

**Minutes of Full Governing Body
TESTWOOD SPORTS COLLEGE**

Date: 16th March 2016
Time: 6.00 p.m
Venue: Learning Resource Centre

Persons Present: Dawn Bushrod, Jenny Pitman (Headteacher), Paula Kennedy (Deputy Headteacher), Shaun Isaac, Graham Pike, Tony Jerrett, Jackie Barker, Vanessa Ford, Nick Gilbert, Mark Fenton, John Lawrence, Alison Platt, Gemma Young, Chris Bell

In attendance

Christina Randles	Clerk to the Governing Body
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Apologies Hadleigh Garland, Kevan Walsh, Pep Monk

Action points:

No	Action	By Whom	Timescale
16-3-16/1	Alteration to wording on previous minutes dated 9 th December 2015	Clerk	Immediate
16-3-16/2	Date to be agreed to organise plans and budget for 70 th anniversary. Use Newsletter to advertise.	JP/AP/VF	13/7/16
16-3-16/3	SIP to have a RAG coding and an appendix for jargon.	JP	13/7/16
16-3-16/4	Consideration given to whether TSC can visit Years 5 and 6 in feeder schools to promote the college.	JP	30/4/16
16-3-16/5	Data information to be available for those students that are excluded.	JP	13/7/16
16-3-16/6	Specific data information to be available for those Year 8 students causing concern.	JP	13/7/16
16-3-16/7	Anomaly to be checked relating to figures on pupil premium report.	JP/MF	30/4/16
16-3-16/8	Draft of budget review for 2016/17 to be available for next FGB.	JP/JB	13/7/16
16-3-16/9	Pupil Premium Representative to be agreed – not annotated within minutes.	Clerk	30/4/16
16-3-16/10	Two outstanding Child Protection Forms to be signed.	Clerk	30/4/16
16-3-16/11	DBS information to be checked and verified.	JP/DB	13/7/16
16-3-16/12	Agree new panel members and visitors to those panels for 16/17.	All	13/7/16
16-3-16/13	Organise Governor Link Visit for coming term.	DB/PK	To be in place by end of April 2016 – completion

			date TBA – mid June 2016
16-3-16/14	Prevent Duty Online Course information to be sent out to governors and date to be agreed for finance training.	JL	30/4/16
16-3-16/15	Vacancy to be raised for governor for September 2016.	DB	end of June 2016

No	Agenda Item	Action
1.	<p>Welcome and Apologies All were welcomed to the meeting. Apologies received from Hadleigh Garland, Kevan Walsh and Pep Monk.</p> <p>Pecuniary Interests No governors present made a declaration of interest in respect of agenda items.</p> <p>Correspondence</p> <p>Discuss options for students and link with Warwick University It was confirmed that three students are due to re-visit Warwick University within the next week to present their Business Plan. All governors wished them the very best of luck as a lot of preparation has gone into this.</p> <p>Thank You and Reminder Thanks were given, by an ex-student, to all involved in raising money for charity.</p> <p>Visit from Councillor An email was received from an Executive Member for Education HCC. He congratulated the college on the learning environment, the conduct of the students and how he found his visit extremely motivational.</p> <p>Parent email An email was received congratulating the college on welcoming their child to a new environment after having a place revoked at another establishment. They commented on how happy their child is to be at the college.</p>	
2.	<p>Core Subject Review - Humanities A detailed presentation was given to governors on the Humanities Department. Due to recognised issues in 2015, steps have been made to move students forward and focus has been given to the Professional Development of the staff. The college are now members of the Geography Association and there is a clear focus on achievement in controlled assessments. Care is being taken on establishing the correct level of entry for students (foundation or higher).</p> <p>In History, it was confirmed that low ability students are doing well and that improving A/A* students has been a key target.</p> <p>In RE, it was confirmed that the levels of progress being achieved are pleasing. There had been an issue with staff turnover but this has been rectified and there is consistency now.</p>	

	<p>The Teaching and Learning Reviews for Year 9 and 11 were discussed and the level of teaching in Year 9 was recognised as good or above. An example was given on the teaching of History and how there is a clear focus on the teaching, which is then shared with other departments. Teachers aim to ensure that the teaching is relevant to today's world for students.</p> <p>The manifesto for the department is clearly determined allowing students to think independently and that students are taught the relevant skills to deepen their learning.</p> <p>The department are always looking for any way to improve and want to ensure that all students enjoy the subject.</p> <p>Clear targets to improve are in place with gaps identified.</p> <p>A governor raised a question on Geography attainment and Citizenship attainment and the current gaps It was confirmed that there is a concern over the boys and this could possibly relate to pupil premium students.</p> <p>A governor raised a question on the impact on low ability students It was confirmed that clear strategies are in place for these students and there is a tendency for the low ability to enjoy this subject area. The use of mini controlled assessments builds confidence in the students. It was identified that 38% pupil premium students are boys, 16% girls.</p> <p>A governor raised a question on using Key Stage 3 work to link to GCSEs It was confirmed that this is being done in Year 9.</p>	
3.	<p>Minutes of previous meeting A change to the wording was requested on Page 4 – Point 1 of the minutes dated 9th December 2016.</p> <p>All action points have been completed.</p> <p>Ideas to be presented to governors on the 70th anniversary of the college. A discussion took place on ideas for the 70th anniversary of the college. All examples were presented to governors. The next steps were agreed and are detailed as an action point.</p> <p>Minutes of the previous meeting were agreed a true record and signed.</p>	<p>16-3-16/1 16-3-16/2</p>
4.	<p>Ratify Terms of Reference for Full Governing Body Agreed and Ratified.</p>	
5.	<p>Head Teachers Report/SIP</p> <p>SIP to have RAG coding and an appropriate appendix to be in place to support jargon It was confirmed that this will be available at the next FGB meeting.</p> <p>Student Matters It was confirmed that in terms of numbers the college are six students up from the start of the year with potentially two more due. For the Year 7 that are due to join in September 2016 – the number is 147 at present. It was felt that this is encouraging and that the profile of the college has</p>	<p>16-3-16/3 16-3-16/4 16-3-16/5 16-3-16/6 16-3-16/7</p>

been raised well. The college need to demonstrate levels of progress to change parents views on students joining Testwood.

A question was raised on whether the college had an opportunity to go into Years 5 and 6 of the feeder schools to promote the college

This was noted and will be considered.

A question was raised on whether there is a target figure for the number of students the college can take

The PAN for each year was confirmed as 242. With this number of students the college would be full. It was confirmed that there were 843 students on roll in 2012/13. It was confirmed that appointments have been made with all feeder schools to understand which children are not going to Testwood and the reasons why.

A question was raised on the parents of two neighbouring schools placing applications for Testwood

It was confirmed that more applications would be welcomed.

A question was raised in relation to those children that have left during the school year so far

It was confirmed that two children did not return in September 2016 and had left the area.

A question was raised on whether it was possible to find out whether Testwood was a first choice option

It was confirmed that it was possible to find out this information.

A question was raised on attendance as there has been a reduction from 95.3% to 94.5%

This is discussed as part of the HeadTeachers Report under Attendance.

A question was raised on there being no academic figures being listed based on exclusion data

It was confirmed that this is a small number of students but has been noted.

In relation to Year 8, governors requested that in-depth data relating to exclusions is available at the next FGB as this was raised as a concern

This was raised as an action point.

Staff Matters

It was confirmed that there is the possibility of a replacement for the current Cover Supervisor.

Teaching and Learning Review

A report was presented to governors on Year 9 and 11.

The focus is to ensure that all actions are critical to improvement.

Governors noted that the Friday briefings are having an impact on the improvement of student literacy and that this is a key strength.

A question was raised on whether one observer was involved in all Teaching and Learning observations

It was confirmed that this is carried out by various members of the Senior Leadership Team.

There is potential to invite external validation from another local establishment to support the college. This will be a reciprocal arrangement.

Progress and Attainment

A report was presented to governors on the mock results for Year 11. There has been an improvement under the Progress 8 measure for pupil premium students. Last year this was -0.8 and is now -0.2. It was confirmed that three students are currently at Greenwood. Boys were raised as a concern with low attainment. In relation to the Progress 8 measure, for boys it is 0.18 and for girls it is 0.17 therefore the progress is similar. Focus is on revision skills and motivational programmes with the involvement of motivational speakers. This has been received well. For those students who wish to, there is a quiet area available for study between 4.30 – 6.00, four days per week. An Easter revision programme is also in place in college with a Whitsun plan also due to take place.

Governors were made aware of the low ability of Year 11 students currently and the focus for these students is to make three levels of progress. 10/32 students are sitting EBAC set of examinations.

Behaviour

A report was given to governors based on updated Behaviour Information.

It is evident that there is a lot work being done on tracking and that the Inclusion Manager plays a huge part in establishing effective strategies. Weekly Reports are in place from progress leaders. The key focus is to modify behaviour and not disrupt learning

Year 8 are a current issue, which is being tackled, and there are referrals currently to Greenwood.

In the Spring Term, there have been 136 removals, which was raised as a concern. These are being closely tracked.

Governors commented on the fact that it was positive to see behaviour being challenged with the relevant evidence provided.

A question was raised on how parents respond to the 'strike' system

This causes no concerns, as parents are supportive of the system. FOCUS was explained to governors and it was confirmed that tutors check equipment and planners daily.

A question was raised on the definition of a removal

This was confirmed as an individual being removed from a lesson and then attending a detention after college – other consequences if repeated.

A question was raised on what happens in the inclusion room

Work is given to the students to complete in quiet surroundings.

	<p>A question was raised on whether there was any correlation on the time of day that the issues occurred This is monitored but not linear.</p> <p>A question was raised on whether governors could have the information on a term by term basis Due to FGB dates this would cause an issue. It was agreed that this will remain as it is currently.</p> <p>Attendance Congratulations were offered to the staff member responsible for the data and the key strengths were noted.</p> <p>The areas to develop involve tracking interventions for Pupil Premium students, organising regular meetings and having a clear method of recording with the possible sharing of ideas with other schools.</p> <p>Pupil Premium Report Governors were presented with a detailed report. There was an anomaly with the figure relating to Looked After Children, which needs to be checked. Three figures were listed and governors were unsure of what these were. These are to be checked. This related to income and expenditure.</p>	
6.	<p>Budget Review</p> <p>Thanks were passed from the HeadTeacher to the Director of Finance on her expertise and support.</p> <p>Governors were presented with the budget review with clear key points attached. All governors were made aware of the current situation. The draft for 2016-2017 is currently being worked on and this is to be ratified at the next FGB.</p> <p>Advise on cost for New Mini Bus Lease Mini Bus Costs went to tender and the college will be saving £900 per year. The first bus is due at the end of March – the next one is due at the end of April.</p>	16-3-16/8
7.	<p>Child Protection and Pupil Premium</p> <p>Agree Child Protection and Pupil Premium Representatives Child Protection representative agreed.</p> <p>Sign off Child Protection Training Sign off forms actioned – two outstanding to be chased by clerk.</p> <p>It was agreed that the chair and vice chair would check and review the current DBS information.</p>	16-3-16/9 16-3-16/10 16-3-16/11
8.	<p>Reports from Panels</p> <p>Buildings and Finance 2nd March 2016 Report presented to governors for ratification. Agreed.</p> <p>Pupil Care and Well-Being 27th January 2016 Report presented to governors for ratification. Agreed.</p> <p>Staff Performance and Pay 3rd February 2016 Report presented to governors for ratification. Agreed.</p> <p>The options choices presentation was attached to the agenda for all</p>	16-3-16/12

	governors. Invitation for others to join different panels This is to be reviewed at the next FGB.	
9.	Link Governor Visits/Summary This task was carried out and all feedback was made available to governors. A point was raised on whether the staff are able to acknowledge those policies that are statutory and non statutory and whether they were aware of where they were kept should they need to refer to them. It was confirmed that this should be raised as an action point. Link Governor Task for Summer Term The question for this term is 'How are departments changing their schemes of work in relation to Life After Levels'. Focus to be given to Year 7 that are due to join in September 2016.	16-3-16/13
10.	Teaching Review Feedback (part of Head Teachers Report and listed under Section 5)	
11.	Annual G&T Report This is being monitored with data currently being collated. These students have a profile within the college. Café Si idea was shared on discussing current issues in the news and how a refugee group came into the college who had been granted asylum. New ideas are encouraged.	
12.	Responsible Officer Report Thanks were passed to the new Responsible Officer and the report was made available to governors.	
13.	Policy Ratification Medical Policy (PCW) CEIAG Policy (PCW) SEN Policy (PCW) Behaviour for Learning Policy (PCW) Complaints (SPP) Emergency and Special Leave (SPP) Exam Policy (SPP) Governor Expenses (SPP) Agreed and Ratified. Three policies remain outstanding for ratification. PAY POLICY (SPP) PERFORMANCE MANAGEMENT (SUPPORT STAFF) PERFORMANCE MANAGEMENT (TEACHERS) Due to unforeseen circumstances these policies need to be brought to the next Full Governing Body Meeting and will be discussed at the next SPP meeting on 8 th June 2016.	
14.	Training Raise Online and Data Dashboard Feedback Governors gave their thanks for the training that took place the previous evening. WGB Training It was felt that a finance overview for Whole Governing Body Training would be appropriate. Dates will be agreed with a view to the training taking place before the summer holidays. Governors have been asked to undertake the Prevent Duty Online Course	16-3-16/14

	– a link will be sent for access.	
15.	<p>AOB</p> <p>Completion of Governor Application Forms Governor Services have confirmed in writing that application forms DO NOT need to be completed retrospectively.</p> <p>Agree meeting dates for 2016/2017 These are to be finalised – one anomaly was raised for the SPP meeting for November 2016, as this may need to take place at the end of October due to the turnaround time for minutes and the FGB agenda in December.</p> <p>NGA Conference Notes Governors were provided with the information relating to this,</p> <p>Panel Meetings Agendas and FGB Agendas – confirmation of distribution It was confirmed that, with immediate effect, panel meeting agendas and documentation will be distributed via email and the FGB agendas will be distributed as they are currently.</p> <p>Governor vacancy Due to personal circumstances a governor will be resigning at the end of the college year. This will raise a vacancy.</p> <p>Date of next meeting 13th July 2016</p>	

Meeting ended at 9.30 p.m.