

Minutes of Full Governing Body

Date: 14th January 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	Sam Johnston
Kevan Walsh	

In attendance

Sandra Wren (Clerk)	Jackie Barker
Dermot Murphy	

Apologies

Heather Holmes	Pep Monk
Hadleigh Garland	Nick Gilbert

Action points:

No	Action	By Whom	Timescale
3	Behaviour and Attendance Update from DM on attendance and behaviour.	DM	March FGB
5	Effective Support Report to include focus, effectiveness and whether the support we receive is substantial enough. Governors want the maximum benefits for Testwood and would like to see what other schools could offer us. Options to be brought to the next meeting by JP for discussion.	JP JP	March FGB March FGB
5	Link Alliance Further documentation required as to whether this is worthwhile and of value for TSC before governors make a decision.	JP	March FGB
8	Meeting schedule/Link Governor/Panel Membership Documents to be updated and resent to all governors	Clerk	ASAP
10	Training – feedback from NGA report Deferred from previous meeting	All	March FGB

No	Agenda Item	Action
1.	Welcome and Apologies All welcomed to the meeting. Apologies received from HH, HG, PM and NG. Pecuniary Interests Pecuniary interests declared by KW Correspondence No correspondence received for this meeting.	

<p>2.</p>	<p>Behaviour and pastoral – Presentation from Dermot Murphy We currently stand at 94.3% attendance, the national average being 94.2% and our target is 95.2%. This target was set by SLT after discussion on last year’s results. We have identified those pupils whose attendance is low and have put actions in place to help stop this. Our main concern is for our current year 11 and those pupils who have persistent absences and are also pupil premium students. This is a key area for us to change.</p> <p>We are focusing on teaching and learning in particular, identifying students we need to focus on, putting an intervention plan in place and monitoring its impact. Details will be brought to governors by the end of the term. Data will be completed daily instead of termly. Regular contact with students and parents will take place with home visits being made where necessary. Childrens services have been very helpful with regard inclusion. We also celebrate good and outstanding attendance but there are others things we can do and everyone has to take responsibility for attendance. It is interesting to see the changes made when constant contact and letters are sent home. This will be a common agenda item for SLT discussion as well as staff training where everyone understands the legal procedures and consistent approach of monitoring and intervention. We will investigate other avenues of support for students with booster lessons and maybe weekend events.</p> <p>We have developed a record of intervention which is updated by progress leaders each week. We will continue to develop this across the school. Our stepped approach to managing attendance will continue to be developed and students with 90-95% attendance will continue to be monitored by their tutor. <i>A governor asked if student illness was included. Yes data covers every reason for absence. We had a lot of illness last term and this had an effect on our attendance percentage. A FEC student will also show as an absence for us so this will also distort our figures as we are not allowed to show their attendance on our records. It is far better to keep these pupils in education albeit at FEC. A governor asked if certificates for attendance make a difference.</i> Details of certificates as well as badges and other forms of awards will be taken to student council next week for discussion. Praise is another area to explore and for governors to discuss at another meeting. Behavioural contracts have been very successful and tutors continue to work very hard on strategies for improving behaviour. <i>Governors questioned whether behaviour can depend on the consistency of tolerance by teachers.</i> More focus on consistency has helped and made a difference. We will also be developing a behaviour and reward policy aimed at better consistency. Within two days of the Ofsted visit we arranged for a behaviour consultant to visit and focus on consistency. This was shared with SLT and staff. DM and the pastoral team have worked really hard to scale up monitoring. A survey with staff immediately after Ofsted showed concerns with consistency so this has had to be rapid change.</p> <p>Governors to receive an update at the March meeting – agenda item. (DM leaves at 6.41pm)</p>	<p>March FGB</p>
<p>3.</p>	<p>Raise on Line Data – Presentation from Sam Johnston The national figure for progress is 55%. Our expected progress is 70% for English and 65% for maths. The government expects three levels of progress however we now expect four levels of progress. Substantial changes in the 2014 KS4 performance measures and GCSE examination structure have had an impact on the 2014 KS4 results nationally and for schools. This will have an impact on why 5A*-C has decreased. No qualification counts for more than one GCSE. The removal of speaking and listening in English has had an impact as has the first entry rule. Moving to linear GCSE’s being examined at the end of a course (previously a modular approach) is now a final exam and this does not suit all learners. The new measures mean every student counts – it is about where they come in at and where they are when they leave TSC. Next year we should be</p>	

	<p>stronger with all the planning we are putting in.</p> <p>Actions currently being taken: Science – HoD is currently with Arnewood to develop skills in leadership and targeting the right students within lessons and entering a greater number of students. SEN – we have fewer students than the previous year and interventions in place mean more hours and support for them. A general restructure of the referral system is currently taking place. The work load of our SENCO has been reduced allowing more flexibility for them to lead this area. It is nationally recognised that boys respond well to a greater pace in lessons so competition in lessons has been introduced. Pupil premium has not been as significant as we expected and we continue to work with these students. We plan to have more SLT involvement this term with HoD, within their departments, looking at what has made the most impact. This will be filtered to other departments as well.</p> <p><i>A governor asked whether there were concerns with English and maths after the recent Ofsted visit. Student's performance is better with raise on line data. Ofsted reported on what they saw on the day, they were concerned with non-specialist teachers for maths. A lot of time has been given to our pupil premium/SEND students. Is there a danger of neglect elsewhere? Our role is to raise any areas of concern with governors that need additional support. The moment other areas are not making progress governors will be made aware. Since being at the school JP has received numerous concerns from governors with regard pupil premium students and how the money is being spent.</i></p> <p>JP has offered additional training on Raise on Line for governors. Date to be confirmed. (SJ leaves at 7.00pm)</p>	
<p>4.</p>	<p>Minutes of previous meeting Item 5, last paragraph, should read KS3. Budget review, second bullet point, should read December 2013. Once changes made governors agreed the minutes a true record.</p> <p>Matters arising</p> <ul style="list-style-type: none"> • Reports from previous panel meeting Buildings & Finance: As per report previously sent to governors. There were no concerns with the recent audit. Governors were advised that the cleaning contract was under review for the next meeting but currently staffing issues seem to have settled. Panel members felt strongly that panel meetings, especially for buildings and finance were very beneficial. • Staff Performance and Pay – main item being presentation on performance management review. There was still some delay in the setting of targets at the time of the meeting however this was due to more robust targets being set. The first review will take place in March, second review in September. This is a major task for the school, with each member of staff having three objectives plus other key areas for teaching standards. Training is now up to date. A mid-year review will be reported including feedback on the process from staff governors at the next meeting. A new report on staff attendance was welcomed by governors although concern was expressed with the amount of absence. During discussions governors requested national figures for comparison. Panel members also viewed continual professional development and best practice, again a very useful report. <p>(Other items form part of this agenda) AOB items for consideration later in the meeting</p>	

	HL additional AOB item for end of meeting.	
5.	<p>Head Teacher's Report As per report previously sent to governors. Attendance – Current number on role stands at 693, with one admission for year 8 and two leavers due to house moves. Whole school attendance for the whole school currently stands at 94.3%.</p> <p>There have been no reported incidents of bullying or racism incidents since the last report.</p> <p>Governors were advised of staff leaving the school and reasons why. A governor enquired as to whether exit interviews take place with JP. Those staff members who leave the school receive written acknowledgement of their resignation and are offered an exit interview with the head teacher or chair of governors. We have three new members of staff; Head of Drama and two supply teachers, for maternity cover and subject leader cover. Our new head of drama has made a great start and is settling well. We have three candidates for the post of head of music. Head of humanities will be advertised internally. Governor availability for Deputy Head interviews was requested. SLT restructure discussion to take place at end of this meeting.</p> <p>Teaching & Learning – as per report to governors. With external advisor support we are determined to consolidate and improve the monitoring of teaching and learning across the school. MS has been charged with this task and evidence can be viewed in the governor pack for this meeting.</p> <p>Progress and attainment – our accelerated reader programme has seen 58% of our pupils improve their reading ages. 23 out of 45 of our pupil premium pupils have also improved. 19 out of 29 SEN pupils have also improved, and two of our SEND pupils are now at their chronological reading age. 55% of boys have also improved, 35 out of 63 students and 43 out of 70 girls have also made improvement. JP expects to see rapid improvement in this area.</p> <p>Governors to continue to hold JP to account at the next meeting.</p> <p>MAC 2 – we have 177 entries for English language and maths with an increase of 19% from the last report. 38% of students have made progress with 5A*-C English and Maths, this is an increase of 7%. We need to break down group by group and focus on what needs to be done, each fortnight, to push this progress upwards. There is already a difference between MAC 1 and 2. Those doing well are doing better; those not doing so well are also improving but not to the same degree and the increases are not as great. We are seeing a pattern and this is something we will be looking at on a fortnightly review basis. Maths for year 10 and 11 is good, however English is of some concern and we will be looking at the students concerned to identify interventions required.</p> <p>Year 11 EBACC – data shows improvement however Ofsted require an improved report for KS3. Once data has been received we will be able to show the percentage of pupils who are on track to achieve 4 levels of progress in each year group and each subject. This will be a powerful report for Ofsted. Data to be sent to governors to scrutinise with other documents. Any question with regard data to DB so replies can be given at the next training session.</p> <p>We currently have 91 students receiving SEN support, three of whom have statements. Nearly one third of the school is pupil premium.</p> <p>Ofsted report – the report shows a positive move forward for the school. Governors are aware of actions already taken in the week of their visit. We are confident changes will now be seen in KS3. Parents will be informed by letter of changes that have taken place as well as thanking them for all the support they have given. Every child is set to their ability now. A governor questioned why this had not been followed in year 11? As year 11 were close to trial exams we felt it was better not to make changes for them. We</p>	All governors at next meeting

	<p>thought long and hard about this. Changing three fifths of the school in three days was significant but it would have been a step too far for year 11. These changes did not affect year 10 students. Additional support has been put in to English with weekly meetings to look at targeted pupils plus progress and attendance. <i>A governor asked if teacher's expectations were too low on the recent visit. We believe that some questioning by Ofsted may not have allowed them to see the work that had already been done and what was being achieved. Evidence to governors this evening shows rapid improvement.</i></p> <p><i>Has a governor with educational experience been found for the school? It was hoped that someone would be at this evenings meeting however JP continues to get someone in place and is working hard with a potential candidate. Governors discussed the effectiveness of the support being given by Arnewood and requested a report for the next meeting to include focus, effectiveness and whether it is substantial enough.</i></p> <p>Governors also questioned links for alliance and whether this would be beneficial for the school. Governors asked for further documentation before committing TSC to the alliance.</p> <p>Governors want the maximum benefits for Testwood and would like to see what other schools could offer us. Options to be brought to the next meeting by JP for discussion. Governors thanked JP for her unfaltering drive and ambition for the school.</p>	<p>Next meeting</p> <p>Next meeting</p>
6.	<p>Admission Policy There were no changes required within the body of this policy other than review dates. Governors agreed this policy once review dates updated.</p>	
7.	<p>Mission & Vision Statements – review and ratify As previously sent to governors: <i>To achieve excellence in learning and nurture success for all.</i></p> <ul style="list-style-type: none"> • <i>To deliver an excellent, appropriate and successful education that equips students with a lifelong enthusiasm for learning and skills for the 21st Century.</i> • <i>To provide a happy purposeful learning community that encourages high aspirations and the best results for every individual student regardless of starting point.</i> • <i>To engender a culture of self-discipline, independence, mutual respect, kindness and responsibility.</i> • <i>To offer a supportive environment where students are enthusiastic, ambitious and challenged by learning from inspirational staff.</i> <p>This mission statement will be in the school prospectus as part of the Heads introduction to the school. Agreed by governors. Review January 2016.</p> <p>Governors would like to see this mission statement displayed around the whole school site.</p>	
8.	<p>Governor Action Group - Review of framework and measures Governors agreed to reinstate three panels as part of the meeting schedule: Buildings and Finance, Staffing Performance & Pay and Pupil Care & Wellbeing. These additional panels will take the onus off of FGB meetings and allow greater discussion on specific items. Chair and vice chair. Meeting schedule to be updated to include new panels. Clerk to resend to governors.</p>	<p>Clerk</p>
9.	<p>Link Governor Visits – Progress reports Follow up dialogue with link member of staff to take place. Updated details to be forwarded to chair by end of February so all records are in place prior to Ofsted visit in March.</p>	
10.	<p>Training – Feedback from NGA report Deferred to next meeting.</p>	

		Next meeting
11.	<p>A.O.B/Date of next meeting (11th March 2015)</p> <ul style="list-style-type: none"> • HL – <i>mentoring days for parents and teachers has now stopped, is there any plans to reinstate this.</i> As communication with parents via email is now used to greater effect by pastoral leaders and progress leaders to stay in touch and far more with those parents who feel they want greater communication, mentoring days were stopped as a great deal of time was wasted to attend for just five minutes. Any parent with concerns or questions are encouraged to make an appointment, come into school and speak with key members of staff. <i>A parent governor queried that nothing had been seen in writing to explain the reasons why mentoring days have been stopped.</i> Details to be added to the school website and to be included in the next school newsletter going home to KS3 parents. Parents will still receive regular information with regard MACs prior to parents evening taking place. • A governor raised concerns at staff having to rush their presentations to governors this evening. It is hoped that the reintroduction of panel meetings will overcome this. • JP made a presentation to JL, on behalf of the governing body, for all his time and hard work during his role as chair. Without his efforts over the last twelve months the school would look completely different. JL wished to thank all governors for their support which was paramount during the last year. There was a great deal of input by others including advice and support which was very much appreciated. <p>(PW leaves the meeting at 8.55pm.)</p> <ul style="list-style-type: none"> • Details for Deputy Head interviews advised to governors present. 	

Meeting closed at 9.08pm