

WALDESLADE GIRLS' SCHOOL
MINUTES OF A FULL GOVERNING BODY MEETING
HELD ON THURSDAY 10 NOVEMBER 2016
AT 1.45 PM

Present: Nigel Scott [NS] (Chair), Louise McGowan [LMcG] (Headteacher), Fraser Campbell [FC] (Deputy Headteacher), Susan Greenfield [SG], Barbara Uden [BU], Christina Williams [CW], Oliver Robinson [OR], Jenny Hatton [JH], Alan Frith [AF], Richard Hubbert [RH], Peter Sims [PS], Dean Stock [DS].

Also present: Sarah Duke [SD] (Bursar). Cheryl Baxter (Medway Clerking Service).

Item	Main discussions	Action by/when
	The meeting was quorate	
1.	<p>Welcome and apologies The Chair formally welcomed Richard Hubbert as a full Governing Body member.</p> <p>Apologies were received and accepted Pam Burborough, Richard Lincoln and Samantha Perez-Lumbreras</p>	
2.	<p>Declaration of Business Interests Governors were reminded to update their declarations and add to their profiles on Governorhub. These will be linked to the school website in time. A discussion took place regarding the level of information required for related parties and the general view was that it referred to immediate family members only as the information was purely for the Auditors and not held centrally.</p>	
3.	<p>Election of Chair(s) and Vice Chair(s) A unanimous decision was made supporting the nomination of Nigel Scott who accepted the position for another year.</p> <p>No nominations were received for Vice Chair. The Chair recommended that the Chairs on the current committees would each take a turn as Vice Chair until a nomination was made.</p>	
4.	<p>Notification of any other business Chair – DBS checks.</p>	
5.	Minutes of the meeting held on 6 July 2016	
	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 The action points from the confidential minutes had been dealt with.	

<p>which were answered to their full satisfaction.</p> <p>FC continued that once the KS4 exams were taken the Government re-analysed the scores increasing the coefficients after the children had taken the exam and that Kent and Medway high schools were damaged the most.</p> <p>Headteacher's Report</p> <p>Governors had received and scrutinised the report prior to the meeting.</p> <p>Admissions were static at the moment with 884 students currently in place. Regretfully only 45% of Yr 11 stayed on into Yr 12 whereas the school was aiming for 50%.</p> <p>Yr 10 (comprising 143 students) and Yr 11 (comprising 151 students) were quite small year groups but there were bumper year groups coming in. Governors recognised the excellent work OR had done taking over the role of community acting head and the great marketing he had implemented contributing to a very successful evening. Hopefully the numbers would be known by the end of the month. A Governor added that she had overheard very positive comments from parents away from the school environment that they were very impressed with the school and how friendly and polite everybody was.</p> <p>Discussions would take place in Curriculum meetings regarding how to go forward with Ebac.</p> <p>Governors had received a report on the boilers prior to the meeting and DS updated that 2 were working at the moment but a new boiler was needed at a cost of some £20k+. This could possibly be paid through emergency CIF funding but evidence was required and quotes obtained. There was only one boiler compatible with the other 2 original boilers and they were 7 years old. Governors asked what the life expectancy of a boiler was and were advised that there was none, only a 5 year warranty. The sludge built up in the boiler room was being flushed out tomorrow evening and Governors asked whether that should have been part of the maintenance schedule. Burts had only serviced the boiler as a legal requirement and maintenance would incur an extra charge but as there had not previously been a problem it was not considered necessary. Currently one boiler was running 24/7 because DS was afraid to turn it off and if another boiler broke down the school would have to be closed.</p> <p>PS has the contact details of a heating company and would discuss with DS.</p> <p>Attendance was a concern and the figures for last year were above the national average for persistent absences. The Assistant Head teacher for Guidance, Care and Inclusion would report fully at the Pastoral meeting on 16 November. Governors asked the Head teacher a series of questions concerning attendance and were told that the mobility of children leaving the school had moved out of the area. In addition the Attendance Officer had been on long term sick and other people had taken up her job role in addition to their</p>	<p>PS/DS</p>
---	--------------

<p>own. It had become clear that significant errors had been made in how absences had been recorded affecting the attendance figure. The Assistant Head teacher for Guidance, Care and Inclusion was now working through every single mark for the whole of last term and corrections were being made. The Pastoral board met every two weeks to address the vulnerable area of attendance and Heads of Year were also now attending. The lists of children with poor attendance were being pursued and parents would be invited in when necessary.</p> <p>The English faculty were currently undergoing an assurance fortnight with lesson observations. As lessons were not being graded now Governors asked how a view was formed of the quality of teaching and learning. The staff were judged by using the Teachers Standards and a new observation form had been developed focussing on standards and creative teaching which was a completely new approach to lesson observations. The lesson observations would be shared when completed. Trainees in the school were doing well and being supported by some excellent mentors. The new student leadership team were progressing and the Headgirl would be invited to the meeting with Governors. Training was in place to run in-house anger management courses within the school to address the number of exclusions and year to date numbers were significantly reduced.</p> <p>Governors were informed that the teaching profession was an incredibly difficult job at the moment and although the school was fortunate to be fully staffed there were concerns about the new syllabus GCSEs and A levels and BTec. The standards had gone up immensely and the staff have had to start from the beginning to deliver the courses. Governors were made aware that the Headteacher was mindful that some staff appeared to be affected by the pressure and offered an opportunity for all staff to write to her over the half term. Action had been taken to alleviate the pressure by removing the staff who had responded from the on-call rota and this had been well received. OR as staff Governor commented that the majority of staff felt they did not have enough time to do everything and were stressed that they were falling behind. OR will continue to keep the H/T aware of staff who might be affected. Governors asked what was in place if staff were feeling stressed. Anyone under severe stress could access Occupational Health to avoid them going on long term sick leave and two slots were available each week for staff to meet with a counsellor. In addition the leadership team met every Monday and staffing was a standard agenda item and reports for staff in their area were discussed. FC had met with The Revd Adele Barker the new Curate at St Phillip & St James Church and she offered to make herself available on a timetable basis for staff who would like to use her as a confidential listening ear.</p> <p>Governors were reminded that their visits in school were important and very much appreciated. An Ofsted inspection was expected and Governors were asked to co-ordinate their visits through the H/Ts PA and write up their visits after.</p> <p>PS already attended the Finance meeting every month and PB</p>	<p>NS</p> <p>H/T & Tracy</p>
---	----------------------------------

<p>visited the school regularly. A list of dates of forthcoming events would be emailed to Governors.</p> <p>Some Governors were not allocated a Faculty. BU will send out a list for Governors to make a choice and advise BU.</p> <p>The H/T had asked Mike Waters to carry out an Ofsted healthcheck on the school for one day last week. He was a Headteacher at Canterbury and a practising Ofsted Inspector retrained under the new framework.</p> <p>He advised that the school could be in danger of not being a secure good school even though the attainment last summer was better than it had ever been. Progress 8 was the problem and the school would be judged on that. Raiseonline showed the school was significantly below the national average.</p> <p>A Section 8 inspection would involve a visit by one or two inspectors and likely to be a 2 day inspection. The school had to be prepared to go to a full Section 5 inspection when inspectors were not sure if the school was still good and could make a judgement of the school being RI.</p> <p>Areas identified as vulnerable were:</p> <ul style="list-style-type: none"> ○ Science due to the staffing problems and maternity leave. However the Head of Science returned from maternity leave full time on 1 December and would lead on the intervention with the leadership support of FC. ○ Disadvantaged children's lack of progress. The focus would be on FSM and how these pupils were performing. FC would line manage. ○ Attendance. Already discussed. ○ 6th Form vulnerable of being rated RI. The progress measures were not doing well enough compared to the progress being made nationally. The value added report was only received last week and not fairing very well. Ofsted require to see that the school knew what the issues were and what was being done that had an impact. On a positive note none of the students went on to be NEATS (not in education and training). <p>The feedback was for the school to look very carefully at how they were target setting. They were not aspirational enough. Because A-C grades were good the girls were not being pushed to achieve B and A grades. The high attainers were not making the levels of progress that they should. Governors asked what was in place to address this issue. There had been a change this year of how the academic board was run. The SLT would re-look at data to know how to turn it into a strategy with measurable outcomes. FC and the Assistant Headteacher for Teaching, Learning and Professional Development would train and guide every member of staff on the correct use of 4 Matrix, how to interpret the data and how the data would be used practically in the classroom. The Heads of Faculty would also receive refresher training. Every child must have a progress target. A refined document would go before SLT and then</p>	<p>BU</p>
--	------------------

	<p>sent to every member staff. Staff would be made aware that they must drive progress up.</p> <p>In addition more work was required with the students for them to interpret their progress in numbers and not grades.</p> <p>The suggestions made by Mike were that a pupil premium review should be carried out by an external trained expert and for the commissioning of a governance review. Both had cost implications but he had given the H/T some leads which would be explored.</p> <p>His overall view was that the school's outcomes judgement was likely to be Require to Review. Behavior welfare was good. Quality of teaching would be judged as good provided that teachers were marking. The 6th form grade was Require to Improvement. Leadership and Management may be RI. The school was sitting somewhere between good and require to be good.</p> <p>The H/T asked for 5 Governors to be available for training sessions in readiness for the Ofsted inspection due anytime from February/March. One would be the Chair. Governors would advise the H/T.</p> <p>The H/T expressed concern that she would be away for 6-8 weeks from end November/early December due to an operation and would not be available to carry the momentum forward. An additional member of leadership was still being sought to support and guide the leadership team and leads were being followed. The headteacher would continue to update Governors.</p> <p>PS left the meeting at 4pm.</p>	All Govs
9.	<p>Cooperative MAT Application Discussed in item 6. Nothing further would be known until Christmas. No questions were raised.</p>	
10.	<p>Finance Budget approval Governors had received the budget paper prior to the meeting. The Chair noted a net effect of an overspend of £1300 on the budget and accepted the reasons for it. There was a healthy cash position but there was a need to be cautious going forward to budget for next year. The Responsible Offer System Checks by McCabe Ford Williams for 1 July – 30 September 2016 were posted on the website.</p>	
11.	<p>SIP and SEF The Chair suggested that the wording was changed on page 1 of the SIP from 'prepare the school to be inspection ready' to 'is the school meeting the current framework'.</p>	
12.	<p>Joint bid for a Sports Hall This item was CONFIDENTIAL</p>	
13.	<p>Policies for review</p>	

	None to review	
14.	LA items from Governorhub Governors were aware of the current posts. The Chair would forward to Governors the information on “what to look for when joining a MAT”	Chair
15.	Governor visits and training Covered in item 7. Governors were reminded to put their notes of visits on Governorhub and to add any training to their profiles. PB and BU had attended training on Teachers Pay. Medway training was free but a charge was made for non-attendance once booked in.	All Govs.
16.	Any other business of an urgent nature The Chair asked Governors to ensure that they had DBS checks in place and advised that DBS checks in other organisations were not transferrable. The H/T would organise for her PA to check her files and arrange DBS checks for PS, AF,SG and NS.	HT
17.	Confidentiality Items 12 was regarded as confidential	
18.	Review of meeting The meeting was very positive. Governors had challenged the H/T and Deputy H/T when necessary.	
19.	Dates of next meetings: 16 March 2017 at 1.45pm	
	The meeting closed at 16.45pm	

ACTIONS		BY
Item 7	Louise please research transgender reassignment for inclusion in the Pastoral Policy.	Christmas
Item 7	Barbara please advise Governors when the dates and times of the in-house Governor training is known.	when available
Item 8	Peter please liaise with Dean re heating engineer contact details	17 Nov.
Item 8	Nigel please invite the Head girl to the meeting with Governors	Next mtg
Item 8	Louise please ask Tracy to email the list of forthcoming events to Governors	17 Nov.
Item 8	Barbara please send Governors a list of Faculties for them to choose.	17 Nov .
Item 8	All Governors please let Louise or Nigel know your availability for Ofsted ready training sessions. 5 Governors including the Chair are requested.	17 Nov.
Item 14	Nigel please forward "what to look for when joining a MAT" to Govs.	17 Nov.
Item 15	Governors please put notes of your visits on Governorhub and update your profile with your training.	Immediately