

**Testwood School
Minutes of Full Governing Body**

Date: 29th March 2017
Time: 6.00 p.m
Venue: Learning Resource Centre

Persons Present Jenny Pitman, Paula Kennedy, Nick Gilbert,
 Emma Thompson, Vanessa Ford, Jackie Barker,
 Alison Platt, Gemma Young, Graham Pike,
 Hadleigh Garland, Nick Whitcher, Tony Jerrett (Chair)

In attendance

Christina Randles	Clerk to the Governing Body
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Apologies John Lawrence, Dawn Bushrod, Rob Motherwell
 Chris Bell

Action points:

No	Action	By Whom	Timescale
29-3-17/1	Obtain pecuniary interest form from Rob Motherwell	Clerk	13 th April 2017
29-3-17/2	Humanities core subject review to be carried for as an agenda item for the next FGB meeting	Clerk	12 th July 2017
29-3-17/3	Appendix for jargon in relation to the SIP to be distributed to Governors	JP/Clerk	12 th July 2017
29-3-17/4	Safeguarding survey monkey information to be sent out to Governors	JP/AP	12 th July 2017
29-3-17/5	Ensure colour coding correct in relation to attendance on SIP – refer to page 35 point 4.1	JP	12 th July 2017
29-3-17/6	Attendance to be an item of focus in the next PCW meeting. Focus on the attainment levels of those students causing concern – breakdown of high medium and low prior attainment to be available	PCW Panel	24 th May 2017
29-3-17/7	Clerk to work with Chair of Governors and HeadTeacher to ensure that future meeting dates are set around receipt of relevant data	Clerk/JP/DB	12 th July 2017
29-3-17/8	Progress 8 information to be formatted appropriately to identify trends	AP	12 th July 2017
29-3-17/9	Hannah Richbell to be invited to PCW to discuss Gifted and Talented	JP/Clerk	24 th May 2017
29-3-17/10	Governor Link Visit to be agreed for	ClerkDB	21 st April 2017

	Summer Term		
29-3-17/11	Child Protection/Safeguarding and Prevent Training sign off information to be fully collated – Director of Finance to be supplied with information linked to Prevent. Links to be sent to HG and RM	Clerk	12 th July 2017
29-3-17/12	WGBT training to be done on RAISE online data – date to be agreed. Arrange future date on potential Ofsted visit for next year and ‘how to remain good’	JP/JL	28 th April 2017
29-3-17/13	Discussion on the sale of land to take place as part of B&F agenda	Clerk	10 th May 2017
29-3-17/14	Introductions to be added to agendas in the future	Clerk	12 th July 2017
29-3-17/15	Advise Dermot Murphy that Careers Governor in place and Attendance also	Clerk	13 th April 2017

No	Agenda Item	Action
1.	<p>Welcome and Apologies (Appointment of Rob Motherwell) All were welcomed to the meeting.</p> <p>Rob Motherwell was officially appointed as Governor of Testwood School. This had been a pending item in a previous meeting based on the completion of the appropriate paperwork. The Director of Finance confirmed that this had been received.</p> <p>Pecuniary Interest (forms required from John Lawrence and Rob Motherwell) The Clerk is in receipt of the form for John Lawrence and one is required for Rob Motherwell and was listed as an action point.</p> <p>Correspondence Shared with Governors prior to the meeting and positively received.</p>	29-3-17/1
2.	<p>Core Subject Review – Humanities – KS3 and KS4 Postponed to the next meeting and to be added to agenda for 12th July 2017.</p>	29-3/17/2
3.	<p>Minutes of previous meeting dated 7th December 2016 No issues or comments were made in relation to the last meeting.</p> <p>Matters arising None.</p> <p>SIP to have RAG coding and appendix for jargon (separate document) Appendix for jargon to be sent by the HeadTeacher to the Clerk – raised as an action point.</p> <p>Safeguarding survey monkey information to be sent out This remains outstanding – raised as a new action point.</p> <p>Minutes of the previous meeting were agreed a true record and signed.</p>	29-3-17/3 29-3-17/4

<p>4.</p>	<p>HeadTeachers Report including Network Manager Report Numbers on roll – 156 set for September 2017 – increase on numbers and a very pleasing result for the school. Losing 132 students from Year 11 in the current school year. Net loss of 9 students – all moves explained in detail to Governors. Mainly confirmed as a change of location.</p> <p>Attendance is currently raising concerns. Persistent absentee numbers have increased together with other issues that have included a high percentage of sickness. Governors were made aware that some pupils are also suffering with anxiety issues. Specific strategies are in place with the aim to improve attendance. Parenting contracts are to be put into place to support attendance where needed. A staff meeting has been set aside to discuss the issue together with using the inclusion manager more efficiently to encourage students into school. Attendance is to be relaunched as a key priority after Easter. A governor was asked to support the progress team – this would be welcomed. Nick Whitcher volunteered to do this.</p> <p>A governor raised a query in relation to Page 35 4.1 of School Improvement Plan Document. Governors reviewed this together and an alteration needs to be made to attendance as it was felt that this was not colour coded correctly. Raised as an action point.</p> <p>A governor asked the figure that Ofsted wish to see in respect of attendance. This was confirmed as 95%.</p> <p>A governor asked whether the issue had occurred at this level previously Governors were advised that it was significant this time and action is being taken appropriately. In relation to attendance, the number of persistent absentees is high and this will impact on progress in the future. This area will be given attention at the next PCW meeting in greater detail due to this being a primary focus. There is a genuine concern linked to anxiety and stress.</p> <p>A governor asked whether this was a national trend in relation to anxiety and stress. This was confirmed as yes.</p> <p>A governor asked whether there were any checks carried out for other causes. These were confirmed as mixed range of reasons – i.e. school, family and social media.</p> <p>The school are currently working with 16 students to cope with anxiety. It is felt that the appropriate strategies are in place to support these students.</p> <p>PCW panel meeting will in incorporate high, medium and low prior attainment breakdown linked to this area.</p> <p>It was confirmed that one of the advantages of annual exams prove that if there are any issues with anxiety they can be easily identified and</p>	<p>29-3-17/5 29-3-17/6 29-3-17/7 29-3-17/8</p>
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managed appropriately.

External Exclusions have increased and Internal Exclusions have decreased. Behaviour has been the cause of External Exclusion and this has followed Internal Exclusion having taken place.

Governors were advised that a small number of students are being externally excluded.

Staff that are leaving were explained to Governors in detail and where cost savings have been made.

Governors wished Paula Kennedy well following her resignation.

ICT Network Manager working well.

English NQT has been appointed for September 2017.

Current vacancies explained.

FGB meetings in future will be built around the data drop to allow reports to be presented in a timely manner linked to Deputy Head Teacher Report and Pupil Premium. Raised as an action point.

Deputy Head Teacher Report was not available prior to the meeting due to timings of the data that is available. This relates to the point mentioned above and Governors fully understood the situation.

Progress 8 figure explained. The trend is upwards. The new grading structures were explained and the identification of the new scores remain unclear. Key concerns are low prior attainment and SEN. This was confirmed as a different issue from last year, with validation not known until after the exams.

5 A*-C 56% now from 51% - upward trend.

Revision sessions are being promoted to support all students.

Parents being approached where concern or support is identified.

A governor asked whether it was possible to design a format to see trends across time

A governor with experience in this area volunteered to action this and raised as an action point.

Pupil Premium Update

Data was updated on this very recently as per the progress element of the Deputy Head Teacher Report and was given to Governors for their information on the evening of the meeting. The action plan has been updated accordingly. Progress Data was explained. An example was given linked to English and the level of literacy that is required.

Behaviour issues explained. Linked to supply teaching issues and long term sickness. Paper handed to Governors at the meeting with specific detail. Expected grades explained linked to prior attainment.

Inclusion Governor would be preferred. Ask for volunteers. Alison Platt to

	<p>support with this. Negotiation being undertaken for those students that require bespoke support. It was confirmed that there would be a significant impact on progress if situation does not improve.</p> <p>The school provide 1-1 provision to students that are not able to manage within the class room environment.</p> <p>Validated RAISE document was made available at the meeting. Worthwhile for Governors to be able to review and will support any future Ofsted visit.</p> <p>Specific Governors were thanked for their help with the shortlisting of the Deputy Head applications.</p> <p>Forthcoming events were detailed as part of the report.</p>	
5.	<p>Gifted and Talented Report Report provided to Governors at the meeting. This was put together by a specific staff member. Looking more closely at Year 11 students and their current progress. Attendance is proving to be an issue in relation to this. 28 Gifted and Talented Students in Year 11, 12 boys and 16 girls. Strategic Approach detailed moving forward. Identifying the barriers to learning and subject leaders advised on an individual basis.</p> <p>Confirmed as linked to National Criteria – Hannah Richbell to be invited back to PCW to establish how this takes effect. Raised as an action point.</p>	29-3-17/9
6.	<p>Teaching Review Feedback At the last SPP panel meeting it was reported that in excess of 90% of lessons have been graded as good and above. Year 10 currently being observed. This is continuing throughout the school year.</p>	
7.	<p>RO report – Petty Cash Report validates that there are no current issues.</p>	
8.	<p>Budget Review including information on the Apprenticeship Levy Apprenticeship Levy information supplied to Governors prior to the meeting – the school are currently looking for an apprentice in the kitchen. Governors were advised that the school are currently under the threshold for this school year therefore the Levy does not currently apply.</p> <p>Extended trial balance provided to Governors prior to the meeting. Agency supply teaching costs have had a negative impact.</p> <p>A governor asked whether it was correct that the current financial situation is critical Confirmed as correct although reserves are in place. The impact of more students joining is paid in arrears. One area given as an example is the link between staffing costs linked to students on roll and government pressures.</p>	

	Budget Review due at the next B&F meeting.	
9.	<p>Reports from Panels</p> <p>B&F Confirmation of pupil premium specialist funding will be shared with Governors on a regular basis.</p> <p>A governor asked as to whether ICT deadlines are being met Confirmed that this is progressing well as contract end is August 2017. External consultant support is available.</p> <p>PCW It was confirmed that parent feedback had been sought on the use of mobile phones in school as part of the regular Newsletter.</p> <p>STAFFING 96% good or above teaching achieved and external validation in place to support this.</p>	
10.	<p>Link Governor Task for Spring Term with overview/Plan for Summer Term with overview Dawn to agree Summer Term Review. Raised as action point.</p>	29-3-17/10
11.	<p>Child Protection and Safeguarding Reading and Prevent Training Forms were completed and signed – need to locate where these are held – Clerk to check with HeadTeacher PA. Raised as action point. Prevent Duty information needs to be available to Director of Finance.</p>	29-3-17/11
12.	<p>Agree on WGBT – last training November 2016 RAISE online training – date to be agreed after Easter with Jenny. Raised as action point. How to remain good prior to Ofsted visit for next year – Jenny to advise with further support if needed – link to SIP and the impact. Outcomes and Actions a priority.</p>	29-2-17/12
13.	<p>Summer Reading Test including Year 7 tests If Governors are able to support can they please come make arrangements to visit the school – Year 7 and 8 focus. Improvements seen in this area with the support that is currently available.</p>	
14.	<p>Update on RAISE online Figures in and will be part of WGBT after Easter. Paperwork available.</p>	
15.	<p>Agree SIP targets Document provided to Governors prior to the meeting. RAG rated as requested – work in progress – not a final document but a real evaluation of where the school currently is. From Page 12 onwards reviewed. Proving itself as a working document.</p> <p>Confirm that Green is acceptable, Amber – work in progress or not finished – Red is where work has not been started or where there are issues.</p> <p>Format to be reviewed. Outcomes and Actions to be separated and RAG rated accordingly as an idea as accepted as this.</p>	

	<p>Parents events are being well attended.</p> <p>No further questions raised.</p> <p>Updated information to be provided from mock exams.</p>	
16.	<p>Policy Ratification</p> <p>Agree date and panel for policy review July 2017 Contact to be made with Rob and Dawn</p> <p>Fire Safety Policy (new) – agreed and ratified Student Vehicle Policy (new) – agreed – add issue regarding insurance – ratified based on this</p> <p>PCW Admissions SMSC Attendance Anti Bullying Drugs Allegations against staff CEIAG SEN Behaviour for Learning</p> <p>B&F (no policies) SPP Complaints Emergency and Special Leave</p>	
17.	<p>AOB Financial Situation update Land available to sell if felt that this is appropriate – Buildings and Finance to investigate this Governors happy to approve this County would be first point of call Raised as action point</p> <p>Add introductions to the agenda. Raised as action point.</p> <p>Careers Governor for PCW moving forward – CEIAG – Emma – email Dermot to advise – also advise Dermot – Nick for attendance. Raised as action point.</p> <p>Training Documentation from John distributed to Governors</p> <p>Impact of Meeting Identified current behaviour and attendance issues Budget and Financial Review Planning of future meetings</p>	<p>29-3-17/13 29-3-17/14 29-3-17/15</p>

Meeting ended at 9.00 p.m.

