

WALDESLADE GIRLS' SCHOOL
DRAFT MINUTES OF FULL GOVERNING BODY MEETING
HELD ON 6 JULY 2016
AT 1.45 PM

Present: Nigel Scott [NS] (Chair), Richard Lincoln [RL] (Vice Chair), Louise McGowan [LMcG] (Headteacher), Fraser Campbell [FC] (Deputy Headteacher), Pam Burborough [PB], Susan Greenfield [SG], Oliver Robinson [OR], Laura McConnell [LMcC], Jenny Hatton [JH], Alan Frith [AF], Shaun Willshire [SW], Richard Hubbert [RH], Peter Sims [PS], Dean Stock [DS].

Also present: Sarah Duke [SD] (Bursar). Emma Marjolin [EM] (ICT Teacher). Cheryl Baxter (Medway Clerking Service).

Item	Main discussions	Action by/when
1.	<p>Welcome and apologies Apologies were received and accepted from Barbara Uden, Sam Perez-Lumbreras, Christina Williams and John Mount.</p> <p>The meeting with quorate.</p>	
2.	<p>Website update The ICT teacher showed Governors the progress so far on the updated school website that enabled clear and simple navigation by students, parents and staff. Governors asked if a link could be added for FAQs and a page to mark the achievements of the school. Governors also requested a link to 'Parent View' which was an Ofsted requirement.</p> <p>Governors were advised that the site was still a work in progress but would be available for them to view until the end of the term. It was anticipated that the website would be launched by 1 September. The website was available at 'designbyemma.co.uk' and Governors will email their comments and feedback to the ICT teacher.</p> <p>Governors thanked Emma Marjolin for her hard work and she left the meeting at 2:10pm</p>	All Governors
3.	<p>Declaration of Business Interests There were no additional declarations of business interests.</p>	
4.	<p>Notification of any other business Tools, equipment, assets - Headteacher</p>	
5.	<p>Minutes of the meeting held on 16 March 2016</p>	
	5.1 Approved for accuracy and signed by the Chair as a true record.	
	5.2 No matters arose not covered elsewhere on the agenda	
	5.3 No items were of a confidential nature	
6.	<p>Chair's correspondence/actions</p>	

	<p>The Chair thanked the Governors for their assistance during the recent exclusion meetings and parental complaints. It was noted that complaints by parents were dealt with by Heads of Year in the first instance and only if unresolved by the Headteacher would they be escalated for the attention of Governors.</p> <p>No further information had been posted on Governorhub regarding the NUT strike action yesterday.</p> <p>The remainder of this item is CONFIDENTIAL.</p>	
<p>7.</p>	<p>Committee & Link Governor Reports</p> <p>The Chair reminded Governors, on behalf of the Link Governor who was on holiday, to update their training via Governorhub.</p> <p>The Finance Committee had met to review the budget forecast and acknowledged that although finances were limited due to increased staffing costs, this would continue to be managed judiciously going forward. The accountants would view the budget in September.</p> <p>The Headteacher added that the budget had been adversely affected by some £168k already for next year due to the loss of students to Grammar Schools who had adjusted their entry levels. Long term absences had also been an enormous cost on the budget.</p> <p>PB had attended Pupil Premium training and training on dealing with Parental Complaints.</p> <p>AF had attended the PGW (Partnership of Greenacre Boys School and Walderslade Girls School) 6th form meeting and fed back that the meetings could be more streamlined but had gone well.</p> <p>OR and LMcC left the meeting at 3pm to attend another appointment.</p> <p>Governors thanked Laura for all she had done and wished her well as she was leaving at the end of the term and moving to the West Country.</p>	
<p>8.</p>	<p>Headteacher's Report</p> <p>Governors had received and read the report prior to the meeting. There had been a high mobility rate in admissions and the budget had been adversely impacted by student numbers.</p> <p>Of the total possible PAN of 800 in Yrs7 -11 numbers had dropped to be short of 41 students, each PAN was 3 classes. Governors asked if extra classes could be created but the curriculum costing was £1200 for every lesson taught and to create another class added an extra quarter to the budget costs.</p> <p>Concern that the school's reputation might have slipped in the Community would be addressed by a marketing plan next year and the role for student numbers would be linked into the marketing strategy. The outreach to Primary Schools had been very positive and some 1000 people had attended the Primary events hosted by the school.</p> <p>The expected attainment in GCSE was confidently predicted at 52% A*-C including English and Maths but cautiously optimistic this might be higher.</p>	

9.	<p>Update Co-Opt Governors received and read the Cooperative Discussion Paper prior to the meeting.</p> <p>The discussions and decision are CONFIDENTIAL</p> <p>AF left the meeting at 4.35pm</p>	
10.	<p>Finance Budget approval Governors had received the budget paper prior to the meeting. The Chair noted a forecast overspend of £19000, accepted the reasons for it and approved the budget.</p>	
11.	<p>SIP Approval The Headteacher was currently working on the SIP. It had been drafted but the structure was still to be finalised and may not be ready for approval until September. The Headteacher will post the draft on Governorhub for Governors to review in September.</p>	Headteacher
12.	<p>Policies for review A Governor asked now that KCC had taken over HR policies, would there be changes to pay, pension, holiday and sickness for support staff. All terms and conditions for support staff were covered under NJC and contracts would remain unchanged. The Governor would feedback to staff and the Headteacher would make herself available to any staff who still had concerns.</p> <p>Some Policies were in a different format and were being redrafted. Once this had been done the Policies would be sent out.</p>	DS
13.	<p>LA items from Governorhub Governors were aware of the current posts.</p>	
14.	<p>Governing Body Membership An election for a Parent Governor would take place in September to fill the current vacancy.</p> <p>As RH was retiring as a teacher at the end of the term, the Chair suggested that he was invited to become a Full Governing Body member as of September.</p> <p>PB asked Governors to approve a request from SP-L to become a Pupil Premium Link Governor jointly working with the school and the College where she worked. SP-L had attended the PP training and was very keen to become a PP link Governor.</p> <p>Governors approved and agreed unanimously.</p> <p>RH left the meeting.</p>	Chair
15.	<p>Governor visits and training Covered in item 7</p>	
16.	<p>Any other business of an urgent nature</p>	

	<p>Headteacher: there were no plans to deliver Design & Technology courses in future and as such there were tools, equipment and assets to dispose of. Governors discussed in detail whether the items should be sold or scrapped but after confirmation from DS that there was nothing of value Governors decided that the items would be disposed of in a skip during the summer holidays. However Greenacre school will be notified beforehand that they can take anything they would have a use for.</p>	DS
17.	<p>Confidentiality Items 6 and 9 are regarded as confidential</p>	
18.	<p>Review of meeting Governors mentioned that they had a duty of care for the Headteacher and asked LMcG that she took better care of herself during her continuing recovery following her recent illness.</p> <p>Governors expressed their gratitude to the Deputy Headteacher for looking after the school, taking on the difficult jobs and supporting the SLT during the Headteacher's absence. Governors said they felt comforted to know that FC was 'at the helm'.</p>	
19.	<p>Dates of next meetings: The Headteacher will post a list of Committee and FGB dates on Governorhub. Governors will email their holiday dates to the Headteacher first.</p>	All Governors
20.	<p>Staff update on Masters degrees This item was brought forward on the agenda and was discussed before item 8.</p> <p>4 members of staff provided a PowerPoint presentation to inform Governors on their choices of assignments and the research undertaken over the past 2 years. The school had close links with Canterbury Christchurch University's in-school programme and Governors noted that to undertake a Masters degree while holding down a difficult full-time job was hugely admirable.</p> <p>The staff in question were: Judi Cleaves (Head of Faculty: Social Sciences) Rob Elphick (Assistant Headteacher: Teaching & Learning) Caroline Ferguson (Head of Department: Dance/Lead Practitioner) Annie (PE Teacher/Head of Year 11).</p> <p>The Staff commented that the course had been a very good academic challenge and the reflective journal had brought them back to reality. The research undertaken for the Leading Change assignment would be used in a practical sense in their work within the school and the Inclusive Leadership assignment was most beneficial and linked into Leading Change. The models of best practice used in other organisations outside of education had been most valuable. Caroline Ferguson's assignment had been held as an exemplar of excellence.</p> <p>They were all agreed that it had been had work but they would recommend it to other members of staff. RE would explore other courses but not necessarily a Masters course for other teachers.</p>	

	Governors thanked Judi, Rob, Caroline and Annie for their informative presentation. The 4 members of staff left the meeting.	
	The meeting closed at 5.30 PM.	

ACTIONS		BY
Item 2	All Governors please view the updated school website and send your comments to Emma Marjolin.	Before the end of term
Item 8	All Governors please attend the exam results: 6 th Form results: Thursday 18 August GCSE results: Thursday 25 August Please check times with the school.	18 & 25 August
Item 8	Nigel please post a list of Faculties on Governorhub for Governors to choose one to be linked with	Before the end of term
Item 8	Governors please choose a Faculty from Governorhub and let Louise know.	Before the end of term
Item11	Louise to post the SIP draft on Governorhub for Governors to review in September.	Before September
Item 12	Dean to feedback to the support staff that their terms and conditions remain unchanged.	By 13 July
Item 14	Nigel to formally propose Richard Hubbert as a Full Governing Body member at the next FGB.	Date to be confirmed
Item 16	Dean to notify Greenacre that they are welcome to have any items from the design and technology room before being disposed of in the skip	Before September
Item 19	Governors please give your known holiday dates to Louise in readiness for her to publish the FGB and Committee dates for the coming year.	Before the end of term