

Minutes of the Full Governing Body**Wednesday 14th December 2016 at 6.30pm**

1. **Present:** Mrs K Wilson (Chair of Governors), Mr M McKeown (Headteacher), Mr P Watson, Mr M Savage, Miss N Syson, Mr J Males, Mr R Greenfield, Mrs S Wilkinson, Mrs D Scammell, Mrs A Mills, Mr D Ellin, Mr D Gibbons, J Patrick (arrived at 19.05) Guests: R Fearnese and Students Mrs L Martin (Clerk): Minutes
2. **Apologies:** Mrs D Slaney, Dr S Puttick, Mrs R Knowles, Mr W Downing, Mr J Patrick, Mr J Hanrahan

ACTION

3.	<u>Declaration of interest in any items of discussion</u> None.	
4.	<u>Welcome</u> K Wilson welcomed everyone and introductions were made for the benefit of P Watson and R N Syson (new Governors).	
5.	<u>Confirmation of the Minutes of the Previous Meeting (14th September 2016)</u> The minutes were agreed and adopted as a true reflection of the meeting. Unanimous agreement	
6.	<u>Matters Arising</u> None.	
7.	<p><u>Main Items</u></p> <p><u>7.1 The Homework Project</u></p> <ul style="list-style-type: none"> a) R Fearnese and four pupils presented the new homework project to the FGB. b) Homework needed to become more purposeful and research had concluded that homework was not being set consistently or effectively. c) This led to the introduction of the new homework booklet for students in Y7 – 9. d) The booklet has ensured that each department is setting termly homework that will challenge and engage learning beyond the classroom. e) Students will also be given an extended amount of time thus stimulating interest and challenge f) Tasks will be monitored by the SLT and will be available on the website in advance. g) The library will be on hand for support along with departmental weekly homework assistance sessions. h) A homework gallery in school will display examples of completed tasks. i) Early indications show a positive impact ensuring the consistent setting of homework across KS3. j) Data collections will take place in order to monitor students or departments where completion rates may dip, thus triggering early interventions. k) The students were thanked for their impressive presentation. <p><u>7.2 Teachers Pay Review</u></p> <ul style="list-style-type: none"> a) The pay review committee met in October and agreed to the Heads recommendations. b) The whole staff is to receive a 1% pay increase, which has been budgeted for. c) There was unanimous ratification of the Pay Review and 1% pay increase. <p><u>7.3 Head Teachers Pay Review</u></p> <ul style="list-style-type: none"> a) S Baxter had led the Head Teachers Performance review along with A Mills, J Males, and R Greenfield. <p><u>7.4 Term Dates</u></p> <ul style="list-style-type: none"> a) The new term dates for 2017/18 had been previously circulated to all Governors. These fell in line with the County Council dates for Lincolnshire schools. b) The dates were ratified with unanimous agreement. <p><u>7.4 Adoption of the Accounts 2015/16</u></p> <ul style="list-style-type: none"> a) P Watson explained the current state of the School finances. b) He summarised the main points from the last set of Finance Committee meeting minutes: c) There was an overspend for 2015/16. d) LCHS would have to recover the deficit during 2016/17 (and longer term). e) He advised the committee that a disclosure should be made within the accounts regarding the Trustees 	

	<p>confidence that the correct measures had been taken, in order to reduce expenditure, and that the school could confidently manage its own finances for the next 12 months.</p> <p>f) This disclosure would also include a full recovery plan.</p> <p>g) It was advised that the school should contact the EFA to discuss the current financial situation in order to promote a confidence in the transparency of the school.</p> <p>h) The accounts would need to be submitted to the EFA by the 31st December 2016.</p> <p>i) The finance team would be meeting with P Watson and K Wilson once a month in order to monitor cash flow and staff ratios.</p> <p>j) It was projected that the worst financial month would be September 2017 but that by 2018, planned recovery measures would be making a positive impact on the accounts.</p> <p>k) K Wilson suggested that the accounts for 2015/16 should be ratified for release to the EFA by the 31st December 2016.</p> <p>l) <i>Proposed: P Watson Seconded: D Gibbons Unanimous Agreement</i></p> <p><u>7.4 Financial Recovery Plan</u></p> <p>a) The recovery plan would include a phased reaction with short and long term savings in terms of staff costs.</p> <p>b) <u>Initial plans indicated:</u></p> <ul style="list-style-type: none"> • Teaching ratios of 1 member of staff to 16.4 students. • Work on timetables to reflect change in teaching hours and ratios. • A two phase reduction in staff numbers: <ol style="list-style-type: none"> 1. Between now and February half term: Terminating temporary contracts and part time staff where possible. 2. February half term to Easter: looking at more terminations if natural staff wastage does not change following the changes to teaching hours. <p>c) M McKeown hoped that the changes would initiate natural staff wastage. If this did not occur, the SLT would have to consider redundancies.</p> <p>d) It was estimated that the school would need to reduce by 15 members of staff within six months in order to make the required savings.</p> <p>e) M McKeown will begin this process in January with projected savings from February onwards.</p> <p>f) <i>R Greenfield asked if the cuts would affect the commitment to achieve outstanding status with Ofsted. M McKeown explained that the current Progress 8 figures would have more of an impact on the level of achievement. He also felt that retaining the right members of staff within the school was an important factor for sustaining and improving quality teaching and learning.</i></p> <p>g) The Governing body were unanimous in their support for the Financial Recovery plan and K Wilson commended the work of M McKeown and the Finance Team for their hard work and dedication.</p>	PW, KW
8.	<p><u>Head Teachers Report</u></p> <p><u>8.1 Link Governors Guidance</u></p> <p>a) The Governors had all received in formation regarding the new affiliation with the National Governors Association, which provided useful information for Link Visits.</p> <p>b) A pro forma report for visits also gave guidance on information to be logged.</p> <p>c) K Wilson explained that this is an important way that Governors can help support LCHS.</p> <p>d) M McKeown highlighted that the school offers various training opportunities to governors including safeguarding, how to be an effective chair, school finances and teaching and learning.</p> <p>e) The National Governors' Association (NGA), has online training opportunities and updates allowing access to various modules including: Governors' reviews, Leadership challenge, School visits, Frameworks, The Eight Elements of Effective Governance, Skills audits, E-Learning, Setting priorities.</p> <p>f) All governors can use this resource for help and advice and, in addition, will receive regular newsletters from the NGA regarding both local and national updates.</p> <p>g) M McKeown referred to the NGA article for guidance to school visits. He outlined the pro forma and how this could help complete the visit effectively.</p> <p>h) Questions that could be used during the visit were suggested by M McKeown.</p> <p>i) K Wilson asked for Governors to volunteer to M McKeown for areas that they might like to act as Link Governor.</p> <p>j) The following Link Governors are already in place, D Slaney: Safeguarding, K Wilson: Health and Safety, D Gibbons: English, J Hanrahan: Business & Enterprise, D Scammell: SEN.</p> <p>k) J Males and D Ellin showed an interest in Performing Arts, P Watson in Humanities, and J Patrick in SMSC. K Wilson asked Governors to confirm these wishes with M McKeown.</p> <p><u>8.2 Whole School Self Evaluation Summary</u></p> <p>a) Governors had been circulated with the SEF which had been recently updated by the SLT.</p>	

	<p>b) The document mirrored statement in the 'Grade Descriptors for Overall Effectiveness' document (also circulated)</p> <p>c) S Baxter had reviewed the SEF and 'Grade Descriptors for Overall Effectiveness' and completed learning walks throughout the school.</p> <p>d) The overall judgement was deemed as Good with one of the key areas, in exceptional circumstances, requiring improvement, as long as there is convincing evidence that the school is improving it rapidly towards good.</p> <p>e) M McKeown briefly summarised the documents and asked for questions.</p> <p>f) He explained that historic results from 2016 show that:</p> <ul style="list-style-type: none"> • Progress 8 significantly below average for low and middle attainment group. • Disadvantaged pupils Progress 8 is significantly below national. • Progress 8 for English is significantly below national. • Progress 8 for Maths is significantly below national. <p>i) However, progress of current students across all year groups is stronger.</p> <p><u>8.3 Good to Outstanding One Pager Booklet</u></p> <p>a) The booklet which had been circulated prior to the meeting gave Governors an overview of the current situation of the school.</p> <p>b) The booklet gave more detail than the SEF and outlined priorities within the SLT regarding lines of enquiry that Ofsted may pursue.</p> <p><u>8.3 Ofsted Preparation Booklet</u></p> <p>a) The booklet which had been circulated prior to the meeting had been updated since March 2016.</p> <p>b) This would be a useful tool for Governors when Ofsted arrived.</p> <p>c) K Wilson reiterated that not all Governors would be required to meet Ofsted but that preparation is important.</p> <p><u>8.3 Sue Baxter Leadership Report</u></p> <p>a) This report had been circulated prior to the meeting gave an overview of the leadership of LCHS.</p> <p>b) M McKeown was extremely pleased with the outcome of the report and invited questions from the FGB. There were no questions.</p>	JM, JP, DE
9.	<p><u>Minutes from the Sub Committees and Governors Visits/ Training</u></p> <p>a) The following sub committee minutes were ratified unanimously with no matters arising:</p> <ul style="list-style-type: none"> • Pupil Care: 12th October 2016 • Property: 5th October 2016 • Teaching & Data: 16th November 2016 • Finance: 02nd November 2016 • Finance: 7th December 2016 	
10.	<p><u>Policies</u></p> <p>a) The following policy documents were ratified unanimously:</p> <ul style="list-style-type: none"> • Lockdown Policy (To be taken off the School Website) • Pay Policy • Tendering Policy • Health and Safety Policy • Attendance • Uniform 	MM
11.	<p><u>Chairs Items</u></p> <p><u>11.1 Self Review</u></p> <p>a) K Wilson and L Martin had update the Self Review which could be found on Drop box. L Martin will also re-circulate this document.</p> <p><u>11.2 Other Items</u></p> <p>a) Governors were asked to make sure that they signed in when visiting school.</p> <p>b) Governors were also asked to make sure that their lanyards are always worn on school premises. KW will look into the possibility of having photographs on Governor lanyards.</p>	LM KW

	<ul style="list-style-type: none"> c) KW explained that minutes would now be in a tabular format with an action column at the side. d) There will be a School Christmas Carol Service on Tuesday 20th December at the Cathedral: 12.00. e) KW invited all Governors to stay for a glass of wine in thanks for help throughout 2016. 	
11	<u>AOB:</u> None	
12	<u>Date of Next Meeting:</u>	<p style="text-align: center;">8th February 2017</p> <p style="text-align: right;">Meeting Ended 20.10</p>