

WALDESLADE GIRLS' SCHOOL
MINUTES OF A FULL GOVERNING BODY MEETING
HELD ON THURSDAY 16 MARCH 2017
AT 1.45 PM

Present: Nigel Scott (Chair), Fraser Campbell (Acting Headteacher), Susan Greenfield, Barbara Uden, Christina Williams, Sean Willshire, Pam Burborough, Richard Lincoln, Oliver Robinson, Jenny Hatton, Alan Frith, Richard Hubbert, Peter Sims, Dean Stock.

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

Item	Main discussions	Action by/when
	The meeting was quorate	
1.	<p>Welcome and apologies Barbara Uden started the meeting as the Chair had advised he was running late.</p> <p>Apologies were received and accepted from Louise McGowan (Headteacher) still absent through ill health.</p> <p>Christina Williams advised that she would have to leave the meeting at 3.30pm due to another commitment and Jenny Hatton would leave during the refreshment break due to another school obligation.</p>	
2.	<p>Declaration of Business Interests No additional declarations were received.</p>	
3.	<p>Notification of any other business Staff (Ollie Robinson)</p>	
	Nigel Scott arrived at 13.55 and chaired the meeting	
4.	Minutes of the meeting held on 10 November 2016	
4.1	The minutes were approved for accuracy and signed by the Chair as a true record.	
4.2	<p>Pg 3. Governors referred to attendance and persistent absences being a concern. The Acting Headteacher advised that attendance in Yr 7 was around 95%/96% and that percentage tended to lessen through the year groups. Pl's were inclined to increase in number as students progressed through the school.</p> <p>Pg 5. Barbara Uden apologised for the delay but would post the list of Governors allocation to Faculties on Governorhub.</p> <p>Page 6. Governors referred to the quality of teaching in relation to marking and were told that quality assurance was being carried out in 6 faculties to ensure that marking was consistent and there had been some examples of good practice.</p>	BU

	<p>Page 6. Training sessions for Governors were covered in the Acting Headteacher's report.</p> <p>Page 7. All DBS checks had to be in place by September 2017. AF would contact the Headteacher's PA for a disclosure form.</p> <p>A Governor had been pleased to witness the policy working when 2 supply teachers had been challenged at Reception to produce ID and DBS checks before being allowed into the school.</p> <p>Governors discussed a situation where a parent had been contacted and inaccurately advised that their child was absent from school. The Acting Headteacher advised the procedure that when a student was marked absent for registration the school office would be alerted and a double check was in place where period 1 register would be checked. In answer to Governors questions SIMS informs teachers of the numbers of pupils in their classes and the school office made some 40+ phone calls every day to parents. Governors suggested that when phone calls were made to parents the terminology might change to advise that their daughter had missed her registration and not that she was absent from school.</p>	AF
4.3	The confidential minutes were signed by the Chair as a true record.	
5.	<p>Chair's correspondence/actions</p> <p>Governors had seen the RSC letter and replies. The second visit by the DfE was due w/c 27 March and once a report had been received the parents would be advised by letter. Governors established that there was no time framework for parents to be contacted however they noted that it had taken 6 weeks to receive a written report from the first visit. Governors asked if strategies were in place regarding the second DfE visit and the impending Ofsted inspection. The Acting Headteacher advised that the school had been working to be Ofsted ready since Christmas and this would continue until Easter as an inspection would probably take place after Easter when the school would be inspected on a set of criteria. The RSC was different and it was not known what criteria the school would be judged against. The next few months would be critical. Governors discussed in detail regarding the options to protect the school and noted that there were also other schools in the area in the same position.</p> <p>Students had made free curriculum choices at which they did very well. Progress 8 had improved, the current Yr 10 Progress 8 score would improve and Yr 9 would continue to improve. The Progress 8 measures and confidence limits were discussed.</p>	
6.	<p>Committee & Link Governor Reports</p> <p><u>Pay and Personnel Committee:</u> The quarterly meeting discussed staff training and addressed supply teacher cost as well as an update on staffing. The new policy regarding staff absence and how it was recorded had seen a marked improvement.</p> <p><u>Curriculum Committee:</u> The new grading structure for English and</p>	

<p>Maths was discussed, however there was a new policy where grade boundaries would not be known until after the exam had been sat. The impact of EBacc was discussed and results compared with other schools but only 2 or 3 students in this year 11 were entered. Some students experienced difficulty reading analogue clocks but these could not be changed to digital as clocks in the exam halls must be radio controlled. 85% of Yr 8 students were assigned first option choices and 100% were assigned at least 2 subjects of their choice. The English and Maths faculty reviews had been finalised but as this was the first year of the process it was being refined along the way. Monitoring was assigned to the Heads of Faculty through lesson observations. Pupil Premium was discussed and Governors were assured and satisfied that it was spent in an appropriate way. Nick Watkiss was an externally trained expert to carry out a PP review and a meeting would be arranged to discuss the review with the Assistant Headteacher and SG in attendance. Lynn Wildey (Assistant Headteacher) was an Associate Member of the Committee.</p> <p><u>Finance Committee:</u> The biggest single difficulty was overspending on agency staff costs and had been discussed at the last meeting. The stress element would be covered in agenda item 10. The boiler would be covered in agenda item 11.</p> <p><u>Pastoral Committee:</u> Behaviour and attendance had been discussed at the last meeting and the disruption in the school diverting away from the girls' education.</p> <p>Governors discussed discipline at great length and were agreed that the code of conduct required invigorating. They recognised that this was a good school and it was only a small minority of students whose behaviour was problematic. Governors were made aware, with examples, of the different behaviours in the community and the lack of parental support which challenged the school. Yr10 was particularly difficult and some of Yr 8 who were authorised by their parents to break the rules.</p> <p>There were issues with internal exclusions and it was suggested that these should be segregated. However detentions, the 4 phase rule and IE's may not be working effectively but the ultimate sanction of exclusion did appear to have an effect. Reform from the bottom to de-escalate situations before they became a problem higher up was discussed and also classroom teachers having more responsibility for their rooms with Faculty Heads dealing with behaviour. Parents had previously gained access solely to the most senior members of staff and this needed to be addressed. Other schools were also experiencing unacceptable behaviour from some students.</p> <p>Christina Williams left the meeting at 3.30pm.</p> <p>Governors agreed that this would be dealt with by Pastoral Care as the Deputy Headteacher for Guidance, Care and Inclusion was aware of the issues. It was agreed that the Policy was to be reviewed and arrangements should also be made for staff to be trained in classroom management. Governors fully supported</p>	<p>FC/SG</p> <p>PB</p>
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	<p>the school and were in total agreement that teachers should not be subjected to that sort of abuse.</p> <p>In answer to Governors questions the police had been called when staff had felt threatened but the most common reason for speaking to the police concerned parents making false accusations against members of staff. There was a new PCSO appointed by Medway Council covering the whole of the Walderslade area but not specifically attached to the school. Governors asked about CCTV cameras and were advised there were 75 cameras located in common areas and 2 spare cameras available for classrooms if requested by the teachers. Governors suggested that the option of spare cameras should be covered as part of the staff training in classroom management.</p> <p>The meeting adjourned at 3.45pm. Jenny Hatton left the meeting. The meeting reconvened at 4.05pm</p>	
7.	<p>Acting Headteacher's Report.</p> <p>Governors had received and studied the report prior to the meeting. They noted that the current role was 870 and recruitment for the new Yr 7 was above PAN. Student mobility numbers had decreased with a net loss of only 15 students due to relocation.</p> <p>In year data monitoring continued generating reports informing where intervention to support progress was needed. The cycle of 6 data drops also continued. The fourth data drop would be brought forward to enable the results to be known for the RSC visit and would demonstrate that the data was strong and assessments were robust. Data drop 3 was the mock exam enabling this term's data to present a better picture. The new options process meant that all students in Yr 8 would have a full bucket 2 making a significant improvement to Progress 8 and the Attainment 8 scores. Yr 8 choices could be fitted into the curriculum without any difficulties over teacher availability.</p> <p>Mrs Franqueria provided anger management sessions and there were early signs that some pupils had benefitted from them. A Family Liaison Officer had been appointed in January and had made a big difference by providing links with families where education was difficult and carrying out weekly visits overseeing a student educated off site.</p> <p>Attendance currently stood at 93.7%. Nick Watkiss had suggested a more valid approach was to remove certain information. Without figures for absence due to FTE and figures below the national average the attendance figure improved dramatically and increased to over 95%. It was suggested that PA figures should be represented using the old and new way of measuring. Nick's work had been invaluable preparing for the Ofsted visit and was working with each of the Assistant Headteachers and Deputy Headteacher in their areas of responsibility.</p> <p>Removing the old Ofsted grading of lessons enabled the more focus on what was needed to develop teaching. Comments from staff had</p>	

	<p>been very positive now that the pressure of grading had been removed from observation feedback. A spreadsheet of lesson observations was available in the Headteacher's office. Governors asked if there was an area where there were weaknesses and were advised that the common area was lesson planning but this was being addressed as it was linked to achieving good behaviour from pupils.</p> <p>Governors were pleased to note that the high achievers had been invited to join the A* club and more students had achieved A-A* grades than previously.</p> <p>The Student Council met regularly and was approaching the HOW Association for funding for new water fountains around the school. Governors suggested that the School Council could be allocated their own budget and justify expenditure on a specific project.</p> <p>The current staffing situation was discussed. Governors noted that a new Ethics teacher would be joining the staff in September and the school was currently advertising for a PE/Yr11 teacher and a Music teacher. An English teacher would be absent for approximately 10 weeks due to a broken ankle but her Yr 11 English class was being covered by existing English teachers.</p> <p>A discussion concerning a member of staff on long term sick was confidential and recorded separately.</p> <p>The decision regarding the CIF fund would not be known until April. The office area had been carpeted resulting in a pleasant safer environment.</p> <p>The Co-operative were currently applying to the Office of the Regional Schools Commissioner for permission to set up a South East MAT with WGS as a lead school. At present this had failed to reach the monthly RSC decision making meeting. Jon O'Conner was optimistic it may be considered at the March meeting.</p> <p>A single sheet Key Performance Indicator 2016/2017 was tabled at the meeting and Governors discussed being briefed to be Ofsted ready. It was agreed that training beforehand was invaluable and a meeting to discuss the reasoning behind the data would be arranged for the first/second week after Easter and then on a monthly basis after that.</p>	FC/All Govs
8.	<p>Cooperative MAT Application The Co-operative Academy Conversion process was covered in the Deputy Headteacher's report</p>	
9.	<p>Budget monitoring – Finance Report Governors had received the Budget Monitoring Return for February 2017 and the 16/17 Budget Planner prior to the meeting. Agency Staffing remained a strain on the budget and currently no staff were on part pay or zero pay. Currently the costs were some £26k over on agency staffing and although a member of staff was</p>	

	<p>going on half pay in April, 5 cover teachers had been brought in just recently at some £900 per day. Governors asked for clarification on the HLTAs and were told that they were virtually 100% deployed supporting the help care students who needed one to one work. Part of their role was to take classes but shortage of support staff allocated to children due one to one care there was very little scope to take lessons.</p> <p>Governors asked about a full time spare teacher but the oncosts were too high to be considered. The Chair of the Finance Committee had requested a separate column on the budget monitoring return detailing where whole year invoices had been paid and the Bursar talked the Governors through this and advised that March invoices were not on the system as yet. The best guess at the moment was there would be £40k over. It was noted that consultation on the extra funding formula finished on 17 March 2017. Governors asked if there were any savings on Gas and Electricity yet. The contract ended in October and a quote was not available, however the Bursar would give them notice to avoid an auto renewal.</p> <p>The new 2017/18 budget tabled at the meeting was as forecast. 6th form numbers had decreased but the per pupil amount had increased by approximately £30. Expenditure was similar to last year's spends. It was projected as at 13 March that approximately £74k would be an overspend for next year taking into account the staff moment currently known but staffing changed constantly. Works had been carried out from Capital funding with no other works being identified currently.</p> <p>Sean Willshire left the meeting at 5.10pm.</p> <p>Governors asked for clarification regarding the lack of premises insurance and were told that it came in as a minus figure on the GAG from the EFA. It was deducted at source and the entry line would be removed in future.</p> <p>The Acting Headteacher updated Governors on the cost of stress related absences. Calculations had been carried out for staff certified absences due to stress at work. In 2015/16 six staff were off for a total of 410 days at a cost of £73,800 (cost of cover). This year was being monitored and to date there were two staff off for a total of 74 days at a cost of £13,320. If that were to be maintained at that level it would total a cost of £22,200, significantly less than last year.</p> <p>Governors asked if anything had been done for the wellbeing of staff to reduce stress this year. There was a counsellor that had seen members of staff, the school had been proactive in engaging Occupational Health for treatment and implementing more phased return to work over as long as three/four weeks. Staff had mentioned that student behaviour was a common factor in their stress levels, demands of changes in the national curriculum and having to produce results for a new syllabus. Staff were under a lot of pressure from support staff to more senior levels.</p>	SD
10.	<p>Stress Management The possible need for external input was being addressed through</p>	

	staff meetings.	
11.	<p>Heating/boiler update Only two out of the three boilers were working, one of which had been going off due to a common fault. They were basically running on a manual system but not providing the heat that they should be. The Chair of the Finance Committee had approached a heating engineer specialist to inspect the system and provide some proposals. He was intending to return in the Easter holidays with the Company MD who installed the control equipment and to hopefully provide some suggestions. A fully automated system was preferred which should be much more efficient. Governors asked the Bursar to provide a breakdown of fuel costs between last year and this year.</p> <p>It may be possible to get some funding through Salex who offer loans free of charge over 8 years provided that the costs of the work could be balanced by cost savings in fuel for the same period. The consultant was dubious that we would be eligible because the boiler system in place theoretically was a very efficient system, it was just not working at this present time. Something needed to be done during the summer holidays before next winter without a doubt.</p> <p>Governors thanked Dean for all his efforts in keeping the boilers operational for as long as he had.</p>	SD
12.	<p>SIP and SEF The SIP had been amended in line with the request of the RSC and SEF was amended by numbering the claims and set up sets of files with numbered sections linked to the evidence. Both were available for Governors to inspect. The Leadership group were responsible for different numbered sections.</p>	
13.	<p>CIF bid Covered in the Acting Headteacher's report.</p>	
14.	<p>Policies for review None to review at the FGB but individual Committees were responsible for their own.</p>	
15.	<p>LA items from Governorhub Governors were aware of the current posts and links.</p>	
16.	<p>Governor visits and training Richard Hubbert will post the template of Governor visits on Governorhub and had been in on an English visit.</p> <p>Susan Greenfield had carried out a learning walk with Mr Elphick and as a result Judy Cleaves, Head of Faculty, would email her some dates to visit Social Sciences after the Easter holidays.</p> <p>Governors thanked everyone in connection with the school production 'The Urban Jungle Book'. They were impressed with the professionalism of the students, the lighting and the production. The Acting Headteacher commented in response to a concern raised and</p>	RH

	advised that the school was unusual in that it still maintained 3 option blocks for students to choose from.	
17.	<p>Any other business of an urgent nature</p> <p>OR reported that some members of staff commented they would like a member of the SLT to focus solely on student behaviour. Governors agreed that this suggestion was worth consideration. They also wanted the staff to be made aware that the Governors had discussed student behaviour and were taking the concerns seriously. This would be discussed in the morning briefings and could be included in the staff briefing.</p> <p>Staff had mentioned that a possible morale booster was if teachers and the Governors went on social trips together as a potential team building exercise.</p> <p>Staff felt they needed a process where they could put forward suggestions and ideas on how running the school could be improved/tweaked and passed to SLT for review. It was acknowledged that the Headteacher was always approachable. Possibly setting up a Staff Association was mentioned.</p> <p>The Chair advised that the Headteacher was returning to work full time on 20 March 2017.</p>	FC
18.	<p>Confidentiality</p> <p>A discussion in Item 6.</p>	
19.	<p>Review of meeting</p> <p>The meeting was very positive. Governors had challenged when necessary.</p>	
20.	<p>Dates of next meetings:</p> <p>6 July 2017 at 1.45pm</p>	
	The meeting closed at 18.45pm	

ACTIONS

Item 4.2	Barbara please post Governors' allocation to Faculties on Governorhub	By 24 March
Item 4.2	Alan please contact Tracy for a DBS form.	By 24 March
Item 6	Fraser please advise Susan when a PP review meeting has been arranged with Nick Watkiss.	
Item 6	Pam please review the policy at the next Pastoral Care meeting and liaise with Emma Ransom regarding staff being trained in classroom management	
Item 7	Fraser please arrange a meeting with the Governors to be briefed on	1 st /2 nd week

	being Ofsted ready	after Easter
Item 9	Sarah please remove the premises insurance line from future Budget Monitoring returns	
Item 11	Sarah please provide a breakdown of fuel costs re the boilers between last year and this year for Governors (Peter and Nigel)	
Item 16	Richard H please post the Governor visit template on Governorhub	
Item 17	Fraser please pass on the Governors comments of support to staff during the morning briefings and include in the staff briefing.	