

**WALDESLADE GIRLS' SCHOOL**  
**DRAFT MINUTES OF FULL GOVERNING BODY MEETING**  
**HELD ON 16 MARCH 2016**  
**AT 1.45 PM**

**Present:** Nigel Scott (NS) (Chair), Richard Lincoln (Vice Chair) (RL), Fraser Campbell (Deputy Headteacher) (FC), John Mount (JM), Oliver Robinsons (OR), Barbara Uden (BU), Christina Williams (CW), Jenny Hatton (JH), Alan Frith (AF), Shaun Willshire (SW), Sarah Duke (Bursar) (SD), Peter Sims (PS), Dean Stock (DS), Susan Greenfield (SG)

**Also present:** Cheryl Baxter (Medway Clerking Service). Rob Elphick (Assistant Headteacher Teaching & Learning) arrived at 4.30pm

Item	Main discussions	Action by/when
1.	<p><b>Welcome and apologies</b>  Apologies were received and accepted from Pam Burborough and Sam Perez-Lumbreras.</p> <p>The meeting with quorate.</p>	
2.	<p><b>Declaration of Business Interests</b>  No changes</p>	
3.	<p><b>Notification of any other business</b>  Extension of the School Day (JM)</p>	
4.	<p><b>Minutes of the meeting held on 18 November 2015</b></p>	
	<p>4.1 Approval for accuracy.  Signed by the Chair as a true record.</p>	
	<p>4.2 Matters arising not covered elsewhere on the agenda  None</p>	
	<p>4.3 Confidentiality  None</p>	
5.	<p><b>Chair's correspondence/actions</b>  Governors were updated that the Headteacher's health is improving but subject to the results of a scan her absence from school may be extended.</p> <p>A meeting of local Primary Schools looking at the potential of becoming a co-operative was jointly presented by the Headteachers from Horsted, Swingate, Maundene and Oaklands. They are seeking permission from their Governing Bodies to move forward as quickly as possible if they are to join this partnership when it converts to a co-operative. This process is likely to take approximately 6 months.</p>	
6.	<p><b>Committee &amp; Link Governor Reports</b>  The Key for School Governors expires on 31 March and is now a buy back service from the Local Authority.</p>	

	<p><b>Governors agreed this will now be paid for as this is a valuable resource.</b> Details of training is published on Governorhub. Governors should book through Governorhub and update their profile when training is completed.</p> <p><u>Pastoral</u>: BU reported on behalf of Pam Burborough and advised that items relating to the SIP, attendance, internal and external exclusions and vulnerable groups were discussed at the meeting. The minutes are published on Governorhub. <b>Governors extended their thanks to Emma Ranson for the stats she provided in an easy to read format.</b></p> <p><u>Pay &amp; Personnel</u>: These minutes are confidential and therefore have not been posted on Governorhub.</p> <p><u>Finance &amp; Resources</u>: JM reported that there may be a shortfall in GAG funding in the 16-19 allocation of approximately £85k from last year. The reduction in 6<sup>th</sup> form funding due to the drop in numbers this year will make a big difference but savings can be made by reducing the availability of some subjects where student numbers are low. FC advised that staff teach lessons throughout all year groups and will be re-deployed to teach other subjects if some subjects are no longer available.</p> <p>The budget monitoring return has shown an over-spend on supply staff. The Bursar forecast a spend to date of <b>£89252</b>. This is due to 6 staff currently on long term sickness or recovering from operations resulting in the employment of 5 agency staff. The original budget was £25k and this needs to be a more realistic figure for next year.</p> <p>To offset a predicted annual overspend of <b>£21980</b> Governors were asked to consider transferring £22k from monies underspent last year (£7k relates to agency staffing costs and £15k for the essential fire safety works). This will not affect the reserves.</p> <p><b>Governors asked what other options had been explored.</b> FC answered that to pay less for agency staff who are not subject specific is detrimental to the students in the delivery of the curriculum or asking existing staff to do more cover will produce more sickness and result in additional cover being required.</p> <p><b>Governors agreed to £22k being transferred from the monies underspent last year.</b></p> <p>FC updated Governors that following a routine fire safety inspection by the LA in November a number of failings were identified. A report went to Kent Fire Brigade and a fire officer carried out a full inspection in February. Serious deficiencies were identified in fire protection, smoke detection and fire doors. A realistic plan has to be in place by the fire officer's return visit on 6 September. Failure to address the deficiencies results in prosecution for the Headteacher. A contractor that has been used before and is trusted is providing a quote. An electrical survey is also necessary and will be carried out by a consultant which must also be budgeted for. It is necessary to have the survey carried out during the Easter holidays as electrical supplies will be disrupted.</p>	<p>SD</p> <p>SD</p>
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	<p><b>Governors asked if home visits were made by the SLT.</b> Supportive home visits were made but requests were made in writing first as this was a fine line when staff are off sick as it could be seen as checking up on them. Long term periods of absence (3 week periods or more) are referred to Occupational Health (OH) and they make recommendations for return to work.</p> <p><b>In answer to another Governor's question</b> OH is organised through Medway Council's HR department but that will change to the Kent provider when the school becomes a co-operative.</p> <p>Governors were pleased to learn that the PGCE students from Canterbury Christchurch University reported a very positive experience on their first placement with us. The second placements are now in school and are proving to be excellent practitioners.</p> <p>FC updated Governors that the consultation to convert to become an academy ends on 21 March. He advised that a new funding agreement is needed and is likely to be for the remainder of the 7 years. He added that a new company will be created requiring the re-election of Governors. The Director at Co-operative Schools Network, Jon O'Connor, will provide a business case for the DfE and the school is using their legal representatives as the cost is £2500 which is significantly cheaper than going out to tender.</p> <p>Governors noted the update on forthcoming movements of staff and the systems that have been put in place.</p> <p>FC notified Governors that the new water system is testing within an acceptable range and no problems identified.</p> <p><b>Governors expressed their appreciation to the Deputy Headteacher and thanked him very much for his hard work during this difficult period in the Headteacher's absence.</b></p>	
<p><b>8.</b></p>	<p><b>Update Co-Opt</b> Discussed in Item 7</p>	
<p><b>9.</b></p>	<p><b>Final predictions for key stage 4 and 5 (from the Deputy Headteacher)</b> Key stage 4, Year 11, is in the low 50% for 5 A-C grades which is a 10% improvement on last year and is looking positive going forward to achieve the 60% necessary. The progress measure is predicted as -3.5 which will be within tolerance.</p> <p>Key stage 5, Year 13, the tracking is almost identical with the result last year and confident to be well above the threshold. The progress measure will not fall below 0.6.</p>	
<p><b>10.</b></p>	<p><b>Budget preparations for new year</b> The Bursar advised Governors that there is £85k less than in the budget for last year.</p> <p>A detailed discussion took place regarding the reduction of subjects being offered due to low pupil uptake and the potential savings. Existing staff will be deployed to teach second subjects before redundancies are considered to reduce expenditure.</p>	

	<p><b>Governors asked was there a risk of losing students if a wide enough range of options is not being offered</b> and the Deputy Headteacher informed that 40 different subjects are currently being offered, compared to 20 in many similar stand-alone schools, and huge savings can be made by reducing 40 subjects to 30. Student retention has not shown signs of going down but will be monitored for next year.</p> <p>The Chair referred to a request to review the recommendation to change accountancy services. A detailed discussion took place concerning the valid reasons for changing accountancy provider which were minuted openly and transparently in the F&amp;R Committee meeting of 11 February 2016. In addition to the Committee following the correct processes, it was within their remit to source best value and it was also regarded as good practice for suppliers to be reviewed every 3 years.</p> <p><b>Governors agreed that the decision to sign up to the accounting services provided by Kreston Reeves is upheld.</b></p>	SD
11.	<p><b>SFVS</b> Information from the Key will be emailed to the Bursar.</p>	Clerk
12.	<p><b>Policies for review</b> Governors will review the Lockdown Policy and Teaching &amp; Learning Policy and forward any comments to the Chair within 7 days. The Chair will ratify the Policies In the absence of any comments</p> <p>The Assistant Headteacher for Teaching &amp; Learning joined the meeting and provided Governors with the background information of creative teaching and learning and the purpose of improving pupil progress. This had not been reflected in the previous policy.</p> <p><b>A Governor asked what the major differences were between creative learning and non-creative learning.</b> That depends on the subject but Ofsted Inspectors are now focussing on the engagement of students and their ability to work things out for themselves rather than the teacher telling them what to do and how to do it.</p> <p><b>In response to a Governor’s question how will this be measured,</b> it will be by lesson observations that already includes creative teaching, as the school’s status is a creative arts school.</p> <p><b>Governors asked when the evaluation was being done for feedback to them.</b> The Assistant Headteacher informed that feedback will be early in the academic year.</p> <p><b>A Governor asked if Year 7 had been part of the creative teaching and learning method as this year group are exam based.</b> Year 7 students will have to physically sit exams but are also developing other skills.</p> <p><b>In answer to further questions raised by Governors:</b> <b>How can Governors evidence for themselves that creative teaching and learning is working in the classroom.</b> The Assistant Headteacher suggested that Governors undertake a learning walk.</p>	<p>All Governors</p> <p>AHT</p>

	<p><b>Does this apply to all departments</b> and were told that it does.</p> <p><b>Are teachers trained to give imaginative plans for every lesson?</b> Teachers have access to a computer staff drive that contains a vast amount of information on ideas of how to stimulate students.</p> <p><b>How have PGC students been taught to teach</b> and were informed it was in this style so was not new to them.</p> <p><b>Are resources being made available?</b> The Assistant confirmed they there were.</p> <p><b>Governors thanked Mr Elphick for his very useful information.</b></p>	
13.	<p><b>LA items from Governorhub</b> Nothing new.</p>	
14.	<p><b>Governor visits and training</b> Visits had been postponed during the school production of "Alice". <b>Governors extended their thanks and praise to OR and the rest of the team for the massive effort they had put into the production. Governors noted the special contribution made by Caroline Ferguson.</b></p> <p>PB, BU and SG had completed PREVENT training. SG had completed FGM training.</p>	
15.	<p><b>Any other business of an urgent nature</b> Extension to the working day: The Deputy Headteacher advised that the school already has a timetable for period 7 that lasts until 4pm but they will look at the proposal carefully.</p>	
16.	<p><b>Confidentiality</b> No items were marked as confidential.</p>	
17.	<p><b>Dates of next meetings:</b> <b>12 May: Curriculum at 15:45</b> <b>8 June: Finance &amp; Resources at 15:45</b> <b>16 June: Pastoral at 15:45</b> <b>6 July: FGB at 13:45</b></p>	
	<p><b>The meeting closed at 17:15</b></p>	

<b>ACTIONS</b>		<b>BY</b>
Item 6	Sarah to renew The Key for School Governors with the LA	Before 31 March
Item 6	Sarah obtain 2 quotes for the fire works and refer to John Mount when received	
Item 6	All Governors please check what training is being offered on Governorhub and update your profile on Governorhub when training is completed.	Now and ongoing
Item 6	Sarah to get the Governors approval if the overspend exceeds £30k	
Item 7	Fraser ask Tracey to make all staff aware that a school psychotherapist offers supervision to staff who are dealing with high profile cases	
Item 7	Fraser ask Tracey to publish in the weekly staff bulletin the number for CARE FIRST: 0800 174 319 the Council's confidential telephone counselling service.	
Item 10	Sarah to monitor the impact on student retention for next year and update Governors	
Item 12	Governors to review the Lockdown Policy and Teaching & Learning Policy and send any comments to the Chair	23 March