



Minutes of the Full Governing Body held 22nd March 2018 Conference Room, Warblington School

Attending:

NB – Nicholas Bennett (Co-opted Governor)
CB – Claire Blundell (Co-opted Governor) *
CC – Cara Chambers (Staff Governor) *
IC – Ian Crabtree (Co-opted Governor and Chair)
DD – Dave Dowland (Co-opted Governor)
PF – Phil Freed (Co-opted Governor)
RP – Robert Page (Co-opted Governor)
MR – Matthew Russell (Parent Governor)
DS – Daniel Stroud (Co-opted Governor)
JV – Julia Vincent (Headteacher) *
LW – Louise Warren (Parent Governor) **

Apologies:

CGW - Carolyn Galmoye-Webster (Parent Governor)
KG - Kathy Gunn (Co-opted Governor)
HCM – Campbell McMurray (Co-opted Governor)
MN – Marcia Nguyen (Local Authority Governor)

In attendance:

KA – Karen Arnold (potential co-opted Governor)
JL – Jackie Lowe (Assistant Headteacher) *
ER – Esther Richards (Assistant Headteacher) *
MT – Mike Turner (LA Clerk)

* member of staff

** in partial attendance

Quorum is 8 Governors (half appointed Governors, rounded up)

Meeting opened at 5:15 pm and quorate (LW not present)

F4.1 Welcome and apologies.

IC welcomed everyone to the meeting and apologies as above were accepted. He introduced KA as a potential new co-opted Governor and all present briefly introduced themselves.

IC confirmed that MT has resigned as Clerk (effective the end of this Term) so DS and he therefore met with Governor Services and Vanessa Knight (who assume this role from April) immediately before this meeting; regretfully personal commitments meant she could not attend this FGB.

F4.2 Declaration of pecuniary interests.

No new declarations were made.

F4.3 Membership.

In line with discussions at the last FGB, IC advised that conversations had taken place between himself and KA, and that she expressed interest in joining this Governing Body. He asked her to introduce herself with details of her skills and professional work.

KA explained she has worked for local education facilities (including the University of Portsmouth, Chichester University and most recently Southampton Solent University). She has been involved in outreach work from the Universities as students prepare into adulthood and as a mentor for young females (this necessitated Enhanced CRB/DBS disclosure). She lives locally and also has experience of marketing in education.

IC invited KA to leave the meeting so her co-option could be considered.

KA left the meeting at 5:21 pm

DD expressed an interest as he works with KA leaving other Governors to discuss the needs of this Governing Body. Particularly noting her skills in student/pupil relationships and in marketing MR proposed and DD seconded that she be co-opted with immediate effect into the current vacancy. This was agreed unanimously, and IC instructed to invite her into the meeting.

LW joined and KA rejoined the meeting at 5:24 pm

IC confirmed the process and her appointment. For clarity MT explained the requirement to disclose any pecuniary interests. KA advised she was not aware of any interest and signed a declaration accordingly.

F4.4 Previous meeting minutes.

- a. Agreement. Acceptance of the minutes of the meeting on the 24th January 2018 were proposed by PF, seconded by CB and agreed unanimously.
- b. IC shared the confidential Minutes from the meeting held 7th March 2018.

QUESTION: Can you confirm the abbreviation "CSD"? ANSWER (IC): Childrens Services Department. Sometimes we also refer to them as the LA (Local Authority) or their specific role, for example HIAS (Hampshire Inspection and Advisory Service).

With this clarified IC proposed acceptance of the Minutes. This was seconded by DD and the Minutes agreed unanimously.

c. Action report.

IC observed that some actions had been completed as per the detail in the Agenda.

- Re F2.5b – Fundraising. PF acknowledged this group had not yet met, but were keen to agree a meeting with school staff.

COMMENT (JV): There are clear opportunities to develop hire of the school facilities as supplemented by the greatly enhanced catering facilities. This needs targeting towards particular projects.

With her skills it was clear KA should join this group; noting that Hilary Parker works 9:00 am – 2:00 pm daily a meeting will be scheduled as soon as possible.

- Re F2.7c – Governor mentors/mentees. It was noted this remains ongoing with a sharing update at the end of the academic year.
- Re F3.3 – Governor vacancies. IC observed that with the co-option approved earlier in the meeting, although there is always scope to appoint Associate Members to enhance and support particular aspects, this Governing Body is complete.
- Re F3.7 – Governor Services SLA. IC confirmed that at the meeting with the new Clerk this had been finalised directly with Governor Services; every FGB will minuted, as will all the termly Committee meetings as well as two Pay Committee. He observed, as previously considered, the Strategic Committee would be adjusted into a termly meeting of Committee Chairs with school leaders, so would not require formal Minuting. These actions lead to a reduced contract for 115 hours annually which was affirmed together with the consequential cost saving.

- d. Other matters arising from meeting minutes. No other matters were brought to the meeting,

F4.5 Correspondence.

No correspondence was reported to the meeting.

F4.6 Committee reports

- a. Pay Review Committee (5th February 2018 and 22nd March 2018). DD commented on the core content of these meetings, confirming that necessary actions had been completed including the review of the “blue sky” system for tracking staff performance. He also confirmed that school staff had been instructed to incorporate the recommendations within budgets considered by Governors.
- b. SPD – Staffing and Professional Development (5th February 2018). IC shared a written update from HCM which highlighted the review by the committee of the impact from projected Year7 pupils numbers and that staff costs represent a little over 75% of the total school budget. The Committee also, given the budgetary pressures and the changes to school leadership, considered staff morale and received reports covering teaching and learning as well as CPL which were both discussed at length.
- c. C&A – Curriculum and Achievements 6th March 2018. The Committee Chair (NB) referred to the Committee discussions around attendance where it was agreed clear, active steps are in place to support some pupils and their families. Discussions coming from the Headteachers Report focused on the steadily improving pupil achievements from MFL but the Committee queried how, with MFL teaching being rated as good or better, ~~how~~ this correlates with the overall achievements remaining below local and national levels.

COMMENT (JV): In our discussions I explained that this school has an open policy to pupils taking MFL as an option. As such a greater proportion of pupils from this school will opt for French or Spanish at GCSE than many other schools; their data and achievements may at first glance appear “better”, but on investigation the data reveals a small cohort of pupils who achieve to a high level. We continue to nurture all pupils; some of these are less able for whom a level 3 or 4 represents a very good personal achievement.

Accepting this observation, Governors also agreed that teaching to a small group of, say, 15 enthusiastic and more able pupils should be expected to produce a higher averaged achievement. However some Governors highlighted the need for higher achieving pupils to excel and sought ~~comfort~~reassurance. It was agreed this best be achieved by meeting with relevant staff and pupils.

The Committee meeting also noted student voice comments around options and accepted that although there may be some interest in different subjects (for example business studies, economics or philosophy), there is a need for a sufficient cohort to make the option viable (both financially as well as in terms of staffing ability). Equally the current broad curriculum was acknowledged.

The meeting received a valuable presentation on the English curriculum which shared raised national expectations on pupils and how the GCSE examinations incorporate learning and acquired skills by pupils.

Finally the meeting listened to the data as shared relating to pupil instrument tuition and how this was partially met though the Pupil Premium funding stream. They also accepted that this position had been reached following a number of staff changes and unfortunate miscommunication. However a good resolution was proposed which the committee accepted and asked the Finance and Site Committee to consider at their next meeting.

- d. Finance & Site Committee (12th March 2018). DS commented on their similar discussions around music tuition funding, their agreement to the proposed system and consequential changes to budget projections.

The Committee also considered the updated SFVS; DS proposed this was approved and IC seconded his proposal which was unanimously agreed.

DS added that, as usual, the Committee received updates on Health and Safety, grounds and finance.

The Committee acknowledged that the catering budget remained in deficit, but once the transfer covering free school meals was finalised this would be well below the original budget. It was also hoped that increased opportunities to hire the school premises would also result in increased demand for catering which would hopefully swing the budget into surplus.

F4.7 Headteachers report. (This together with associated papers had been circulated).

Governors considered the Head Teacher's report.

- There is no response as yet to the Magpie or the NET reports.
- JV reminded Governors of the significant number of pupils arriving at the school with low literacy levels, this-which is supported by recent reports indicating that around half the school catchment area is graded as a "super output area deprived" of deprivation, and the school is in the top ten of such schools (i.e. including primary as well as secondary schools) in the county. To assist this concern the English team are considering a new literacy strategy particularly aimed at pupils in Years 7 and 8. Given the need to understand exam questions, this should have a positive impact on other subjects as pupils progress towards their GCSEs – for example some maths questions have a reading age of 14 and English 16-18.

QUESTION: How can literacy age issue be addressed? ANSWER (JV): This is a national issue, especially in deprived areas.

COMMENT (ER): This links strongly with evidence of improved literacy where there are more texts available and reading at home nurtured and encouraged.

COMMENT (JV): It is a sad reality that some people will never reach a reading age of 14 throughout their whole life. And they are more likely to come from a deprived area.

QUESTION: Have other schemes been useful – ECAR or ERIC for example? ANSWER (JV): These are often not specific enough for some pupils, there is a need to challenge every child individually.

COMMENT (ER): There is also an issue for some people around book genres – it is not uncommon for some people to become more efficient readers in fiction and others in non-fiction.

- The premises re-clad project continues, the present areas should be completed over the Easter break.
- Updated PPE data was tabled which shows pupils generally about ½ level below the school aspirational target (which is set at FFT20), this approximates to the school being at the FFT50 level. With the closeness of grades 4-6, Governors accepted that this is very fine line to develop.

QUESTION: Can I confirm the option for the higher level papers? ANSWER (JV): There is an option for pupils to sit a more advanced paper which only offers grades 6 or above, but failure on this paper only offers a "U" grade. As a safety net to ensure a minimal level of achievement, many of our borderline pupils will therefore sit the main paper, but this means they cannot achieve ~~to~~ the higher levels.

- Solent SCITT. JV updated on the success of the local SCITT, supported by JL and Mrs FletcherWood.

QUESTION: Can you comment on recruitment issues? ANSWER (JV): We make good use of resources like the SCITT to mitigate issues but nationally there are shortages of teachers especially in the core subjects of English, maths and science.

QUESTION: Have Prefects been appointed? ANSWER (CC): We have appointed forty five Prefects and eight Senior Prefects.

- Year7 numbers for September 2018 are slightly increasing – the number now stands at 124

(the current Year7 cohort is 114 pupils). We await an updated number once second and third choices are allocated.

- The recent decision to provide increases for lower paid staff (for some this could be as high as 9%) while understandable will add to budgetary pressure.
- Although the school voted for option 3 funding during the NFF changeover, the LA chose option 32, presumably the decision of the majority of schools. This indicates the school will receive around £3.5M.
- The school dashboard summary was noted; Governors queried attendance at 93.7%; it was noted this headline number includes several school refusers which represent a significant impact on the overall school data.

COMMENT (NB): We also queried this at the C&A Committee but on review acknowledged the significant works undertaken by staff to try to reach out to pupils and their families. This effort is making improvements, albeit in small incremental amounts.

It was also noted this data includes pupil exclusions; JV advised that she has been obliged to permanently exclude a pupil, her first such exclusion in her time as Headteacher at this school.

F4.8 Routine / cycle of business matters.

- a. Service Level Agreements. As proposed by the Finance and Site Committee it was agreed the school would leave the Library Service SLA (this will be assumed within the English budget to purchase new books for the school), the Grounds Maintenance SLA (a contract with NORSE being agreed) and the Occupational Health SLA (this has not been used so agreed not representing best value). IT support (provided by Novatech) is being reduced. All these changes were agreed without formal vote.
- b. Safeguarding. JV advised "Keeping Children Safe in Education" is being updated, so Governors should monitor for this national change.

F4.9 Governor visits & monitoring.

- a. Visit feedback. There was no feedback that required FGB consideration; IC confirmed he and DS are scheduled to meet SLT shortly, while NB advised he had necessarily postponed his meeting and this was being re-arranged.
- b. Governor training. DD reminded Governors that a new set of courses have been arranged by Governor Services and are available without cost to Governors while the annual training session for 2018/19 will need consideration shortly.
- c. School improvement Plan. All agreed this continues to be updated and shared regularly (for example literacy plans).

F4.10 Policies.

It was noted that the current Terms of Reference (ToR) for the different committees provide different levels of authorisation for approving policies, for example there is no delegated authority to the C&A Committee. At their last meeting Committee recommended approval of the Educational Visits Policy, the Inclusion Policy and the Provider Access Policy. In approving these policies, it was agreed the ToR should be reviewed ready for adjustment for the next academic year to include delegated authority to approve policies and report their approval to subsequent FGB meetings.

These aside no other policies were brought to the meeting.

F4.11 Matters from the Chair.

No new matters brought to the meeting.

IC reminded Governors of decisions made and the impact on the school. Following input from other Governors these were noted as:

- Full representation/membership of FGB achieved with a good mix of skills and abilities to ensure the school leaders could both be supported and held to account.
- Service Level Agreements effectively reviewed.
- Governors reviewing their own systems and processes to ensure they are effective, with supporting services (including clerking) representing good value for money.
- Strong discussion, challenge and support for school leaders.

IC took the opportunity to thank MT for his work supporting the Governing Body for the last year.

F4.12 Next meeting matters.

Other than items within the cycle of business no new matters were proposed

The remaining Summer Term dates were confirmed as:

- Tuesday 1st May 8:00 am Strategic Committee
- Tuesday 8th May 8:00 am Finance and Site Committee
- Tuesday 15th May 5:15 pm Full Governing Body
- Monday 11th June 8:00 am Staffing and Professional Development Committee
- Tuesday 19th June 5:15 pm Curriculum and Achievement Committee
- Monday 16th July 5.15 pm Full Governing Body

The meeting closed at 6:36 pm.

Signed
Chair of Full Governing Body

Date

ACTIONS:

Full Governing Body				
Actions from meeting on 22nd November 2017				
Item	Action	Responsible	Due date	Date actioned or closed
F2.5b	Fundraising – Governors to meet with Hilary Parry to discuss ideas for fundraising and make recommendations to FGB	KA, DD, PF, MN & LW	30/6/18	
F2.7c	Governor mentors and mentees each to have end of year conversations to enable new governors to reflect on their development as members of the governing body and to inform the Training & Development Governor (DD) of any training or development issues	All	31/7/18	
Actions from meeting on 22nd March 2018				
F4.6d	Approval of SFVS to be advised to relevant staff and confirmed to the LA	JV/ <u>IC</u>	29/3/18	
F4.8a	Agreement of changes to Service Level Agreements to be advised to relevant staff and confirmed to the LA	JV	29/3/18	
F4.8b	Governors to note updated version of “Keeping Children Safe in Education”	ALL	31/7/18	
F4.10	Terms of Reference to be reviewed ready for adjustment for the next academic year to include delegated authority to approve policies and report their approval to subsequent FGB meetings.	NB, IC, HCM and DS	15/5/18	

Signed
Chair of Full Governing Body

Date