

Minutes

The Elizabeth Woodville School

Meeting: Full Governing Body	Date: Thursday 23 rd November 2017
Chair: Tim Read (TR)	Clerk: Teresa Elkin (TE)
Apologies: Sue Christopher (SC); Fran Brill (FB);	Absent:
In attendance: Jez Bennett (JB) Principal; Shelagh Dunlop (SD); Tim Read (TR); Howard Miller (HM); Jason Abbott (JA); Jo Chitty (JC) Trustee of the TOVE Learning Trust; Sonya Amor-Marshall (SAM) Business Manager; Julie Taken (JT); David Barker (DB); Dr Jamie Clarke (JC) Executive Headteacher, Sponne School.	

		Action By	Date
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 were received from Sue Christopher and Fran Brill, which were accepted.		
2.	DECLARATION OF INTERESTS IN ITEMS ON THE AGENDA		
2.1	There were no interests declared.		
3.	DECLARATION OF ANY OTHER BUSINESS		
3.1	There were no declarations.		
4.	MINUTES OF THE MEETING THURSDAY 12TH OCTOBER 2017 AND MATTERS ARISING		
4.1	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.		
4.2	It was noted that the former minutes should reflect ...'take up of Sixth Form places from Year 11'... Item 5.4: Anti-Bullying and PSHE policies will be circulated by email.	JB	ASAP
5.	LATEST BUDGET REVIEW		

5.1	There are no substantial changes to the budget, which was brought to the last meeting. The Resources Committee has just reviewed the carry forward which will not be as good as forecast, at £30,366.		
	<i>Note: It was agreed to report back from the Committees at this stage in the meeting</i>		
6.	COMMITTEE UPDATES		
6.1.1	<p>David Barker provided a summary of the Resources Committee:</p> <ul style="list-style-type: none"> • Will use all reserves by the end of the year and take the deficit into next year; • The Trust cannot contemplate this level of deficit and need to find further savings, Jez Bennett and Jamie Clare will review; • There are drastic savings opportunities. • Sue Wagstaff will meet with Sonya Amor-Marshall to review the budget – there are likely to be savings identified; • The committee has expressed concerns about the level of uncertainty; • Jo Chitty will take the proposal to the Trustee meeting. Jamie Clarke questioned the proposed deficit? Its approx. £140k for 2018/19; • Update on CIF bid – maybe some of the costs will be covered by a Salix loan; • PAN: the permanent figure will be 120 on each site, this year there are approx. 110 on each site; • No high risk issues were identified in the recent audit, which will be circulated for information; • The Finance team is not sufficiently resourced – the Trust have confirmed that they will fund the new recruitment to cover the out-going colleague in March; • Catering – now has cashless payments increased by £300 on the north site and £200 on the south – but ideas to increase the catering offering will still be considered; • Staff well being was part of the half-term training day; • Jez Bennett provided an update on staff performance, which was reviewed by Trustees – it was a fair and clear process. 		
6.1.2	Governors discussed the number of students in school and the opportunities for in-year moves. Jez Bennett is planning to meet with the Local Authority		

	Admissions Team in January.		
6.1.3	Jamie Clarke provided a summary of the growth of a new school in Milton Keynes, “on paper, it should not have an impact here”. Jason Abbott confirmed that he had distributed the new school prospectus on a new housing estate and at Roade Primary – ten of their thirty pupils are due to move to Elizabeth Woodville next September.		
6.1.4	Shelagh Dunlop asked if there was any further news on money from LST? Jamie Clarke confirmed, “it has gone quiet”.		
6.2.1	<p>Shelagh Dunlop provided a summary of the Curriculum and Standards Committee:</p> <ul style="list-style-type: none"> • A consultant, engaged by the Trust has visited school and observed lessons: 56 staff, and questioned the previous teaching judgements; • There appears to be no challenge or thirst for learning in students – marking is not good enough; • The draft action plan highlights some concerns over key subjects; • By February, there will be another observation, the current review will establish the baseline and if any teachers fail, they will be placed on a support plan. • Many ‘Requires Improvement’ staff only need a small push, to get to ‘Good’ – this needs to be addressed urgently; • There could be possible student behaviour issues as a result – Jamie Clarke advised that its about the quality of teaching and learning in each lesson; • Parents want to know more about curriculum in each area throughout the year – this information is now on the website; • The school is moving to three-year GCSE choices – the Senior Leadership Team (SLT) asked that governors re-commit to this and it was agreed, the initiative will cost a little more due to the offer of additional subjects; • There will be Year 11 going into Year 12 option evenings in December; • German and Physics are being offered this year, because of Sponne’s support; • The SLT is looking at reducing to 50-minute lessons from September 2018 and governors agreed. Recent observations showed that there are issues with 100-minute lessons; • The Child Protection Policy has to be on the school’s website and 		

	<p>governors agreed the policy;</p> <ul style="list-style-type: none"> Monitoring outcomes – the Progress 8 figure last year was -0.2 average, now its only -0.7, meaning the school is in the bottom 5% nationally, therefore the school is vulnerable. The Floor target is -0.5, which “attracts attention”; An extra committee meeting has been scheduled for 13th December at 3.30pm; The school received good feedback from the recent parents’ evening. 		
6.2.2	<p>Howard Miller highlighted that some staff are not confident to teach well in 100 minutes lessons. Students fed back that they are “boring” and was therefore reassured to hear of the change. The committee supported and endorsed the move.</p> <p>David Barker asked if this would be introduced throughout the school? Yes. David Barker asked if this would affect travel? Jez Bennett confirmed that this would be an issue.</p>		
6.2.3	<p>The next governor visits were agreed as:</p> <ul style="list-style-type: none"> Monday 27th November and Monday 4th December – south site Monday 12th and Monday 19th March – north site 		
6.2.4	<p>Jamie Clarke asked if teachers are feeling supported by the Teaching and Learning review? Julie Taken provided an update and rationale for double lessons in some subjects, supply staff find the length of lessons difficult. Jason Abbott asked what support is in place to drive up standards? Julie Taken advised that the support she receives is very good, ideas are shared and she is pleased with how it’s going.</p> <p>Jamie Clarke advised that it’s currently an “observation phase” and governors discussed further. Julie Taken advised that anxiety has to be handled carefully. Tim Read added that the Trust has shown commitment via additional teachers in key areas – support is in place to achieve expectations and this is a supportive process for teaching staff.</p>		
7.	PRINCIPAL’S REPORT including ACADEMY BUSINESS		
7.1	<p>The report was circulated to governors prior to the meeting and was presented by Jez Bennett.</p> <p>Positives:</p> <ul style="list-style-type: none"> Anti-bullying; STEM; 		

	<ul style="list-style-type: none"> • More student voice activity; • Positive feedback internally and externally; • Attendance is where the school should focus – procedures are more vigorous which is the right strategy. The school is constantly chasing Persistent Absentees and some non-attenders. <p>Tim Read asked Jez Bennett if he had consulted with other Headteachers and if the Local Authority had prosecuted parents re: attendance? Only extreme cases in primary have been prosecuted. Governors agreed, “this is not good enough”. Examples of poor attendance to be sent to Tim Read, to enable him to write to the Local Authority on behalf of the FGB.</p> <p>Jez Bennett stated that staff are spending a huge amount of time and effort in chasing students who should be in school. Examples were provided for two Year 11 students who should be in school, evidence is being gathered to have them removed from the school figures.</p>	JB, TR	ASAP
7.3	<p>SEF</p> <p>A more concise SEF has been produced and Jez Bennett invited comments from governors via email. TR welcomed the concise document to enable governors to focus on individual elements. Judgments are lower- driven by lower outcomes.</p> <p>Howard Miller asked what is being put in place to increase outcomes/catch-up? Jez Bennett requested that a governor take responsibility for ‘catch-up’ and Howard Miller volunteered on the condition that there is a staff colleague appointed to help provide information to allow for judgments and to report back to governors. Pippa Smith was proposed as the school colleague.</p> <p>Jamie Clarke offered to provide a link with an experienced Sponne governor - Patricia Brierley. Howard Miller offered to attend the December curriculum meeting and this can be added to the agenda.</p>	Clerk	13 th Dec
7.4	<p>Jason Abbott posed questions to Jez Bennett:</p> <ul style="list-style-type: none"> • The intake from the local primary for the north site is lower than the south site? • The secondary students numbers locally are rising, but the figures in the document are showing lower figures, due to demographic changes? 		
7.5	<p>AIP</p> <p>The document was circulated to governors before the meeting and Jez Bennett highlighted the overall KPI’s. Some actions need to be changed/updated as there is a new team in place. Governors were encouraged to provide any feedback by email.</p>		

	<p>Key actions:</p> <ul style="list-style-type: none"> • Quality in teaching; • Progress in maths; • Disadvantaged students in the Higher Ability group; • Attendance; • Mental health; • Student Voice; • Improvements in behaviour. <p>Jez Bennett expressed concern over the increase in the number of student exclusions as it is well below the national figure; there have been more instances of poor behaviour.</p>		
7.6	<p>‘Inspiring Leadership’ - Jez Bennett is looking for a culture shift and to train students not to be so laid back as they are not used to the new pace, impact will therefore be seen in Years 7 & 8. Howard Miller asked, “To what extent is the culture shift away from LST culture?” Jez Bennett confirmed that the school still believes in the individual student and explained further the LST culture and its affect, but the school now needs to be more driven. There is not a lot of independent learning in the classroom.</p> <p>Governors discussed further and acknowledged that the previous culture did not match the outcome driven, current culture.</p> <p>Howard Miller proposed that it will be necessary to discuss 1:1 tutorials in line with the new culture. Tim Read agreed that it should be added to the agenda of the next Curriculum and Standards committee.</p> <p>Governors welcomed the accessibility of the document.</p>	Clerk	13 th Dec
7.7	<p>Jez Bennett advised governors that the school now sees itself as a successful school but it is in the bottom 5% (Progress 8 2017) and Jamie Clarke advised as to the elements that an Ofsted inspector might challenge. Governors discussed further in the light of an Ofsted inspection. Jamie Clarke advised that the quality of teaching and Learning has to improve in school, “urgently”.</p> <p>TR requested that governors are copied into any responses from Jez Bennett to documents tabled.</p>		
8.	DISCUSSION RE: SINGLE SITE		
8.1	<p>Tim Read introduced the discussion:</p> <ul style="list-style-type: none"> • Financial pressures; 		

	<ul style="list-style-type: none"> • Ability to monitor and support teaching; • Difficult subject for the community. <p>Jamie Clarke advised that this was not a decision for governors, this is a Trustee decision and the focus should be on Teaching and Learning. The Trust will discuss with governors when there are more students, as it's too expensive to change.</p> <p>Governors agreed that Trustees will discuss further.</p>		
9.	TOVE DEVELOPMENTS		
9.1	<p>Jamie Clarke advised that the external consultant, performing the role of Teaching and Learning Director would be engaged by the Trust until Easter.</p> <p>Governors were advised that Lord Grey school in Bletchley was negotiating to join TOVE as well as another school. Howard Miller asked for an update on the former schools that expressed an interest? Jamie Clarke advised that Wootton primary was still discussing issues over land. It's expected that another school will join the Trust in April.</p>		
10.	ANY OTHER BUSINESS		
10.1	There was no other business declared.		
11.	DATE OF EWS GOVERNING BODY MEETINGS 2017/2018		
11.1	<p>It was agreed that both the Standards and Resources committee would meet prior to the next FGB meeting, on the north site.</p> <ul style="list-style-type: none"> • Thursday 18th January 2018 • Wednesday 8th March 2018 • Thursday 3rd May 2018 • Thursday 21st June 2018 		

Meeting was closed by the Chair at 8.33 pm

	Action Points	Responsible	Date to Complete
4.2	Anti-Bullying and PSHE policies will be circulated by email.	JB	ASAP
7.2	Examples of poor attendance to be sent to Tim Read, to enable him to write to the Local Authority on behalf of the FGB.	JB, TR	ASAP
7.3	To add review of 'catch-up' to the next Curriculum and Standards	Clerk	13th Dec

	agenda.		
7.6	To add 1:1 tutorials in line with the new culture to the next Curriculum and Standards agenda.	Clerk	13th Dec

Signed:..... Date:

Governing Body Chair

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