

Minutes

The Elizabeth Woodville School

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| Meeting: Governing Body | Date: Thursday 4 th May 2017 |
| Chair: Tim Read (TR) | Clerk: Teresa Elkin (TE) |
| Apologies: Dr Jamie Clarke (JC) Executive Headteacher, Sponne School; Fran Brill (FB); Theresa Mercer (TM) | Absent: |
| In attendance: David Barker (DB); Jez Bennett (JB) Principal; Seril Shah (SS) Associate Principal; Sue Christopher (SC); Shelagh Dunlop (SD); Tim Read (TR); Howard Miller (HM); Vanessa Lea (VL) Associate Principal; Jason Abbott (JA); Jo Chitty (JC) Trustee of the TOVE Learning Trust; Julie Taken (JT). | |

| | | Action By | Date |
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| 1. | INTRODUCTIONS, NOTICE, APOLOGIES & QUORUM | | |
| 1.1 | Tim Read welcomed everyone to the meeting. It was agreed that the meeting was quorate. | | |
| 1.2 | Apologies for absence from the following governors were received and accepted: Dr. Jamie Clarke and Theresa Mercer. Governors were not aware that Fran Brill had submitted her apologies prior to the meeting. | | |
| 2. | DECLARATION OF INTERESTS | | |
| 2.1 | There were no interests declared. | | |
| 3. | MINUTES OF THE MEETING THURSDAY 9th MARCH 2017 | | |
| 3.1 | 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. | | |
| 3.2 | Item 3.2: Alternative maths qualification – Jez Bennett provided an update; there are some other qualifications, which count for the student but not for the school. The standard pass of the new Maths GCSE has moved from 5 to 4, so next years Year 12 will probably not have to re-sit to get a 4. | | |
| 3.3 | Item 4.2: Highlighting poor attendance to parents – this will be a focus in the next newsletter. | | |

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| 3.4 | Item 7.1: Safeguarding/child protection document – this will be distributed to Howard Miller and Jason Abbott for signing. | SS | ASAP |
| 4. | PRINCIPAL'S REPORT | | |
| 4.1 | <p>The report was circulated to governors prior to the meeting and Jez Bennett provided a summary. It was agreed that the staffing section would be discussed as a confidential item.</p> <p>Attendance</p> <p>Jason Abbott questioned whether interventions are having an impact? Jez Bennett advised that they were having a disproportionate effect on Persistent Absence, as interventions are difficult in a smaller group. The new staff in place in the next academic year will look at different attendance thresholds before letters are sent to parents. The Inclusion team, especially on the south site are “swamped” with students with particular needs. Under the new structure both site teams will operate slightly differently according to the local needs.</p> <p>Howard Miller advised that the government have created a fund and initiative to pay for the development of relationships with Social Care teams and wondered if it is something to be explored? Governors discussed further and Howard Miller proposed that it's worth investigating.</p> | | |
| 4.2 | Howard Miller and Shelagh Dunlop advised that they experienced a fire drill during their school visit and were “highly impressed” with the entire school evacuation. | | |
| 4.3 | Jo Chitty enquired whether Jez Bennett would offer parent training as part of 'Go for Schools'? Jez Bennett advised that he wants to make sure that it works before launching to parents and the attendance element will be worked on during the last two weeks of term and it will be available to teachers from September, followed therefore by the training sessions. | | |
| 5. | 2018-19 PAN CONSULTATION RESPONSE | | |
| 5.1 | <p>Jez Bennett summarised the Local Authority's consultation, there have been no responses relevant to EWS. The TOVE Learning Trust has to agreed content by mid June to be included in the Local Authority's booklet that goes to parents. The PAN will reduce to 120 on each site.</p> <p>The current September figures are approx. 235 and there is an even split between sites, therefore EWS is nearly full: 240 PAN for September 2017. The message to parents is that there is space but only a few places left.</p> | | |
| 5.2 | Shelagh Dunlop asked how quickly could the school increase the PAN if needed? Jez Bennett advised that the decision would have to be made by Christmas 2017 to be part of the next consultation. | | |

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| | <p>Tim Read enquired where the new students have come from and why? Jez Bennett confirmed that this has not yet been investigated, but some were not happy with their former allocated place and some are from Buckinghamshire. Tim Read proposed that this could be built on for the future.</p> | | |
| 6. | NATIONAL CAMPAIGN REGARDING SCHOOL FUNDING | | |
| 6.1 | <p>Governors discussed in detail with Jez Bennett as there is focus on this in the national media but the school is unlikely to benefit from the new Funding Formula. Headteachers in the area feel that a statement should be made, “speaking with one voice” The local MP has been contacted, but with no response. Jez Bennett asked for support from governors in whatever action Headteachers in the area decide to take.</p> <p>Governors discussed further.</p> | | |
| 6.2 | <p>Jason Abbott asked what Jez Bennett wanted parents’ reaction to be?</p> <p>Northamptonshire is a poorly funded county and South West Northamptonshire has a very strong group of Headteachers who have a voice. They want sufficient funding for students and would ask parents to contact their local MP to express this. Howard Miller proposed going through local council routes too.</p> <p>Tim Read agreed that the school is supportive of a collective approach and proposed sending a letter to Headteachers for them to adapt and that a copy is shared with governors. Jason Abbott advised that parents’ perceptions are that the school is challenged financially.</p> | JB | ASAP |
| 7. | REPORT FROM CURRICULUM & STANDARDS COMMITTEE 4th MAY | | |
| 7.1 | <p>Shelagh Dunlop as the Committee Chair presented a summary of the committee meeting (<i>held prior to the Full Governing Body meeting</i>)</p> <p>The Teaching and Learning Policy will be re-presented at the next committee meeting for ratification with more of a focus on expectations for learners.</p> | | |
| 7.2 | <p>There are some concerns with specific students as part of Progress 8 and Shelagh Dunlop explained the background.</p> <p>Most subject results are forecast to be close to last year, apart from Science and History. EDCL is being introduced again for students when they complete their main exams. Controlled assessments will be stronger than last year. However as Maths and English will have a new syllabus, it’s not known “which way they will go”.</p> | | |
| 7.3 | <p>The curriculum offer for KS4 and KS5 was reviewed and in some cases there is joint working with Sponne.</p> <p>In response to a question from David Barker, it was confirmed that 75</p> | | |

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| | <p>students have expressed a wish to join the Sixth Form. Jez Bennett advised that there are some common option blocks with Sponne, but costs have to be considered as part of this initiative.</p> <p>Howard Miller enquired whether travelling has an adverse effect on learning? Is there data that shows that students do not perform well if they have to travel? Jez Bennett advised that many people travel and therefore there is probably enough data to analyse and governors discussed further. Jason Abbott advised that it was not raised as an issue when conversations were held with Sixth Formers and Howard Miller and Shelagh Dunlop agreed.</p> | | |
| 7.4 | <p>The following governor visits are scheduled:</p> <ul style="list-style-type: none"> Monday 26th June – South site, Sixth Form Monday 3rd July – North site, Upper College Monday 17th July – South site, Lower College <p>Shelagh Dunlop invited Jason Abbott to share his findings from his first visit:</p> <ul style="list-style-type: none"> The visit was conducted professionally; The visit included conversations with students, staff and the Leadership team. <p>Howard Miller informed governors that areas have been identified following the reports being brought to the Full Governing Body. Its important that governors see the reports and identify next action where necessary. Tim Read added that it's a valuable tool to gain awareness and confidence and was pleased that Jo Chitty will take this review idea back to Sponne.</p> <p>Shelagh Dunlop, Howard Miller and Jo Chitty agreed to arrange a visit on a Thursday in September.</p> | SD, HM, JC | Sept |
| 7.5 | <p>Jason Abbott asked if feedback is shared with students? Howard Miller advised that the challenge is keeping on track with highlighting the differences on different sites.</p> <p>Tim Read formally thanked the governor visit team for their work, “the tone of the reports is increasingly positive”.</p> | | |
| 8. | TOVE DEVELOPMENTS | | |
| 8.1 | Governors were informed that TOVE has won the bid to open a new free school in Daventry, meetings due to be held with the Department of Education to progress the project are on hold due to purdah in the pre-election period. | | |
| 8.2 | Wootton Primary was due to join the Trust in September, but this has been delayed due to land issues. Moulton School is also delayed, but is still | | |

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| | interested. Other primaries have also expressed an interest and discussions are being held with feeder primaries. Tim Read stated that it was positive that the Trust was growing with the right balance of secondary and primary. | | |
| 8.3 | Howard Miller proposed that as EWS joined the Trust in November 2016, governors should review the school's position in the Trust at the next Full Governing Body meeting, with a focus on progress versus objectives. Governors agreed. The Clerk to add the item to the next agenda. Jo Chitty advised that the next Trust meeting is 16 th May and she will raise the point at the meeting. | TE JC | 22nd June 16th May |
| 8.4 | TOVE has appointed a new Director of Science and EWS will benefit from this appointment. | | |
| 9. | CONFIDENTIAL ITEM | | |
| 9.1 | Update on staffing structure – this is confidential and is minuted separately. | | |
| 10. | ANY OTHER BUSINESS | | |
| 10.1 | Jez Bennett shared the letter received from the British Legion, proposing that the new war memorial should be positioned at the front of the school in Deanshanger. Governors agreed to forward the request to the TOVE Learning Trust. | JB | ASAP |
| 11. | DATE OF EWS GOVERNING BODY MEETING 2016/2017 | | |
| 11.1 | <ul style="list-style-type: none"> • South – 7.15pm Thursday 22nd June | | |

Meeting was closed by the Chair at 8.45 pm

| | Action Points | Responsible | Date to Complete |
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| 3.4 | To distribute the Safeguarding/child protection document to Howard Miller and Jason Abbott for signing. | SS | ASAP |
| 6.2 | To share the letter regarding the collective approach re: funding to Headteachers for them to adapt and that a copy is shared with governors. | JB | ASAP |
| 7.4 | To arrange a governor visit on a Thursday in September. | SD, HM, JC | Sept |
| 8.3 | To add Trust review to the next agenda. | TE | 22 nd June |

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| 8.3 | JC advised that the next Trust meeting is 16 th May and she will raise the point at the meeting. | JC | 16 th May |
| 10.1 | To forward the request to site a war memorial at Deanshanger school to the TOVE Learning Trust. | JB | ASAP |

Signed:..... Date:

Governing Body Chair

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