

**WALDESLADE GIRLS' SCHOOL**  
**MINUTES OF THE FULL GOVERNING BOARD MEETING**  
**HELD ON 18 NOVEMBER 2015**  
**AT 1.45pm**

**Present:** Nigel Scott (Chair), Richard Lincoln (Vice Chair), Pam Burborough, Louise McGowan (Headteacher), John Mount, Barbara Uden, Oliver Robinson, Dean Stock, Sam Perez-Lumbreras, Fraser Campbell, Jenny Hatton, Sarah Duke, Peter Sims, Susan Greenfield, Christina Williams, Richard Hubbert (arriving at 3pm)

**Also present:** Cheryl Baxter (Medway Clerking Service)

| Item | Main discussions   | Action by/when |
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| 1.   | <p><b>Welcome and apologies for absence</b><br/>           The meeting was chaired by the Vice Chair due to work pressures of the Chair.<br/>           Apologies were received and accepted from Laura McConnell and Shaun Willshire</p>  |                |
| 2.   | <p><b>Introduction of new Head Girl &amp; Head Prefect followed by question and answer session</b><br/>           The Head Girl, Deputy Head Girl, Head Prefect and Deputy Head Prefect joined the meeting as leaders of the students' voice. Governors noted that the Head Girl had been voted in by the whole school and the Head Prefect had been elected out of 40 prefects. As part of their role they work alongside staff to organise events and Jenny Hatton (Head of Year 9) praised them for their support for the year 9 parents evening. They also offer guidance on any problems and encourage communication between different year groups to bridge any divides.</p> <p><b>In response to Governors' questions</b> the girls have not experienced any major problems with behaviour and have dealt effectively with the issue of mobile phones, when some students feel they should be allowed their phones during break times. The one improvement to the school that is most appreciated by the students are the new toilets which are treated with respect and looked after. Governors further noted that the students are in favour of the school day ending 10 minutes early. The Chair thanked them for their update today and to keep up the good work.</p> |                |
| 3.   | <p><b>Declaration of Business Interests</b><br/>           Most forms have now been received. Christina Williams and Peter Sims were given forms to complete and return as soon as possible.</p>   | CW/PS          |
| 4.   | <p><b>Notification of any other business</b><br/>           Proposal to change a single sex school to a co-educational mixed school (Headteacher)</p>  |                |
| 5.   | <p><b>Minutes of the meeting held on 9 September 2015</b></p>  |                |
|      | <p>5.1 <b>Approval for accuracy</b><br/>           (5) Change the Membership of John Mount who has a further 2 years to run before expiry of his current term of office.</p>   |                |

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|    |     | (10) All staff training is up to date covering statutory requirements and with an emphasis on the protection of staff.   |   |
|    | 5.2 | <p><b>Matters arising not covered elsewhere on the agenda</b><br/>One confidential item reported separately</p> <p>Sam Perez-Lumbreras updated that she is working on the Progression Plan document as a priority.</p> <p>An update on the issue of litter: a pilot is being run of volunteer 'Eco Warriors' in Years 7 &amp; 8 to clear the site of litter every 2 weeks.</p>   | SPL   |
|    | 5.3 | <b>Confidentiality</b> - none  |   |
| 6. |     | <b>Chair's correspondence/actions</b> – none discussed – Letter regarding Boys' Grammar going Co-Ed covered by headteacher under AOB   |   |
| 7. |     | <p><b>Committee &amp; Link Governor Reports</b><br/>Governors' attention was drawn to the training on Governorhub and encouraged to take full advantage of what is offered.<br/><b>Governors agreed</b> that all Pastoral Committee Members must attend the de-radicalisation course.<br/>The Headteacher advised Governors that all staff have been trained and 2 references of mild concern had been identified and investigated – No further action required .</p> <p><b>A Governor asked if the school has a lock-down policy?</b> The Headteacher will contact Medway for information as the school does not have a separate policy.</p> <p><b>Governors raised the issue of security at the front gates of the school</b> and were informed that the electronic buzzer entry system is broken but our school does not have control, Greenacre school is in charge of access to the sites. The fault has been reported to Greenacre School on more than one occasion.</p> <p><b>Committees</b><br/>Pastoral: Pam Burborough has carried out the annual inspection of the DBS register and the annual check on the Compliance register.</p> <p>Finance and Resources: John Mount informed that last year's accounts show a deficit but is awaiting confirmation from the auditors. This year's months 1 and 2 Management accounts report staff salaries are high compared with the total expenditure but ways of improving this are being explored and the Headteacher is proactive in controlling this.</p> <p>Pay &amp; Personnel: Pay reviews for all staff have taken place and no appeals were received.</p> <p>Curriculum: Nigel Scott confirmed that the Headteacher explained the school's approach at the last FG meeting and the senior leadership team continue to get the students the best results. He commented that the 6<sup>th</sup> form open evening was a very positive evening.</p> | <p><b>All Pastoral Committee Members</b></p> <p>H/T</p> |

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|                  | <p><b>Governors noted</b> the Headteacher's comments concerning the enormous changes in the curriculum impacting on the English and Maths teams who are delivery the old spec and the new spec at the same time. The reform to vocational qualifications and the level of difficulty is unprecedented.</p> <p>Year 9 are starting their GCSE's and the teachers are not able to deliver the syllabus yet as the information is not available enough in advance. It is a year of flux that has necessitated constant double-checking that things haven't changed.</p>   |                       |
| <p><b>8.</b></p> | <p><b>Headteacher's report &amp; Self Evaluation Summary</b><br/>The Headteacher provided Governors with a report with updates from members of the Leadership team.</p> <p>In brief there are 171 student admissions in Year 7, 9 over PAN, which has a very positive effect on the budget and 1 over PAN in Year 8. Year 11 the numbers are down to 140 and 6<sup>th</sup> form numbers are low. The school can take up to 30 over PAN as an academy but is significantly under PAN currently.</p> <p>There was a large footfall for the open evening and the results of how many people have chosen the school will be known the first week in December and the Headteacher will advise the Governors by email.</p> <p>Governors were informed that the Headteacher has put on Governorhub an example of a Key Performance Indicator which is a good management tool for detailing the current position.</p> <p>Governors were alerted to the fact that the biggest concern is that the school may be deemed as 'coasting' and it is vital that the 60% target is reached in English and Maths. The results will be known next August and published in January 2017, it is then that schools could be considered to be 'coasting' and interventions in place in February 2017.</p> <p>The Headteacher emphasised again that this is the year that the school has got to get to 60% and that she will personally micro-manage. The Deputy Headteacher advised that good systems are in place as alongside the new Key Performance Indicators the school is using 4matrix which is a better analysis tool and Progress 8 can analyse which grades and which subjects are preventing students from making progress.</p> <p>The new behaviour policy is going well but the school would like the support of the parents so together the stringent methods of correcting bad behaviour can be applied. However, the detention system is working well.</p> <p><b>A Governor asked whether a parent forum led by a Governor would be a way of engaging with parents as it has proved productive in a London Borough.</b> The Headteacher will consider this as an option.</p> <p>Governors noted that staff absences are creating a huge issue but staff are supportive and understand the school's priorities. In addition there has been good feedback on the bumper crop of trainee teachers who provide a good funding stream but sadly the school is losing 3 quality teachers at Christmas, one replacement has been recruited and starts in January and adverts will be go out in January for the other 2 posts.</p> | <p>H/T</p> <p>H/T</p> |

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|            | <p>Governors are aware that long term staff absences have severe implications on the budget and in addition there are 6 members of staff who are currently pregnant. The Headteacher is working closely with the Bursar on the building and premises improvement report and some planned works may have to be postponed as a result.</p> <p>Governors were informed that the Pastoral Care report will soon be published on the school website.</p> <p>Self Evaluation Summary deferred to the Curriculum Committee</p>   | <b>Curriculum Committee</b> |
| <b>9.</b>  | <p><b>Admission arrangements for entry 2017</b><br/>Items 9 &amp; 10 are linked</p>   |                             |
| <b>10.</b> | <p><b>Medway expansion of school places plan</b><br/>The decision to replace the mobile classrooms with a new building in order to take in an additional 30 students per year group has been deferred by Medway Council until January. As the school has got to publish admission arrangements for 2017 now the Headteacher recommended to the Governing Body that the school stays with the current admission arrangements.</p> <p><b>Governors agreed unanimously with the Headteacher's recommendation.</b></p>  |                             |
| <b>11.</b> | <p><b>Consultation on the School Day</b><br/>The Headteacher had posted on Governorhub the rationale behind the proposal and updated Governors on the results of the consultation to shorten the lunch time and finish the school day at 14.50pm.</p> <p>Of the 23 responses from staff 15 were in agreement. The objections concerned the summer exams that are set up during lunch times but this is for only 4 weeks in the school year. Also rehearsals for productions may be impinged.</p> <p>Parents emailed their replies and of the 52 received 41 were in favour. The information for the reasons for the 11 oppositions was not known at this time. The students asked were overwhelmingly in favour of the idea.</p> <p>The Headteacher asked for approval to pilot the change of school times to start at the beginning of January until Easter 2016 (2 terms). <b>A Governor requested</b> that the Headteacher sends a note to the neighbours to advise them.</p> <p><b>Governors agreed and approved the Headteacher's request unanimously.</b></p> | <b>H/T</b>                  |
| <b>12.</b> | <p><b>Term dates 2017 and local school's proposal to Medway</b><br/>The Headteacher proposed that staff return on Thursday 1 September with a staff training day to set up and to finish on Tuesday 20 December for a two week break over Christmas. Apart from an inset training day in February all the rest of the dates coincide with Kent and Medway term dates except the school will finish 2 days earlier in July and Thursday 20<sup>th</sup> is an inset training day.</p>  |                             |

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|     | <b>Governors approved the Headteacher's proposal and agreed for the dates to be published.</b>  |  |
| 13. | <p><b>Primary partnerships and future direction</b><br/>A consultation document was tabled proposing that a Medway School changes the status of the school from a single sex boys' school to a co-educational mixed school and to phase in the first co-educational cohort in Year 7 from September 2017. The consultation 8 week period ends on 5 January 2016.</p> <p>A detailed discussion took place around what impact this will have on the school's admission numbers should this proposal be approved by the Secretary of State and additional places are created in the co-ed school.</p> <p><b>Governors noted</b> that the Headteacher had explored what the next steps will be which have been discussed with senior Members before this meeting and the recommendation was that the school converts to a co-operative academy as quickly as possible by changing the articles and joining a co-operative schools of academies in order to protect and preserve the school.</p> <p>A meeting of Headteachers in December will discuss the manifesto and what family values will look like and will then be brought back to Governing Bodies. The Headteacher asked the Governors for approval to convert the Articles to a co-operative and approval to proceed to investigate becoming converted to a co-operative. <b>Governors voted unanimously in favour and approved the Headteacher's requests.</b></p> <p>The Headteacher asked Governors for approval to share this information with the staff and <b>Governors agreed and approved the Headteacher's request.</b></p> | HT   |
| 14. | <p><b>LA items from Governorhub</b><br/>Nothing to discuss</p>  |  |
| 15. | <p><b>Governor visits and training</b><br/>Governors were invited to visit the school as often as they can and agreed to make curriculum focused visits in the new year.</p> <p>Pam Burborough agreed to sit on the Safeguarding Board as well as the Pastoral Committee</p>  | <p><b>All Governors</b></p> <p><b>PB</b></p> |
| 16. | <p><b>Any other business of an urgent nature</b><br/>Already covered</p>  |  |
| 17. | <p><b>Confidentiality</b><br/>5.2 reported separately as a confidential item</p>  |  |
| 18  | <p><b>Review of meeting</b><br/>The Chair thanked the Vice Chair for standing in today</p>  |  |
| 19. | <p><b>Confirm date and time of next meeting</b><br/>Wednesday 16 March: FGB at 13:45</p>  |  |
|     | <p><b>Future dates</b><br/><b>Dates of next meeting:</b><br/>Wednesday 9 December: Finance &amp; Resources at 15:45</p>   |  |

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|  | <u>2016</u><br>Thursday 4 February: Curriculum at 15:45<br>Thursday 11 February: Finance & Resources at 15:45<br>Thursday 25 February: Pastoral at 15:45<br>Thursday 10 March: Pay & Personnel at 15:45 |  |
|  | <b>The meeting closed at 4:40pm</b>   |  |

| <b>ACTIONS</b>                        |  |                             |
|---------------------------------------|--|-----------------------------|
| <b>All Pastoral Committee members</b> | Make arrangements to attend a de-radicalisation course.  |                             |
| <b>Louise</b>                         | Tracey to contact Medway for advice on a school lock-down policy   | 19 Nov                      |
| <b>Louise</b>                         | Send a note to the neighbours advising them of the pilot to change the school hours for 2 terms from January to Easter |                             |
| <b>All Governors</b>                  | Arrange and diarise curriculum focussed school visits  | Jan 2017                    |
| <b>Pam</b>                            | Make arrangements to sit on the Safeguarding Panel Board   | Dec                         |
| <b>Louise</b>                         | Email the Governors the results of how many children have chosen the school  | 1 <sup>st</sup> week in Dec |
| <b>Louise</b>                         | To consider if a Parent Forum led by a Governor is a good way forward of engaging with parents.                        |                             |