

WALDESLADE GIRLS' SCHOOL
MINUTES OF A FULL GOVERNING BODY MEETING
HELD ON THURSDAY 6 JULY 2017
AT 12.30 PM

The meeting commenced at 1.00pm

Present: Nigel Scott (Chair), Mrs Louse MacGowan (Headteacher) (Items 1-5), Dr Fraser Campbell (Deputy Headteacher), Susan Greenfield, Barbara Uden, Christina Williams, Pam Burborough, Richard Lincoln, Oliver Robinson, Jenny Hatton, Dean Stock.

Also present: Rita Cotterill (Medway Clerking Service)

Item	Main discussions	Action by
	The meeting was quorate.	
1.	<p>Welcome and apologies The Chair welcomed members to the meeting. Apologies were taken and accepted from Mr R Hubbert, Mr Peter Simms and Miss Sarah Duke.</p> <p>Christina Williams advised that she would have to leave the meeting at 2.00pm due to another commitment.</p>	
2.	<p>Declaration of Business Interests The Chair, on behalf of Mr Simms, drew the attention of Governors to his non-pecuniary interest in Agenda Item 11 which was acknowledged and accepted.</p> <p>No additional declarations of business interests for any of the items on the Agenda were received.</p>	
3.	Notification of any other business	
	<p>3.1 The Chair acknowledged the resignation of Mrs Pam Burborough as a Governor of the school. She had been in post since 2000 and prior to that had been involved with mentoring in the school. Mrs Burborough would remain as a Trustee.</p> <p>On behalf of the Governors and the school, the Chair expressed their sincere thanks for contribution made by Mrs Burborough.</p>	
	<p>3.2 This would also be Mrs Louise McGowan's last FGB meeting and on behalf of Governors, the Chair thanked her for the service given to the school over the past five years which was now in a much better place, moving forward, reflecting the difference she had made.</p>	
	<p>3.3 Mrs McGowan advised Governors that the A level results were due on 17 August and the GCSE results a week later.</p>	

4.	Minutes of the meeting held on 16 March 2017		
	4.1	The minutes were approved for accuracy and signed by the Chair as a true record.	
	4.2	There were no matters arising not covered elsewhere on the Agenda.	
	4.3	Confidentiality The confidential minute to be brought forward to the next meeting.	
5.	<p>Headteacher's Report</p> <p>Governors had taken the opportunity to consider the report which had been circulated prior to the meeting.</p> <p>The Headteacher outlined the key issues contained in the report as follows.</p> <p><u>MAT</u></p> <p>The Headteacher expressed her deep frustration that there was strong evidence the school not being treated fairly and drew the attention of Governors to the specific examples contained in the report to substantiate her concerns: commenting further that the visit from Miss Jasmine Spencer, Medway Project lead, had been highly critical even though the school performed well and that her advice had included a reduction in the number of developmental points on their SEF.</p> <p>There had been a long discussion on the future of school with positive, sound, explanations from staff as to why joining with GA was not supported.</p> <p>The Headteacher referred to the process, timelines and sequence of events detailed in the report, commenting that the school still had not received an official letter. She believed this was a breach of protocol and they were now operating outside of the process. The date for the Trust to due to go to the Headteacher Board in July had been postponed until the September meeting as apparently the school did not meet the framework, whilst other schools were straightforward</p> <p>The initial recommendation was that the school become part of a larger Trust: this had now changed as it is the view of the RSC that GA is the best fit and it is up to the school to prove why this is not the case. They had received an invitation for governors to meet with GA to consider joining them. The Headteacher explained the circumstances leading up to this invitation, which included previous consideration of joining not only GA but an alternative Trust and the steps taken on the application for their preferred preference as detailed in her report. She believed this was further evidence of the school being treated unequally and that those involved were party to other conversations.</p> <p>The Headteacher referred to the body of evidence that she had kept to support the eventuality of making a complaint to the NSC, David</p>		

Carter and our local MP following the decision of the September Board.

Governors considered if they believed they could be successful in a challenge. The Headteacher advised Governors that she and the Deputy Head were preparing a dossier of evidence to make a formal complaint: the Deputy Head commented that whilst the NSC was open to public scrutiny it would be some time before they reached the complaint stage.

The Headteacher requested that Governors consider the strategy in relation to the position of joining a MAT and to agree the next steps..

For the reasons stated in the report, which the Headteacher had brought to the attention of Governors, there was an insistence to hold a further meeting with GA, despite the fact that one had been held previously and, following consideration by the Governing Body, they had decided GA were not the right set up this school., The Headteacher Board would not accept the case without the presentation of reasons on why GA **did not** meet the needs of the school.

In response to a query the Headteacher explained the constitution of the Headteacher Board and Governors took the opportunity to discuss sources of feedback to the RSC, the current position of the school, a further meeting with GA and the format it might take.

Governors **agreed** that fundamentally there was a need to have a meeting with GA and discussed in depth the timing and implications of the meeting, recognising the need for consistency in approach to the decision making process that they had taken when choosing their preferred MAT. The **consensus** of opinion was that the meeting be held prior to the end of term.

The Headteacher proposed that the Chair of Governors, a staff governor, the Deputy Head, plus at least two other governors, and that a briefing be prepared.

Governors **agreed** the above proposal.

Waldslade partnership and re-organisation of Medway

The Headteacher referred to this section of the report on the demise of the Walderslade partnership and commented further on the strategic implications of maintaining interaction with primary heads.

Results of Progress 8 and Attainment

The level of performance would not be verified until the published data is available late September.

6th Form

In addition to the issues raised in the report, the Headteacher commented that the high mobility rate needs to be investigated as the 6th form was not sustainable at the current funding level without a top up from the GAG. In response to a question the Headteacher explained that mobility referred to casual admissions and students

	<p>changing schools part way through the year through their own violation.</p> <p><u>Collaboration going forward</u> In response to a question from Governors, the Headteacher confirmed that GA had paid th £20k for students receiving tuition at the school.</p> <p><u>Staffing</u> Details of the new leadership structure were contained in the report. The Headteacher referred to issues of recruitment to pastoral support: however they had now appointed to the posts.</p> <p><u>Admissions</u> The FGB took Agenda Item 13 as the Headteacher was due to leave the meeting due to another commitment. Governors had taken the opportunity to consider the paper on a New Admissions Policy and the proposal to increase PAN.</p> <p>The Headteacher advised Governors that this was an opportunity to rethink PAN based on a financial proposal: the current pan is 160 with 170 students due to start in September. The school has the capacity to increase numbers to the proposed PAN of 180. The school had used up the right to take over PAN for three years and the Headteacher sought the agreement of Governors to incorporate the increased PAN into a new policy</p> <p>Governors held a full discussion on increasing the level of PAN, concluding that the optimum increase would be 180, as 20 more children were needed in each year group, which financially would allow for flexibility, and were assured that an increase to 180 would not result in classes of more than 30 students:</p> <p>The FGB agreed the proposal to increase PAN to 180.</p> <p><i>The Headteacher remarked that it had been a difficult decision to leave the school after a wonderful five years and expressed her thanks to Governors for all their support and care, particularly over the last two years.</i></p> <p>The Headteacher left the meeting.</p>	
6.	<p>Appointment of new Headteacher</p> <p>This item was taken at the end of the Agenda.</p>	
7.	<p>Budget 2017-18 and 3 year projections</p> <p>Governors had received and considered the report circulated prior to the meeting which had been discussed in detail at the Finance and Resources Committee..</p> <p>The Deputy Head referred to the allowance made for problems with staffing this year and advised Governors that they are increasing the number of cover supervisors up to four. In response to a comment from a Governor that whilst interviews had been held no</p>	

	<p>appointments had been made, the Deputy Head responded that there were issues in commitment to the post.</p>	
8.	<p>Heating/boiler update The Finance and Resources Committee had discussed options for the heating/boiler update in detail and recommended monies to put in a new boiler immediately with remedial works be undertaken to mitigate future problems: however, the Chair advised Governors that the estimated spend could possibly reduce reserves to below £150k which need FGB approval.</p> <p>In education terms Governors did not want to shut the school. Mr Stock and Mr Simms wanted to ascertain a more permanent fix. The Deputy Head confirmed that these works had not been bid for under CIF.</p> <p>The Chair proposed that the Governors spending limit be reduced to £100K.</p> <p>The FGB agreed the above proposal, with reserves to be kept under constant review, and the heating/boiler update expenditure, which the school would try to recoup through the CIF bid,</p>	
9.	<p>SIP and SEF Governors had received the Budget Monitoring Return for February 2017 and the 16/17 Budget Planner prior to the meeting.</p> <p>Published – links for new mgt structures – all positive feedback from staff – ease pressure on assistant heads. PB like layout – template from Fort Pitt. RL no column for date – doesn't photocopy in column – in order of kicking – rag rating change to 1,2 and 3.</p>	
10.	<p>Chair's correspondence/actions Hand delivered letter from GA – chosen to go and have meeting – will share – not for gen. publications.</p> <p>Conversations with RSC – fundamental as per ht's item</p> <p>(SG – referred to need for written statements in complaint this morning)</p>	
11.	<p>Committee & Link Governor Reports</p> <p>Report from Peter Curriculum – restructuring feeding down; Progress 8 measures discussed, Pastoral – behaviour policy; complaints – very concerned and must be addressed. Chair need to try to nip in bud.</p>	

		SD
12.	Policies for review	
	15.1 Behaviour Policy	
	15.2 Teaching and learning	
	15.3 Mobile phones and electronic devices	
	15.4 Assessment and marking	
	15.5 Aggressive and intimidating visitors – room for parents - or. Conversion of finance office to visitors room – does not need external door as close to door – ideally room of reception – can't be done. Forms part of the procedure Parents not angry enough to be dangerous – in general. Joint sport hall – rejected.	
	Apart from minor amendments the polices were agreed for adoption	
13.	Admissions Policy Discussed under Agenda Item 5/	
14.	LA items from Governorhub To note/discuss any articles relevant to the governing body and delegate actions as appropriate – come off Agenda – DfE explaining 5 and 4s – still don't know what is going to be taken. Appt of Head teacher taken 2.40pm FC left room	
6.	Appointment of Headteacher Governors took the opportunity to discuss the appointment of a new Headteacher. SG proposal: considered about present situation – position of stability, future unknown – FC appointed permantlyfor detailed reasons reported to Governors (copy lodged with Chair?), suggested process. Chair sought comments and views. Chair previrous concerns – outcome of previous interviews. Chair comfortable. Defensive reasons due to current position of schcol. Staff input – peripheral issues – discussed advantages and disadvantages Summary: decision made by panel would governors agree – expectations of governors and delivery – set parameters – needs to be put together and presented – know vision and how delivered. Timing of appointment – managing notification and outcome.	
15.	Governing Body Membership Employ governors	
16.	Governor visits and training	
17.	Any other business of an urgent nature	
18.	Confidentiality	

19.	Review of meeting	
20.	Dates of next meetings: – schedule of meetings for 2017-18: 9 th November 2016	
	The meeting closed at 15.45pm	

ACTIONS

Item 6		