the key objective to the alliance is working together as a group to improve strengths and learning through the expertise of others. The group consists of secondary and primary schools, two universities, an alternative provision setting and the National Foundation for Educational Research. The four main areas in the Alliance are school to school support; initial teacher training; continuing professional development; research and development. Joining the Alliance will allow us as a school to ask and received additional expertise from others but at a much reduced rate, especially with our finances as they are. The Alliance is about networking with others and we could offer our expertise on History, Geography and PE to others. Having spoken with the DfE there is no risk to us, it will give us additional support. Governors discussed the pros and cons of joining the Alliance, what TSC can gain from it and what we can offer others through it. <b>Governors agreed to TSC joining the Alliance.</b></p>	
6.	<p><b>Budget Review Briefing</b> As per report from Buildings and Finance, agenda item 4.</p>	
7.	<p><b>Policy Review</b></p> <ul style="list-style-type: none"> <li>• <b>Behaviour for Learning Policy – agreed by governors</b></li> <li>• <b>Anti Bullying Policy – agreed by governors</b></li> <li>• <b>Allegations Against Staff Policy – agreed by governors</b></li> <li>• <b>Drugs Policy – agreed by governors</b></li> <li>• <b>SEN Policy – agreed by governors</b></li> <li>• <b>Loaning Students Money Protocol – agreed by governors. Review date to be changed to 2015.</b></li> </ul> <p>Clerk to send updated policies to KL to go onto website.</p>	Clerk
8.	<p><b>Effective Support Alternative options</b> As discussed in HT report</p>	
9.	<p><b>Link Alliance</b> As discussed in HT report</p>	
10	<p><b>Training – Feedback from NGA report</b> After our last NGA training session a governor commented that it would be better to have feedback on what we were doing wrong/what we should be doing. If we are going to learn from it then we need to know where we are going wrong, there was no guidance. We need to address the gaps where we as governors are not performing well. CoG has asked JL to negotiate another training session and to feedback governor comments.</p> <p>Governors are reminded of the skills set audit to complete. If we are to act on what the NGA report has commented on then the review of our skills base need to be completed asap so we are able to show Ofsted we have acted on the review. <b>JL to liaise with clerk re outstanding audits. Those outstanding</b></p>	

	<b>must be completed at returned asap.</b> <i>Post meeting note – email sent to those governors yet to complete by JL.</i>	<b>JL/clerk</b>
<b>11</b>	<p><b>A.O.B/Date of next meeting (13<sup>th</sup> May 2015)</b> <b>(A.O.B Items for future meetings)</b></p> <ul style="list-style-type: none"> <li>• All governors are invited to meet our two new deputy heads prior to the next B&amp;F panel meeting on 22<sup>nd</sup> April. Introductions at 5.45pm.</li> <li>• New deputies are invited to next FGB to advise governors about their roles within the school.</li> <li>• <b>Governors also invited the Technology Department to attend next FGB to advise on the work they are doing as there are concerns regarding progress.</b></li> <li>• <b>The second Raise on Line training for governors to take place on 20<sup>th</sup> March.</b></li> <li>• <b>HL</b> - Article in Monday's Southern Evening Echo regarding defibrillators after an incident in a school. TSC is listed, amongst others, as not having one in school. Is this something we will be looking at? Having spoken to the school nurse a decision has been made not to purchase one at the current time. There is also a concern with the training required to use this equipment.</li> <li>• Governors advised the new Vice Chair of PCW Panel is HL and not VF as published in the minutes. <b>Minutes to be updated by clerk.</b></li> <li>• Governors wished to pass their thanks on to SJ, who has been with us for two terms. He is thanked for all his efforts and contributions as interim Deputy Head.</li> </ul>	<p><b>All governors</b></p> <p><b>Next FGB</b></p> <p><b>Next FGB</b></p> <p><b>All governors</b></p> <p><b>Clerk</b></p>

Meeting closed at 8.30pm