

Minutes

The Elizabeth Woodville School

Meeting: Governing Body	Date: Thursday 19 th January 2017
Chair: Tim Read (TR)	Clerk: Teresa Elkin (TE)
Apologies: Carol Anne Ireland (CAI); Theresa Mercer (TM); Dr Jamie Clarke (JC) Executive Headteacher, Sponne School; Howard Miller (HM); Vanessa Lea (VL) Associate Principal.	Absent:
In attendance: David Barker (DB); Jez Bennett (JB) Principal; Seril Shah (SS) Associate Principal; Christopher Watt (CW) Chair of Governors, Sponne School; Jo Chitty (JC) Vice Chair of Governors, Sponne School; Sue Christopher (SC); Fran Brill (FB); Julie Taken (JT); Shelagh Dunlop (SD); Tim Read (TR).	

		Action By	Date
1.	INTRODUCTIONS, NOTICE, APOLOGIES & QUORUM		
	TR welcomed everyone to the first meeting of the new Governing Body. Jo Chitty, the Vice Chair of Sponne School informed governors that she would be attending the governing body meetings until the end of the academic year. TR also welcomed Christopher Watt, Chair of Governors at Sponne School.		
1.1	Apologies for absence from the following governors were received and accepted: Jamie Clarke, Howard Miller, Vanessa Lea and Theresa Mercer. TR informed governors that Carol Anne Ireland has resigned as a governor due to job commitments.		
2.	DECLARATION OF INTERESTS		
2.1	There were no interests declared.		
3.	MINUTES OF THE MEETING THURSDAY 24TH NOVEMBER 2016		
3.1	Item 6.3: Governors were informed that there would be an advertisement of a substantive music teacher, as it was only 'planned' at the previous meeting of governors. Item 9.1: It was noted that 'David Bill' should read 'David Barker'		
3.2	The minutes of the meeting were agreed, signed and placed in the minutes file. Any outstanding actions or matters arising are covered by the current		

	Agenda.		
4.	SUB COMMITTEE REMIT AND CALENDAR		
4.1	<p>Tim Read referred to the Terms of Reference for committees which were circulated to governors prior to the meeting. It was noted that the committee meetings would be formally clerked.</p> <p>It was agreed that the Terms of Reference would be reviewed at the end of this and every subsequent academic year.</p> <p>Christopher Watt questioned the reporting structure and Tim Read confirmed that committees would report directly to the Governing Body.</p>		
4.2	<p>Calendar</p> <p>Tim Read confirmed that at some points in the year committees would have to run simultaneously. Dates for 2017/18 meetings will be confirmed.</p>		
	<i>Note: It was agreed that some agenda items would run in a different order.</i>		
5.	PRINCIPAL'S REPORT		
5.1	The report was circulated to governors prior to the meeting and Jez Bennett provided a summary.		
5.2.1	<p>Finance Update (agenda item 6)</p> <p>The Principal advised that Tom Bill – Business Manager, left the school at the end of December. Vanessa Lea, Jez Bennett and Seril Shah have taken responsibility for his tasks in the meantime. The role of Business Manager has been advertised and governors were informed of the recruitment process.</p> <p>Jez Bennett explained the challenges in finance with the new system and the loss of Tom Bill and therefore was unable to provide a financial update at this meeting but this will be delivered at the next meeting. The Clerk to add this to the next agenda.</p>	TE	9th March
5.2.2	It was agreed that TOVE now provide good financial support, therefore finance is less of a requirement of the role of the new Business Manager, now a “strong leader” is required and governors discussed the idea of managing and “fixing” shared services.		
5.2.3	<p>Christopher Watt provided a summary of transition from a Trust perspective:</p> <ul style="list-style-type: none"> • It has been a difficult longer transition process than was expected; • Now require a person who can build a team to include estates management and report back to the Chief Financial Officer. <p>Jez Bennett and Tim Read explained the challenges of transition, new systems</p>		

	and processes. The Principal informed governors that there were certain services and support from the Learning Schools Trust which have disappeared and therefore some support has to be newly created.		
5.3	<p>Student attendance and exclusions</p> <p>Fran Brill observed that there has been good attendance and attainment and asked if there is a process to measure if there is a drop off since students have been given the opportunity to work from home? Seril Shah confirmed that students enter a contract and are monitored. Shelagh Dunlop advised that this was a key part of her recent visit.</p> <p>David Barker questioned the fixed term exclusions and Jez Bennett advised that they have 'slowed down'.</p>		
5.4	Shelagh Dunlop highlighted that Year 7 & 8 students were positive about 'Kindness fortnight'. Seril Shah confirmed that prizes were awarded to winning students and explained their rewards process further.		
5.5.1	<p>Post 16 and Progress (agenda item 7)</p> <p>Jez Bennett advised that out of 50 secondaries, Elizabeth Woodville School was joint 5th in the ranking table – 'A level' performance tables for 2016 were published today, 19th January. Staff have been congratulated. Tim Read asked if this success would be publicised? Jez Bennett confirmed that it will be promoted on the school's website and local magazines.</p>		
5.5.2	<p>Seril Shah presented the powerpoint slides 'PP2: A level' governors discussed student subjects. Students were given the opportunity to choose the subject that suits them and therefore achieved higher outcomes. Governors discussed the 'facilitating' subjects and were informed that universities are looking for success in these subjects.</p> <p>Shelagh Dunlop questioned whether this was similar to the introduction of the EBacc? Seril Shah confirmed that yes, it was similar as there was an option process for Year 11. Governors agree that it's a measure to "keep an eye on but not to be concerned about".</p>		
5.5.3	Christopher Watt advised of good practice at another school he supports, including meeting with Faculty Heads. Tim Read advised that at Elizabeth Woodville School this is actioned at the start of the academic year to review results, and governors added that this helps to create the SEF.		
5.5.4	<p>Seril Shah explained the performance and forecast for BTEC ICT. Jez Bennett has reviewed ICT as no students are achieving their target grade and maths too is low against the target grade and some "cautious" forecasting has been seen, but there is still a gap between targets and actuals.</p> <p>Shelagh Dunlop asked if PP2 data has shown that there are still problems in some areas? Seril Shah confirmed that this was the case.</p>		

5.6	<p>Year 12 Level 2 Progress</p> <p>Shelagh Dunlop asked if there is a different maths qualification that students could take? Seril Shah agreed to discuss with the Head of Maths. Christopher Watt questioned why some students have not passed Maths GCSE? Jez Bennett advised that there has been progress.</p>	SS	ASAP
11.	SIXTH FORM UPDATE		
11.1	<p>Jez Bennett informed governors that offers are being made to students who have selected their preference and option blocks are now being created. Conversations will be held with students whose preferences do not fit the blocks. The school also has access to Sponne option blocks. The Principal confirmed that this was initially presented at open evenings, in response to a question from Fran Brill.</p>		
9.	SEF UPDATE		
9.1	<p>Jez Bennett circulated the document '16-19 Provision: SEF' and provided a summary. The SEF will be updated upon receipt of the latest data. Lots of subjects are performing well with some performing less well.</p> <p>The progression from Year 13 is good and retention has been good for the last two years, but there is still a retention problem from 11 into 12 as not more than 50% are returning to school.</p> <p>Fran Brill asked what the retention rate is in other rural schools? Jez Bennett advised that similar schools are struggling to retain Sixth Formers. Governors discussed further along with the idea of changing parents' perceptions.</p> <p>Jez Bennett informed governors that there is a "positive feel" in the sixth form and Shelagh Dunlop agreed with this, following her recent visit. The overall judgement is '1-' Fran Brill highlighted that the school wishes to promote independent learning and recent learning visits have supported this judgement. Shelagh Dunlop advised that the school is a lot more focussed on what students are doing.</p>		
9.2	<p>Seril Shah advised that the Sixth Form is part of Student Learning Voice and provided a summary. The Principal added that the British Legion is involved on the south site and has been very supportive of the school.</p> <p>Governors approved the format of the SEF.</p> <p>The Teaching and Learning part of the SEF will be reviewed by the sub-committee. The Clerk agreed to add to the committee agenda.</p>	TE	By 9 th March
8.	KS4 CURRICULUM PLAN		

<p>8.1</p>	<p>Jez Bennett outlined a decision that is required regarding a 2 or 3 year KS3 and options programmes for students in Year 8.</p> <p>Issues:</p> <ul style="list-style-type: none"> • Cost – KS4 classes tend to be smaller; • Need to change staff profile: probably one teacher at £50k; • Are students ready to choose their options in Year 8 – are they mature enough?; • May involve more cross-site travel. <p>Sponne School has a three year KS4 and Jo Chitty provided a summary; students in Year 8 are ready to choose their options and being able to select of subjects improves student behaviour.</p>		
<p>8.2</p>	<p>Governors expressed their views on students making option choices and at what stage. Shelagh Dunlop asked how long it would take to set up a choice of subject programme? Jez Bennett advised that it could be done for September but students and parents are not aware of the plan to introduce it.</p> <p>Governors agreed that Year 8 option choices would be a way forward “as a principle”. In terms of implementation, Jez Bennett highlighted that the Academy Leadership Team (ALT) prefer that it is done well in a timely manner and it’s affordable. The programme can be prepared properly for 2018/19. Governors reinforced the decision of the SLT: 2 year KS3 and three years on GCSE options course.</p> <p>JT asked if taster sessions could be offered in Year 8? Seril Shah advised that this could be introduced in 2018.</p>		
<p>8.3</p>	<p>Fran Brill proposed that it would be “prudent” to learn more about the costs before adopting the model. The Principal advised that if Year 9s make choices at this point in 2018, students could start on courses in April. Fran Brill questioned what other schools in the county do? Jez Bennett advised that it’s an even split between having a two-year and a three-year KS3.</p>		
<p>10.</p>	<p>PROGRESS AND RANKING SYSTEM</p>		
<p>10.1</p>	<p>Jez Bennett confirmed that there was no PP cycle since the last meeting of governors, so this item will be moved to the next meeting. The Clerk to add this to the next agenda.</p>	<p>TE</p>	<p>9th March</p>
<p>12.</p>	<p>SAFEGUARDING/CHILD PROTECTION</p>		
<p>12.1</p>	<p>Seril Shah provided an update for governors. Jamie Clarke conducted a safeguarding review in school pre-Christmas:</p> <ul style="list-style-type: none"> • The right procedures are in place; 		

	<ul style="list-style-type: none"> The Single Central Register is good; The Senior Leadership team (SLT) needs to be checked against Section 128 regarding their financial position/responsibilities; The Child Protection policy on the school website has been updated; Encourage governors to read 'Keeping Children Safe in Education'; Seril Shah shared copies of the safeguarding information card given to visitors upon entry to the school to highlight the Designated Senior Leaders. 		
12.2	The document 'Keeping Children Safe in Education' was circulated to governors prior to the meeting. There were no further questions from the governing body and therefore governors present signed the declaration.		
12.3	<p>Seril Shah advised that governors are required to ratify the school's Safeguarding Policy, which has been updated and is on the website. Shelagh Dunlop offered to share a link to online Prevent training. Seril Shah reminded governors to provide a copy of their certificates when they have completed a Prevent course.</p> <p>Seril Shah agreed to amend the policy to change references to 'Academy Council' to 'Governing Body'.</p>	SD SS	ASAP ASAP
12.4	Christopher Watt questioned whether there is a safeguarding lead at both school sites , governors were informed that Jez Bennett and Mrs Thorp as DSLs work across both sites. Shelagh Dunlop advised governors that Jamie Clarke as part of his review had recommended a system of tracking where DSLs are across both sites.		
12.5	<p>Seril Shah informed the governing body that he is reviewing an electronic system for safeguarding; 'My Concern' (the same as the one used by Sponne) the system allows staff to report an issue which can then be picked up by the safeguarding lead.</p> <p>Sue Christopher asked if there has been an increase in the reporting of events/issues at Sponne because the system is so accessible? Christopher Watt confirmed that there has been an increase.</p>		
12.6	Governors ratified the Safeguarding/Child Protection policy and at the next meeting, governors will be asked to confirm that they have read the policy. The Clerk agreed to add this to the agenda.	TE	By 9 th March
13.	UPDATE ON POLICIES		
13.1	Jez Bennett confirmed that both committees would have a list of policies to review and populate. The school website will be changed from 1 st March and		

	will feature core policies.		
14.	ANY OTHER BUSINESS		
14.1	<p>It was agreed that prior to the next governing body meeting the two new committees would run concurrently. Jez Bennett agreed to invite Emma Pitson to clerk one of the committees.</p> <p>Governors discussed the committees, their frequency and responsibilities. The Clerk agreed to draft agendas for both committees.</p>	<p>JB</p> <p>TE</p>	<p>ASAP</p> <p>By 9th March</p>
15.	DATES OF EWS GOVERNING BODY MEETINGS 2016/17		
15.1	<ul style="list-style-type: none"> • South - Thursday 9th March: <ul style="list-style-type: none"> ○ 6pm Resources Committee: theme – Staffing ○ 6pm Curriculum & Standards: theme - QTLA/PP3 ○ 7pm Governing Body meeting: theme – SEF • North - Thursday 4th May: <ul style="list-style-type: none"> ○ 6pm Curriculum & Standards: theme - PDVB/PP4 ○ 7pm Governing Body meeting: theme – SEF • South - Thursday 22nd June: <ul style="list-style-type: none"> ○ 6pm Resources Committee: theme – Budget & AIP ○ 7pm Governing Body meeting 		

Meeting was closed by the Chair at 7.43pm

	Action Points	Responsible	Date to Complete
5.2.1	To add Financial Update to the next agenda.	TE	9th March
5.6	To discuss with the Head of Maths whether there is a different maths qualification that students could take?	SS	ASAP
9.2	To add The Teaching and Learning part of the SEF to the committee agenda.	TE	By 9th March
10.1	An update of the Progress cycle to be moved to the next meeting.	TE	9th March
12.3	To share a link to online Prevent training.	SD	ASAP
	To amend the policy to change references to 'Academy Council' to 'Governing Body'.	SS	ASAP
12.6	To add to the agenda: governors will be asked to confirm that they have read the Safeguarding/Child Protection policy	TE	By 9th March

14.1	To invite Emma Pitson to clerk one of the committees on 9 th March. To draft agendas for both committees.	JB TE	ASAP By 9th March
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Signed:..... Date:

Governing Body Chair

For the purposes of the Minutes, the term “school” and “academy” are interchangeable.