

Minutes of the twenty-seventh meeting of the Elizabeth Woodville School Academy Council held at Elizabeth Woodville School, North Campus, Stratford Road, Roade NN7 2LP Thursday 24<sup>th</sup> November 2016 at 6pm.

**PRESENT:**

Jeremy Bennett	Principal
Shelagh Dunlop (Vice Chair)	Co-opted Governor
Howard Miller	Co-opted Governor
Tim Read (Chair)	Co-opted Governor
Sue Christopher	Staff Governor- North
Julie Taken	Staff Governor– South
David Barker	Parent Governor
Fran Brill	Co-opted Governor

**IN ATTENDANCE:**

Vanessa Lea	Associate Principal
Seril Shah	Associate Principal
Dr. Jamie Clarke	Executive Headteacher
Tom Bill	EWS Business Manager

**APOLOGIES FOR ABSENCE:**

Theresa Mercer	Parent Governor
Carol Anne Ireland	Parent Governor

**CLERK:**

Teresa Elkin

<b>1.</b>	<b>INTRODUCTIONS, NOTICE, APOLOGIES &amp; QUORUM</b>
1.1	Apologies for absence from the following Academy Council members were received and accepted: Carol Anne Ireland and Theresa Mercer.
1.2	The meeting was declared open and quorate.
1.3	Tim Read welcomed Dr. Jamie Clarke, Executive Headteacher at Sponne School, Towcester, to the meeting.
<b>2.</b>	<b>DECLARATION OF INTERESTS</b>
2.1	There were no interests declared.
<b>3.</b>	<b>MINUTES OF THE MEETING THURSDAY 20<sup>th</sup> OCTOBER 2016</b>
3.1	The minutes of the above meeting were agreed, signed and placed in the minutes file. Any outstanding actions or matters arising are covered by the current Agenda.
<b>4.</b>	<b>TOVE LEARNING TRUST - UPDATE</b>
4.1	Tim Read thanked Jez Bennett and Jamie Clarke for their hard work in creating the new Trust and expressed faith in a "fruitful relationship". Jez Bennett confirmed that he was pleased that the Elizabeth Woodville School was at this point and it had been a very smooth transition.
<b>5.</b>	<b>FUTURE GOVERNANCE STRUCTURE - PROPOSAL</b>
5.1	<p>The proposal was presented by Tim Read and a summary was circulated to governors prior to the meeting.</p> <p>Key point: the change from an Academy Council to the Elizabeth Woodville School Governing Body. Governors agreed with the proposal to increase the size of the governing body to handle appeals, disciplinaries, exclusions etc.</p> <p>It was proposed that sub-committees will meet prior to the governing body meeting and governors approved this idea. This will be a focused and effective meeting and the structure will be reviewed at the end of the first year.</p> <p>The two sub-committees will be Curriculum &amp; Standards and Resources.</p>
5.2	<p><b>Fran Brill enquired where policies would sit in the new structure?</b> Howard Miller proposed that these are handled by the Resources Committee. Jez Bennett confirmed that he and Tim Read will be looking at a list of policies and some may develop into 'procedures'. <b>Jez Bennett agreed to report back to governors on policies.</b></p> <p>Jez Bennett confirmed that specific policies such as Safeguarding and SEN will continue as existing and governors agreed to adopt all existing policies branded Elizabeth Woodville School.</p> <p>Jez Bennett proposed the governors accept the current Safeguarding</p>

	<p>arrangements. These will then be checked against TOVE procedures and will be presented at the next meeting for ratification. <b>The Clerk agreed to add this to the next agenda.</b></p>
5.3	<p><b>Fran Brill questioned whether 'behaviour' should be the responsibility of the Curriculum and Standards committee?</b> Jez Bennett agreed and informed governors that there will be a three-year revision life cycle of policies. Howard Miller proposed that each committee should explicitly list its areas of responsibility.</p> <p><b>David Barker questioned whether this would form part of each committee's Terms of Reference?</b> Jamie Clarke advised that Sponne could assist with models for Terms of Reference etc.</p>
5.4	<p><b>David Barker questioned the number of Parent Governors proposed for the new governing body as the two current parent governors were co-opted and not voted into post by parents?</b> Tim Read advised that it was essential to have North/South representation and the process of co-opting allows for people with the right skills to be invited to join a governing body, governors discussed further.</p> <p>Tim Read proposed that governors should also consider the appointment of staff governors as currently both staff governors represent the north site.</p>
5.5	<p>Governors accepted the new governance proposal. <b>Tim Read agreed to discuss with each governor their role on each committee and this will be presented at the next meeting.</b> Tim Read proposed that the Academy Council should be formally wound up at the end of the current meeting, this was agreed.</p> <p>Governors agreed that the new Governing Body with a preceding committee would be 'formally' clerked and any additional meetings would appoint their own Clerk for the session. Tim Read acknowledged that Emma Pitson had effectively supported the FSWG Group and thanked her for her work, on behalf of governors.</p>
<b>6.</b>	<b>PRINCIPAL'S REPORT</b>
6.1	<p>Jez Bennett provided a verbal report to governors. Sponne staff have visited Elizabeth Woodville School and there was a sharing of ideas and developments, which was a "healthy experience". A number of actions were agreed and teachers have a better understanding of teaching and learning across both schools.</p> <p>Staff now have a much better understanding of the SEF and this will now be a more useful document to share at the next meeting. <b>The Clerk agreed to add to the next agenda.</b></p>
6.2	<p>The Sixth Form open evening is planned for 8<sup>th</sup> December and there will be leafleting to promote it in the local area. <b>Julie Taken enquired why radio advertising had not been used?</b> Jez Bennett advised that it had been considered but not actioned.</p>

6.3	<p>Jez Bennett provided a staffing update – there has been an advertisement for a substantive Music teacher. <b>Shelagh Dunlop asked if there would be problems delivering GCSE music if the recruitment is not successful?</b> Governors were informed that should the post not be filled then Jez Bennett would teach music.</p> <p>A new lockdown procedure has been tested on both sites and a message has been sent to parents and pupils regarding a recent incident on the south site, which is being investigated by the Police.</p> <p>Jez Bennett outlined a summary of events for pupils delivered at the end of the autumn term.</p>
6.4	<p>Vanessa Lea invited governors to attend the school Christmas dinner and outlined dates for Christmas events across both sites and agreed to circulate details of events. <b>Vanessa Lea to action.</b></p>
<b>7.</b>	<b>FINANCIAL REPORT</b>
7.1	<p>Tom Bill provided a verbal report to governors.</p> <p><b>Catering</b> Governors were provided with an update following his visit to the Sponne School caterers. Tom Bill will look at exploring opportunities with the caterer now that EWS is part of the Trust, as they do not usually deal with schools with less than 1,000 pupils.</p> <p><b>Cleaning</b> Cleaners are employed directly by the school and are on the payroll; this has been discussed with Sponne who out-source the provision. Tom Bill is undertaking further investigation and obtaining quotes which could deliver some economies. Fran Brill emphasized that the school needs to prove that it's getting best value.</p>
7.2	<p><b>Leisure</b> Tom Bill circulated a breakdown of leisure activities, which are contributing to the running costs of the school and should be approx. £30k annual income. <b>Howard Miller expressed concern that resources such as the swimming pool could be expensive in the future and should money be put aside to cover future costs?</b> Jez Bennett confirmed that he met with Primary School Headteachers w/c 14th November and potentially they would like to use the pool but it requires investment to get the pool to a standard required. Governors discussed the fact that to meet the objective of its grant, the swimming pool is a resource for the community to use.</p> <p><b>Howard Miller asked if professional advice should be sought as to whether the upgrade to the pool will generate additional income or whether it should be left as it is? Shelagh Dunlop asked is there is an opportunity to claim monies via Section 106?</b> Governors discussed further.</p> <p>Howard Miller proposed a conversation with South Northants planning department. Jamie Clarke suggested inviting planners to a meeting as there</p>

	is money allocated for education in the Section 106 fund.
7.3	Tom Bill explained that the School Sport Co-ordinator (SSCO) featured in the budget is part of the sports agreement where school staff are charged out for their services, but it is cost neutral which explains the anomaly in the budget, raised at the last governors meeting.
7.4	Governors were advised that parallel systems are being established with Sponne School with salaries as a priority. All invoices are being settled for September and October to determine a final transfer cost.  The first £100k of funding was transferred to Elizabeth Woodville School at the beginning of October.
<b>8.</b>	<b>LATEST SEF</b>
8.1	Jez Bennett proposed sharing KPI data and milestones as part of this item.  KPI data was shared and Jez Bennett provided a summary. Data is now more aligned to the national data release and will be the kind of data that Ofsted inspectors will be looking at. Jez Bennett explained that the threshold system changes this year, so it will not be possible to compare like with like data/results as the 9-1 scale will come into place.  <b>Fran Brill challenged Jez Bennett on the 30% figure forecast to reach their grades?</b> The Headteacher advised that there was some “over ambition” in assessments/forecasts therefore this year, staff are more cautious. Jamie Clarke advised greater monitoring and checking to ensure pupils are on track.
8.2	Vanessa Lea presented a Powerpoint presentation on Progress 8 and explained the system. Governors were informed why the Progress 8 score will not be used this year, which was endorsed by Jamie Clarke.  Vanessa Lea therefore shared a ranking system for students to identify groups such as boys and girls, mobility and Pupil Premium students. It was proposed that this was reviewed at the next meeting to identify a pattern of movement of students. Jez Bennett confirmed that Progress 8 would be used to compare boys to girls. <b>The Clerk agreed to add to the next meeting agenda.</b>
8.3	<b>Fran Brill challenged Jez Bennett, asking what is being done to address the big difference in KS5, between the targets and actuals?</b> Jez Bennett advised that its difficult to be precise with targets as the figure is drawn from many pieces of benchmark data and the school is keen to set ambitious targets. However rather than achieving the target of 74% the actual was 22% and he does not yet have an explanation for this.  <b>Fran Brill stated that as a grade it looks as if the school is on track but the percentages are very different?</b> Vanessa Lea advised that BTEC students are at the beginning of their courses and staff are forecasting pass/merit results.

	Governors agreed to the form of tracking and reporting proposed by Vanessa Lea.
<b>9.</b>	<b>LEADERSHIP AND MANAGEMENT</b>
9.1	<p>David Bill and Howard Miller met with Jez Bennett to review and challenge the Leadership and Management part of the SEF. They agreed that Leadership and Management is a '2' and there are some 2's and 3's in the SEF. Jez Bennett advised that all sections of the SEF will be refreshed following the Teaching and Learning review with outcomes etc.</p> <p>The school has a "good grip on strengths and weaknesses" Howard Miller advised that he drew comfort from the support of the TOVE collaboration.</p> <p>Tim Read thanked colleagues for their report.</p>
<b>10.</b>	<b>FUTURE STRATEGY WORKING GROUP - update</b>
10.1	<p>Howard Miller provided a summary of the group meeting. The group has now ceased. Tim Read thanked all colleagues who worked with and supported the group; it was a "big challenging piece of work" which has led to right decisions and a positive future for the school.</p> <p>Tim Read informed governors that Jamie Clarke met Jez Bennett regarding performance management which is "under scrutiny" this is a positive start to the relationship between the two schools. Jamie Clarke informed governors that the exercise was "rigorous in a meaningful and positive environment".</p>
<b>A.</b>	<b>CONFIDENTIAL MINUTES 20<sup>TH</sup> OCTOBER 2016</b>
<b>A.1</b>	Governors approved the confidential minutes of the above meeting, which were agreed, signed and placed in the minutes file.
<b>11.</b>	<b>DATES OF MEETINGS</b>
11.1	<ul style="list-style-type: none"> <li>• North - Thursday 19th January: theme - SEF 6th form/PP2</li> <li>• South - Thursday 9th March: SEF QTLA/PP3</li> <li>• North - Thursday 4th May: SEF PDBW/PP4</li> <li>• South - Thursday 22nd June: AIP/Budget</li> </ul>

The Meeting closed at 7.40 pm

Signed by the Chair.....

Date.....