

**Meeting of Full Governors of Lincoln Christ's Hospital School**

**Wednesday 13<sup>th</sup> July 2016 6.30pm in the Library**

**1. Present**

Mrs K Wilson (Chair of Governors), Mr A Mills (Vice-Chairman), Rev J Patrick, Mrs S Wilkinson, Mr R Greenfield, Mrs M Laurence, Mrs D Scammell, Mr P Banks, Mr N Manders, Mr M Mckeown, (Headteacher), Mrs R Guyon, Dr S Puttick, Mr J Males. **Minutes:** Mrs L Martin

**2. Apologies**

Dr D Ellin, Mr A Cottam, Mr D Gibbons, Mrs J Daly, Mr M Savage, Mr J Hanrahan, Mr P Harrod

**3. Declarations of interest:** None

**4. Confirmation of the minutes of the previous meeting (18<sup>th</sup> May 2016)**

Confirmed and signed as a true copy.

**5. Matters arising from minutes:** None

**6. Headteacher's Report**

School Evaluation Summary (SEF)

The Governors had previously read the SEF document.

- a) M McKeown confirmed that the SEF (previously circulated) was a snap shot in time and had remained largely unchanged.
- b) The document was always open to change and would be re-developed in the new academic year to provide a more up to date and relevant summary.
- c) The Governors were happy with the document and look forward to the updated version in September.

School Improvement and Development Plan 2016/17

The Governors had previously read the School Improvement and Development Plan 2016/17.

- a) Mr McKeown reiterated that the main improvement and development focus for the 2016/17 academic year was 'Challenge'.
- b) Challenge would be focussed throughout each year group and across the whole curriculum in four specific areas that were very closely tied to the 'outstanding' subset for Ofsted Requirements.
- c) The four areas of focus would be:
  - Outcomes for Children and Learners
  - Personal Development Behaviour and Welfare
  - Quality of Teaching, Learning, and Assessment
  - Leadership and Management
- d) M McKeown summarised each area and then looked more in depth at the outcomes and specific targets.

**Outcomes for Children and Learners**

- e) All current pupils make substantial and sustained progress, developing excellent knowledge, understanding and skills, considering their different starting points across the whole curriculum.
- f) This would include SEN and disadvantaged pupils.
- g) Pupils are typically able to articulate their knowledge and understanding clearly in an age-appropriate way.
- h) It was confirmed that this area of the plan was linked to the Progress 8 academic model. This will provide the basis for all statistical tracking.

- i) A new master tracking spreadsheet would provide the SLT improved departmental accountability and monitoring ability.
- j) KS 5 would tricky target but the recommendation was to aim for 93% of students to gain A\* - E at A/S and 98.5% to gain A\* - E at A2.

### Questions

#### 1: **Would funding be removed from KS5 students who fail?**

M McKeown: Funding is only retracted when a student attains a mark of X or if they do not attend school.

### **Personal Development Behaviour and Welfare**

- k) Pupils are confident, self-assured learners with excellent attitudes to learning have a strong, positive impact on their progress. They are proud of their achievements and of their school.
- l) High quality, impartial careers guidance helps pupils to make informed choices about which courses suit their academic needs and aspirations. They are prepared for the next stage of their education, employment, self-employment or training.
- m) Pupils are punctual and prepared with the right equipment for lessons.
- n) The school is an orderly environment. Pupils respond quickly to instructions and requests from staff, allowing lessons to flow smoothly and without interruption. Low-level disruption is rare.
- o) Pupils' good conduct reflects the school's efforts to promote high standards. There are marked improvements in behaviour for individuals or groups with particular behavioural needs.
- p) The school's open culture promotes all aspects of pupils' welfare and safety.
- q) They have opportunities to learn how to keep themselves safe and enjoy learning about how to stay healthy and about emotional and mental health, safe and positive relationships and how to prevent misuse of technology.
- r) Pupils' spiritual, moral, social and cultural development ensures that they are prepared to be reflective about and responsible for their actions as good citizens.
- s) New double tutoring systems would help with SMSC targets and slight alterations to both the timetable and discipline for learning had improved attendance to 95%.
- t) These measures had already reduced absence to be more on track with the national averages in Raise on Line data.

### **Quality of Teaching, Learning, and Assessment**

- u) Teachers demonstrate deep knowledge and understanding of the subjects they teach using questioning highly effectively and demonstrating understanding of the ways pupils think about subject content.
- v) They identify pupils' common misconceptions and act to ensure they are corrected.
- w) Lessons are planned effectively, making maximum use of lesson time and coordinating lesson resources well.
- x) They manage pupils' behaviour highly effectively with clear rules that are consistently enforced.
- y) Teachers check pupils' understanding systematically and effectively in lessons, offering clearly directed and timely support.
- z) Teachers provide pupils with incisive feedback, in line with the school's assessment policy, about what pupils can do to improve their knowledge, understanding and skills. The pupils use this feedback effectively.
- aa) Teachers are determined that pupils achieve well. They encourage pupils to try hard, recognise their efforts and ensure that pupils take pride in all aspects of their work. Teachers have consistently high expectations of all pupils' attitudes to learning.
- bb) Teachers set challenging homework, in line with the school's policy and as appropriate for the age and stage of pupils, that consolidates learning, deepens understanding and prepares pupils very well for work to come.
- cc) Following an in house consultation process, LCHS has been praised for a leader in best practice of the Embedded Formative Assessment Project (EFA).
- dd) The use of 'Flight paths' in the EFA were fully supported.

### Leadership and Management

- ee) The school's actions have secured substantial improvement in progress for disadvantaged pupils.
- ff) Governors systematically challenge senior leaders so that the effective deployment of staff and resources, secures excellent outcomes for pupils.
- gg) Governors do not shy away from challenging leaders about variations in outcomes for pupil groups, especially between disadvantaged and other pupils.
- hh) Staff reflect on and debate the way they teach. They feel deeply involved in their own professional development.
- ii) Leaders have created a climate in which teachers are motivated and trusted to take risks and innovate in ways that are right for their pupils.
- jj) The broad and balanced curriculum inspires pupils to learn.
- kk) The range of subjects and courses helps pupils acquire knowledge, understanding and skills in all aspects of their education.
- ll) Safeguarding is effective. Leaders and managers have created a culture of vigilance where pupils' welfare is actively promoted. Pupils are listened to and feel safe.
- mm) Staff are trained to identify when a pupil may be at risk of neglect, abuse or exploitation and they report their concerns and staff work effectively with external partners to support pupils who are at risk or who are the subject of a multi-agency plan.
- nn) A discussion ensued regarding training. M McKeown confirmed that once the school has more funds, the opportunities to apply for places on professional training qualifications would increase. Currently the school will support self funding applications.
- oo) It was confirmed that there was a data bank held for the evaluation of any CPD and external training.
- pp) The future of training is currently relying on the sharing of in house knowledge and expertise and reciprocal sharing of this knowledge bank with other local schools.
- qq) The implementation of interschool knowledge pools would be initiated in terms of using open evenings to showcase and share best practice between specific cohorts of staff.
- rr) Reciprocal internal review panels would also monitor efficacy and development within departments.

### 7. Budget 2016/17

- a) Mr N Mander explained that the Budget had been reduced by a significant amount in 16/17 (£450,000) due to pupil numbers, changes to the formula (reduction in AWPU, attainment, deprivation factors, reduction in Education Services Grant).
- b) The 16/17 budget details the position after the required savings and highlights the need to find an extra £40-50,000 in order to cover risk factors within the budget as reserves will be down to just £471 with current projections.
- c) PH and the SLT had commenced with a plan of austerity measures including: Huge savings in staffing £350,000, a reduction in capitation/department budgets to £100,000, a reduction in repairs and maintenance to £90,000 (including swimming pool costs), a reduction in general office costs to £43,000 and CPD to £2,000, a reduction in intervention to £2,500, and a reduction in cleaning contract to £158,000 as previously identified.
- d) The budget at the end of 16/17 will ensure all the schools reserves are spent (Approx. £120,000 at the start of the year). Therefore 17/18 must have a balanced budget (i.e. not a deficit budget).
- e) **Mr J Males proposed that the Budget was accepted. D Scammell seconded the proposal with unanimous agreement from all Governors.**

### 8. Minutes from The Sub Committees

All minutes had previously been circulated and read by the Governors.

- a) Pupil Care: 8<sup>th</sup> June 16: No Questions
- b) Property: 22<sup>nd</sup> June 16:  
Mr P Banks gave a brief summary. No Questions
- c) Data: 29<sup>th</sup> June 16: No Questions

- d) Finance: 6<sup>th</sup> July 16: No Questions
- e) Discipline: Mrs K Wilson highlighted two set of discipline minutes that had been previously circulated. There were no questions.

#### 9. Link Governors

- a) Two reports were distributed at the meeting to Governors from recent link meetings with Mrs Scammell and the Learning Support Department.

#### 10. Policies

- a) Sex and Relationship Policy
  - a. Incorrect date (1.3). **M McKeown to make sure this is corrected.**
  - b. **The policy was accepted and ratified by Governors once these minor amendments were made.**
- b) Allegations Against Staff
  - a. This Policy was still in the hands of the legal team.
  - b. Ratification postponed until the next meeting.
- c) Uniform
  - a. The policy itself is due for renewal in January 2017.
  - b. With regards to the new supplier, M McKeown recommended that we initially use them for the complete PE Kit and socks which was supplied by Uniforms Direct but made by Trutex.
  - c. This would give Uniform Direct time to iron out issues with their own products and allows LCHS to remain loyal.
  - d. The Governors agreed that Uniforms Direct would be allowed to provide PE Kit from October 2016. This would provide a moderate saving to parents and improved accessibility.
  - e. M McKeown confirmed that some families receiving Pupil Premium funding are often supplied with uniform for pupils.

#### 11. Chair of Governors' items

- a) Membership
  - a. K Wilson confirmed that D Scammells membership on the board was due to end but that she would have the opportunity to be re-elected.
  - b. K Wilsons' own membership was due to end in November 2016 but she was happy to stand again for another 4 years at which point she will end her membership.
  - c. All Governors were given the opportunity to change the sub committee they sat on. **Contact is to be made with L Martin regarding this item.**
  - d. K Wilson paid thanks to N Manders and P Banks for their long service as Governors. As this was their last meeting she paid tribute to all the work they had done over the years and paid thanks for their continued support.
- b) Meeting Dates 2016/17
  - a. The new meeting dates were accepted unanimously.

#### 12. AOB

- a) Exit Interviews
  - a. Dr S Puttick asked about the use of Exit Interviews.
  - b. M McKeown confirmed that these were used on a voluntary basis with staff, but the opportunity could be given to Governors if it was thought to be of use.

#### 13. Date of next meeting

Wednesday 14<sup>th</sup> September 2016.

Meeting ended at 8pm.