

WALDESLADE GIRLS' SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY

HELD ON WEDNESDAY 9th SEPTEMBER 2015 AT 1.45PM

Present: Pam Burborough, Susan Greenfield, Alan Frith (from 2.30pm), Jenny Hatton, Louise McGowan (headteacher), Sam Perez- Lumbreras, Ollie Robinson, Nigel Scott (Chair of Governors), Dean Stock, Christina Williams.

In attendance Fraser Campbell, Sarah Duke, Richard Hubbert, Anne Robinson (Medway Clerking Service)

Item	Main discussion and actions	Action
1	<p>Apologies Apologies were received and accepted from Richard Lincoln, John Mount and Barbara Uden. Governors were advised of Alan Frith's impending late arrival.</p>	
2	<p>Election of Chair and Vice Chair Chair Other governors having been invited to stand, Nigel Scott put himself forward as Chair for a further year. Mr Scott left the room while governors considered his nomination and unanimously agreed to him continuing as chair. Mr Scott was therefore duly elected for the academic year 2015/2016 and returned to the room Vice Chair The chair advised that Richard Lincoln had indicated that he was prepared to continue as vice chair. A governor queried whether it would be more beneficial to have a vice chair who lived more locally and put forward a counter nomination of John Mount. Richard Lincoln was elected as vice chair for the academic year 2015/2016</p>	
3	<p>Declaration of Business Interests Governors were invited to complete new registers of business interest which are lodged with the Company Secretary. A discussion took place regarding the level of detail required, as the advice received from the academy's auditors differed from that which the clerk had received from the LA. As some governors felt the recommendation put forward by the auditors was excessive, the Company Secretary agreed to contact Medway Governor Services to receive their advice in writing which she would put forward to the auditors for consideration</p>	SD
4	<p>Notification of AOB Incident report, Finance report, Dining Room</p>	
5	<p>Membership Governors agreed that Pam Burborough, Alan Frith, John Mount, Nigel Scott, Barbara Uden and Christina Williams would be reappointed for a 4 year term on the expiry of their current term of office on 31st October 2015. Governors were advised that the</p>	

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	<p>appointment of Dr Kwashie Anang had not come to fruition as he had not responded to the correspondence offering him the post and it was understood had become a governor at Greenacre academy instead. The chair went on to advise that he had met with another potential candidate who had experience of being a governor at a feeder primary school. Arrangements were being made for him to meet the headteacher and view the school. Governors agreed to his appointment in advance of the next meeting.</p> <p>Governors discussed the need for further external governors, noting that the governing body would welcome interest from individuals with experience in legal or marketing fields. The headteacher advised of the need to revisit the parental marketing. She suggested that governor representatives may like to attend the year 7 parental tea party on 8th October from 3.30pm -5pm and the open evening on 13th October to be available to talk to any interested parents about the governor role</p>	All						
	<p>Chair's correspondence and actions The chair advised governors that hearings had taken place in respect of an exclusion and two complaints. He then invited the headteacher to raise her additional business. The headteacher gave governors a detailed account of an incident that had taken place resulting in a public order charge being made against a parent and prompting a security review. Governors discussed the incident and expressed concern over the personal safety of the headteacher and staff. They sought assurance that the headteacher would ensure actions from the review were diligently applied. The headteacher assured governors that the safety of both students and staff was paramount.</p>							
7	<p>Minutes of the last meeting held 8th July 2015.</p> <table border="1"> <tr> <td>7.1</td> <td> <p>Approval for Accuracy The minutes of the meeting were agreed as a true record and signed by the chair</p> </td> </tr> <tr> <td>7.2</td> <td> <p>Matters Arising The actions in respect of DBS checks was carried forward and it was agreed that further enquiries would be made with the personnel officer as to the current status of governor DBS checks.</p> <p>Sam Perez-Lumbreras reported on her visit to the performing arts faculty, which has been very positive. Her written report is lodged with the papers of the meeting</p> </td> </tr> <tr> <td>7.3</td> <td> <p>Confidentiality The confidential minutes of the meeting to remain so and to be excluded from the public record for an indeterminate period.</p> </td> </tr> </table>	7.1	<p>Approval for Accuracy The minutes of the meeting were agreed as a true record and signed by the chair</p>	7.2	<p>Matters Arising The actions in respect of DBS checks was carried forward and it was agreed that further enquiries would be made with the personnel officer as to the current status of governor DBS checks.</p> <p>Sam Perez-Lumbreras reported on her visit to the performing arts faculty, which has been very positive. Her written report is lodged with the papers of the meeting</p>	7.3	<p>Confidentiality The confidential minutes of the meeting to remain so and to be excluded from the public record for an indeterminate period.</p>	NS
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7	<p>Headteacher report to governors on 2015 KS4 and KS5 outcomes KS5</p>							

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	<p>The chair of governors reminded governors that the purpose of this item was to provide an overview and that the detailed analysis and discussion would take place in the curriculum committee meeting to which all governors were invited.</p> <p>The headteacher outlined the 6th form outcomes describing them as a mixed bag with some notable personal and faculty successes. She advised that vocational subjects had performed strongly but success in academic strands was more muted. She expressed her disappointment at the number of U grades and when asked about the reasons for this reported that she felt too many students had been allowed to pursue courses for which they weren't academically suited.</p> <p>The deputy headteacher went on to take governors through the slightly finer detail assuring governors that despite the number of U grades, that with 59% of academics above 172 APS and 74% of vocational above 172 APS the school was still above the floor standard of 50%. Noting there was much to celebrate including the school's first A* at A2, governors discussed the results and asked senior leaders about their strategies going forward to reduce the number of lower grades. The deputy headteacher advised that the school was planning to remove some of the academic A level options, some of which would be replaced with BTEC and toughen up the entry requirements both from GCSE to AS and from AS to A2. It was also likely that more conversations about the suitability of the school as the best post 16 option for some students would take place.</p> <p>KS4</p> <p>The headteacher advised governors of the difficulties the school had experienced in respect of the administration of the IGSE speaking paper. She reported that this had impacted on the English results which at the current point stood at 51% A*-C with an unprecedented number of lower grades. As a result, a significant number of papers had been returned for remarking and the outcome of this remarking would inform the headteacher's next steps. In response to governor questions, the headteacher confirmed that IGSE would continue as the school was committed but that further appropriate training and support would be sourced for staff and even greater attention paid to how students were prepared for the examination.</p> <p>The deputy headteacher outlined the position regarding overall progress, which governors were gratified to note remained above the floor standard by both current measure and 'progress 8'. Governors also noted the performance of individual subjects, being advised that on the whole the school was pleased with the</p>	
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	outcomes in most areas. This was particularly true of BTEC subjects, the Arts and those subjects which had been the focus of attention the previous year. The deputy headteacher drew governor's attention to the disappointing results in some of the social sciences, explaining that while there were some mitigating circumstances, it would be necessary to consider what action needed to be taken to improve these outcomes.	
8	Review of published vision, values and key strategic priorities Governors noted that there were no update to the school improvement priorities since the SDP had been presented in the summer term	
9	Annual review of the governing body organisation, practice and delegation	
	<p>9.1 Structure, committee term of reference and membership, and individual specialist roles. It was agreed that the governing body would continue to delegate to Curriculum, finance and resources, Pay and personnel, Pastoral and PGW committees. Governors considered the proposed terms of reference, which were agreed with no changes. The chair of governor encouraged committees to review the terms again at their first meeting and make recommendation for any changes if necessary. It was agreed that committee membership would remain the same as the previous year, other than the appointment of Shaun Wilshire to serve on the curriculum committee. Governors further agreed to his appointment to either finance or pastoral committees, should he wish to take these up. Governors agreed to retain the special interest roles and faculty links as detailed in the supporting papers. Financial delegation to the headteacher No changes were made to the delegation limits detailed in the finance policy</p> <p>9.2 Code of Conduct This item was not discussed</p> <p>9.3 Governing body effectiveness and priorities for governor development This item was not discussed</p>	
10	Annual Safeguarding report to governors Governors reviewed the annual safeguarding report and agreed it for submission to the Medway Safeguarding Children Board. Governors particularly noted the headteacher's concern at the increasing safeguarding caseload related to emotional neglect. They further noted that all staff training was up to date and beyond their child protection training had been particularly focused on their own personal safety. In addition to the report, it was confirmed that Pam Burborough and Susan Greenfield had completed safer recruitment training	
11	Policies and Procedures	

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	The behaviour policy was delegated to the pastoral committee for review as it was still being trialled as a protocol	
12	<p>LA items from governorhub</p> <p>Governors noted the revision of the Ofsted inspection framework and the requirement that governing body details be published on the website. Ollie Robinson was delegated to ensure that the website was updated.</p>	OR
13	<p>Any other Business</p> <p>Finance</p> <p>The Bursar expanded upon her report that had accompanied the papers from which governors noted a £23,000 overspend against budget. They accepted the Bursar's explanation related to sickness cover and planned refurbishment works noting that there remained potential for capitalisation of some costs. Governors asked whether there was potential to make further savings this year in order to replenish reserves and were advised that this was a possibility. Governors went on to enquire whether there had been any progress in sourcing a replacement financial system to which the Bursar responded that she was considering some options that had been suggested by the auditors with a view to changing over in April.</p> <p>Dining Room</p> <p>Pam Burborough informed governors that she had visited the new dining room and had been impressed with both the new facilities and the welcome she had received from staff. She urged governors to view the dining room themselves if they had the opportunity. Governor's attention was also brought to the upgrade of external areas and refurbishment of the toilets. Governor appreciation was extended to all staff involved in the projects.</p> <p>Litter</p> <p>The chair of governors drew the school's attention to a litter issue along the fenceline, which the site manager noted and agreed to pursue the matter.</p> <p>Progression Plan</p> <p>Sam Perez – Lumbreras took the opportunity to report that staff from the performing arts faculty had visited her at Rose Bruford college. They had discussed a progression agreement which in her professional role she would put forward to the headteacher for consideration.</p>	
13	<p>Confidentiality</p> <p>Governors were requested to maintain confidentiality around GCSE outcomes until a final position was confirmed.</p>	
14	<p>Dates of future meetings</p> <p>The meeting closed at 5.15pm. The next FGB meeting was confirmed as 18th November 2015 at 1.45pm.</p>	

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ACTIONS

WHO	ACTION
ALL	Attend Year 7 tea party and/or open evening if available. View the new dining facilities if possible
NS	To speak to TP in order to check current governor DBS status and make DBS application available to governors
SD	Contact governor services
OR	Ensure required governor details are published on website.
Agenda	Long term strategic plan c/f Behaviour policy to pastoral All governors to be invited to curriculum meeting