

Minutes of the Full Governing Body Meeting on 16 December 2015 at 6.30pm in the Library.

1. Present

Mrs K Wilson (Chair), Mr M Mckeown (Headteacher), Mrs J Daly, Mr J Males, Rev J Patrick, Mr M Savage, Mr J Males, Mrs D Scammell, Mr J Spencer, Mr N Manders, Mrs S Wilkinson, Mrs M Laurence, Mr D Gibbons, Mrs R Guyon, Mr R Greenfield, Mrs D Slaney.

Minutes: Mr J Thorpe

2a) Apologies: Mr A Mills (Vice Chair), Mr J Hanrahan (Vice Chair), Mr S Puttick, Mr P Banks.

2b) Welcome: Head Boy and Head Girl.

These had applied and interviewed for the posts of Head Boy and Head Girl. They deserved to be in these positions.

3 Declarations of Interest

Mrs Daly worked at the school's auditors.

4 Presentation by the Head Boy and Head Girl

- a) Decided to run a campaign in school over anti-bullying. They had obtained the use of a room in school where pupils could use it to drop-in and chat.
- b) Another project included the bringing back of the School Council. They held interviews for a boy and girl to represent each year group.
- c) They were identified as Head Boy and Girl by badges on lanyards and so were the prefects.
- d) Words of encouragement were given which helped and being Head Boy and Girl would help them in the future.
- e) When asked how they were perceived by the other Sixth Formers, they said that the structure helped and they were accepted.

Governors resolved to congratulate them and that it was good that the School Council had been re-born.

- f) The School Council had run the House System but not with complete success.

They were thanked for their presentation and then the Head Boy and Head Girl left the meeting.

5 Confirmation of the Previous Minutes of 9th September 2015 (paper FG2015/9/2) AGM

The minutes were confirmed as a true record and duly signed.

6 Matters Arising

None

7 Finance: To accept the accounts for 2014 to 2015 (Mr N Manders Chair of Finance Committee)

- a) The Finance Committee had examined the auditor's report and changes were made. These had been done and the final documents were at the meeting to be signed if agreed. There were no questions on the Auditor's report.
- b) The other document showed how the school used monies given to the school.
- c) The audit had given the school a clean bill of health.
- d) In the previous Finance Committee meeting in November, the Four Year Plan showed outgoings and income. The Principal Finance Officer had found ways of saving money to the extent of £100k. By the end of 2017 the balance would be zero. A further £140k of savings needed to be made over the next 3 years.
- e) Governors needed to be aware of the good strides that have been made and that there would be a low balance in two years' time. Numbers on roll was increasing and after 2017 there would be more income.
- f) £104k would be saved through lower gas and electricity charges, the new cleaning contract, more income from catering and the bus, hiring of the school premises and savings on postage.
- g) Things were looking more positive with a break even long term budget with a bright future.

- h) Last year the projection was for an over-spend of £300k. £100k of that had already been “saved”.

The Accounts were accepted and signed by the Chair and thanks were expressed to the Finance Committee.

8 Reports from Committees, Governors’ Visits and Courses Taken

a) Findings from the Pupil Forum Meeting (Mrs Daly)

- a) Mrs Daly gave the report alone. Mr Spencer had since resigned through the pressure of work.
- b) The meeting was run by Mrs Daly and Mr Spencer with Mrs Roberts (Head’s PA) taking minutes and Mr Cully present. Issues discussed included:
The timing of the school day and a need for 5 minutes turn-around time between lessons; New football kits; a recycling bin for plastic bottles; and the support for Dyslexia in Sixth Form.

Governors accepted the paper and thanked Mrs Daly for her report.

b) The Headteacher’s Performance Review

The Committee plus the School Improvement Officer (Mrs Baxter) met in October to review the Head’s performance. It was agreed that he had met his targets and a new set of targets were agreed involving cpd, leadership skills and results.

c) **Mr Males** had visited the school and his report had been circulated.

d) **Mrs Slaney** had attended some training for new governors which she found useful.

e) **Mr Spencer** resigned, a new parent Governor would be required.

f) The Staff Pay Committee

This committee had met and agreed to all the Head’s recommendations.
Mr Scully would be retiring at the end of the school year.

g) Clerk’s Replacement

Appointment has not been made. To go to advert again. Mrs Roberts has kindly agreed to step in on a temporary basis.

9 Headteacher’s Items

a) SEF

- a) The SEF gave a snapshot of the cohorts. It was similar to the previous one but based on more information. It helped the school to recognise what it was doing well and not doing well. There had been a restructuring of the Senior team and the Pastoral System to a “Gold Standard”.
- b) The school was in a good positive position to bed in quality learning.
- c) Members of staff at every level of the school had received an exceptional amount of cpd.
- d) Attendance was 1.8% up on last year and so outstanding progress had been made.
- e) Pupil Premium attendance had gone up 5% over this time last year.
- f) A new assessment strategy to be introduced in the spring term.
- g) 2016/17 a mixture of grades and numbers would be used
- h) A new QA system was being trialled and was developmental rather than a grading exercise. The paper showing outcomes in the left hand column showed a jump in expectations.
- i) The predictions would be updated after mock examinations and the actual results would be put in a column alongside those predicted.

b) Verbal Report on the Visit by Mr P Watson

- j) Mr Paul Watson, a retired Headteacher and a Lead OFSTED Inspector, had visited the school and spent a day looking round. He interviewed students and observed break, lunchtime and lessons. He declared the SEF to be accurate. He suggested looking into the personal development of students.
- k) The written report would be circulated to Governors when it arrived.**
- l) He observed students coming into school, the Breakfast Club, four tutor groups, 20 lessons (of which he observed 13, and looked into Safeguarding measures. He was very thorough.
- m) Mr Watson commented that behaviour was very good and students were respectful, conducted themselves well at break and lunchtime on a busy site. It was an exception to find a lesson with a low level of disruption and even then there were systems in place to deal with them. Students moved well between lessons. It was all about routines and using a common language.
- n) He continued to say that the school had come a long way in improving behaviour and overall the school had improved significantly. He appreciated that the school was working hard to improve things for the students.
- o) At KS4 behaviour was better in option subjects than in the core subjects.
- p) The overall judgement was considered "Good". Only a few things were needed to make the school Outstanding: recording incidents, the Marking Policy was "Good" and the Flight Paths were impressive.
- q) Welfare and the Pastoral side of the school was excellent - a strength of the school.
- r) Things which needed working on were: e-safety and also anti-radicalisation, (Students had been working on these but weren't aware of it because it wasn't called that.) Tolerance through SMSC. Students were doing everything they should but needed to use exact terms. (mental health, sex, enterprise, radicalisation and Tolerance. This would change.

The Headteacher was thanked for his report and given a resounding well done.

c) Term Dates

The dates had been accepted in Committee but there had been a slight modification since then.

Governors accepted the new Term Dates for 2016/7.

d) Timing of the school day with recommendations

Parents' opinions had been sought over possible changes to the timings of the school day. Only 145 questionnaires had been returned. More time is needed at break and lunchtime.

Mr Cottam explained further that members of staff thought that more time was needed by staff and students at breaks and lunchtimes.

The disadvantages of the present system were that there wasn't enough time for teachers to pack up and move to their next lesson and be prepared to receive the students, there was too little socialising time for students, and the queues in the Buzz bar meant that lunches had to be rushed even though it was working efficiently and there was too little time for meaningful extra-curricular activities.

Students should receive 25 hours of education per week.

The school finished at 2.50pm which was the earliest of all the other local schools and they were asking why.

The Headteacher wanted to inform parents quickly if we consider new timings. Parents would have enough notice.

As an interim measure, the Headteacher would look at ways of creating more break time.

Mrs Scammell proposed:

- 1 We believe that students should have a minimum of 60 minutes of free time.
- 2 That we agree that changes should be made to allow 10 minutes of change-over in each school day.
- 3 That students should receive 5x1hour lessons per day.
- 4 That Tutor groups should have 20 minutes of quality time.

Mr Males seconded the proposals and it was agreed unanimously. Therefore the school day will run from 8.30am to 3.00pm from September 2016, but the Headteacher will investigate the possibility of moving to this sooner.

10 AOB/New Agenda

There was no other business and so the Chair wished everyone a Happy Christmas and said farewell to the present Clerk on behalf of all the Governors. He was also thanked for his clear and detailed minutes and support over the years.

11 Date of Next meeting – Wednesday 10th February 2016

The Meeting ended at 8.20pm

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Papers used in the meeting:

- a) Annual Report and Financial Statements for the year ended 31 August 2015 (Streets and Co)
- b) Auditors' Report and Form (Streets and Co)
- c) A Learning Walk with Glen Thompson (Mr J Males)
- d) Self-Evaluation Summary
- e) Restructuring of the school day – summary of the advantages and disadvantages.
- f) School Terms and Holidays 2016/2017