

**WALDESLADE GIRLS' SCHOOL**  
**MINUTES OF A FULL GOVERNING BODY MEETING**  
**HELD ON THURSDAY 16 November 2017**

The meeting commenced at 1.45 pm

**Present:** Nigel Scott (Chair), Dr Fraser Campbell (Headteacher), Sarah Duke, Pam Burborough, Susan Greenfield, Richard Hubbert, Richard Lincoln, Oliver Robinson, Peter Sims, Dean Stock, Barbara Uden, Shaun Willshire and Christina Williams.

**Also present:** Geoff Mills (Governors Gateway Clerking Service)

Item	Main discussions	Action by
	<b>The meeting was quorate.</b>	
1.	<b>Welcome and apologies</b> The Chair welcomed members to the meeting. Apologies were received and accepted from Jenny Hatton.	
2.	<p>(i) <b>Election of Chairman</b> – Barbara Uden proposed and Christine William seconded that Nigel Scott be elected Chairman of the Full Governing Body for the ensuing year.  Agreed unanimously.</p> <p>(ii) <b>Election of Vice-Chairman</b> - Barbara Uden proposed and Dean Stock seconded that Susan Greenfield be elected Vice-Chairman of the Full Governing Body for the ensuing year.  Agreed unanimously.</p>	
3.	<p><b>Declaration of Business Interests</b></p> <p>(i) There were no declarations for any of the items on the agenda.</p> <p>(ii) <b>Governors were reminded that if not already they needed to complete the declaration of interest forms as required by the Auditors.</b></p>	<b>Governors</b>
4.	<b>Notification of any other business</b> None.	
5.	<b>Minutes of the meeting held on 16 July 2017</b>	
	5.1 The minutes of the meeting held on 16 July 2017 were approved and signed by the Chair as a true record.	
	5.2 There were no matters arising not covered elsewhere on the Agenda.	
	5.3 <b>Confidentiality</b> <b>See paragraph 10 below</b>	
6.	<b>Chairman's Correspondence and Actions.</b> (i) The Chairman briefed Governors on a meeting he and the Headteacher had had with a Mr Jonathan Duff, a senior civil	

<p>servant in the Department of Education. This matter is discussed in more detail in paragraph 13 below.</p> <p>(ii) To help the school address the governance issues identified in the recent Ofsted report it was intended to appoint an external advisor who would work with the school to identify the key issues and recommend a way forward.</p> <p><b>Governors agreed to this course of action and agreed a budget of up to £1,500.</b></p>		
<p><b>7. Committee and Link Report's</b></p> <p>(i) There was nothing to report this time</p> <p>(ii) Safeguarding – Governors noted that a course on safer recruiting was available on line.</p>		<b>HT</b>
<p><b>8. Headteachers Report</b></p> <p>A copy of the Headteachers report had been previously circulated.</p> <p>The Headteacher outlined the key issues contained in his report as follows:</p> <p><b><u>Admission and Student Roll</u></b></p> <p>Since the last report 9 new students had joined the school. 3 year 9 students had left the school to join the University Technical College. Medway Council was projecting the school roll would increase which the Headteacher confirmed was something it had capacity for, but it would need to increase the teaching staff. The current number of students in year 7 currently stands at 170.</p> <p><b><u>Attendance</u></b></p> <p>The current attendance level stood at 93%. The objective was to increase attendance levels up to 94/95%. Ofsted saw attendance as an improving trend.</p> <p><b><u>Exclusions.</u></b></p> <p>Fixed term exclusions were on the decrease as was the number of repeat offending. Elements of the new behaviour policy were now in operation.</p> <p><b><u>Safeguarding</u></b></p> <p>The Headteacher said all staff had received their annual training with emphasis on Prevent; FGM and Culture. Both he and Davina Daniels had completed the full day DSL training course. Emma Ranson had completed a half day DSL refresher course and Jaqueline McLaughlin had completed the Safer Recruitment training course with Tracy Pocock having completed the on-line Safer Recruitment training.</p> <p>Medway Council has appointed a new lead for Safeguarding and she had been invited to undertake an audit of the school's safeguarding procedures.</p> <p>The Schools' annual Safeguarding report would be presented at the meeting of the Pastoral Committee taking place on 22 November 2017.</p> <p>The Headteacher said with these measures in place he felt the school was now able to clearly demonstrate that it was delivering safeguarding across the curriculum.</p>		<b>HT</b>

<p><u>Teaching and Learning</u>  The Headteacher said staff were required to have three formal lesson observations per year. For the last year, the lesson observations completed were rated as follows:  70% of lessons were rated Green;  21% of lessons were rated Amber;  9% of lessons were rated as Red.  The Headteacher said these lesson observations clearly highlighted areas for development that were mainly in line with the Ofsted report and would be used to develop continued staff training for this year.</p>	<b>HT</b>
<p><u>Student Leadership</u>  The Headteacher said the school had a strong School Council with the Head and Deputy Head Girl meeting with him on a regular basis. Out of school events such as the recently held 'Fright Night' were proving popular. The 6<sup>th</sup> Form textiles group was currently on a trip to New York and hopefully other school groups would have the opportunity to undertake foreign visits.</p>	<b>HT</b>
<p><u>Curriculum and School Organisation</u>  The Headteacher said the current school timetable had been written with the express intention of having blocks of English and Maths in year 7 and year 8 where possible. Year 9 had started their options and there had been a GCSE evening as a way of introducing the parents of this cohort to the school's expectations for this group. The Headteacher said he was taking action to actively address the current in balance between students choosing to do History rather than Geography. In answer to a question about language options the Headteacher said the school would offer French and Spanish at Key Stage 3 and that would then flow into Key Stage 4.</p>	<b>HT</b>
<p><u>Middle School</u>  The Headteacher said this part of the report had been prepared by Lyn Wildey.  The focus so far this year had been to instil the expectations which the school had for its students. That had led to some exclusions but the school was fully focused on not allowing behaviour to slip. The Middle School QA was taking place this week.</p>	<b>HT</b>
<p><u>Staffing</u>  From his report the Headteacher highlighted the following:   An English teaching post, which was being covered by a long term agency teacher was currently out for advert with a view to making an appointment in January 2018. The second post was for a 6<sup>th</sup> Form progression mentor which was also currently out for advert.  The school currently had two agency cover supervisors working full time. The school would be able to 'buy' either or both of these at no cost in January 2018 if the school wished.</p>	

<p>9.</p>	<p>The appointment of Miss Purohit, the new PSA was working well. Mrs Moore, the new attendance officer had joined the school from the beginning of November.</p> <p>Mr Welch had left the school following the conclusion of his probationary period. Mrs Connelly had taken responsibility for business studies.</p> <p>Mrs McLaughlin had taken over line management of SEN, working with Mrs Satchel until Miss Dunlop returned from maternity leave.</p> <p>Miss Francis had relinquished responsibility for Community and taken on the task of promoting the Extended Project within the sixth form.</p> <p>Mr Robinson had relinquished the acting Head of Creative Arts post which had been taken up by Mrs Ferguson. Mr Robinson was now responsible for all publicity and extra-curricular activities including being designated EVA.</p> <p>Mrs Deveaney had taken over as Head of Year 11, initially for one year and had already made an impact.</p> <p>Mrs Devall was now a permanent member of staff, teaching 3 days a week in the social science faculty.</p> <p>New staff in post were Mr Bennett, teacher of music; Mr Edwards, a teach first trainee in business studies; Mrs Phipps, sixth form study supervisor and Miss Gooda, office intern. The school also had two trainee teachers for two terms; Miss Hannah Ajayi in science and Mrs Rachel Blackledge in art. The school now had three new Leadership Associates, Mrs Ferguson (Careers), Mrs Haythorpe (PPG) and Dr Harrison (high attainers).</p> <p><b>Governors welcomed the Headteachers report, particularly the safeguarding measures which the school had in place. They questioned the Headteacher on how the various measures and actions outlined in his report would meet the needs of the school and address the issues raised by Ofsted. In response the Headteacher said he was confident the school was moving in the right direction and that the measures already in place coupled with those now being proposed would address the needs of the school and fully satisfy the implications of the Ofsted report.</b></p> <p><b>Governors said those with link responsibilities needed to consult with the headteacher on developing a timetable of scheduled visits.</b></p> <p><b>Finance Report</b></p> <p>Governors had before them a comprehensive update on the current financial position to October 2017. The schools Finance Policy had been placed on Governor Hub and the updated Business Continuity Plan will be placed into one document and also placed on Governor Hub.</p> <p>There was a current overspend on the building maintenance budget due to the need to carry out essential urgent work.</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>Governors and HT</p>
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	<p>The Chairman of the Finance Committee reported the 2 existing boilers were now working but due to a system fault there was a need for them to be shut down in order to investigate the cause. The Headteacher said as a result of the school not having any heating or hot water he had no option but to close the school for one day and over the weekend. The new boilers would be delivered week commencing 20 November and should be operational by Christmas.</p> <p><b>Governors thanked the Headteacher and Business Manager for the Finance Report. Whilst noting the essential overspend on the maintenance budget they welcomed the close monitoring that they had in place to ensure the schools finances were kept within budget.</b></p> <p><b>Governors also noted the situation with the boilers and asked that an investigation be undertaken to see if the problem was something that should have been picked up by the responsible heating engineers.</b></p> <p><b>Governors also placed on record their thanks to all staff for their assistance and cooperation during the total period of 4 days during which the boilers had been out of action.</b></p>	
10.	<p><b>MAT</b></p> <p>The Chairman and Headteacher briefed Governors on a recent meeting he and the Headteacher had had with a Mr Jonathan Duff, a senior civil servant in the Department of Education. The meeting had focused on the school joining a MAT with the inference being that at ministerial level anyway it was thought WGS would have to put a very strong case as to why it should NOT be joined with the Greenacre Trust. Mr Duff had said the school Governors needed to let him have their views before weekend so he could report them to Lord Agnew, the Minister who would be leading on taking the final the decision on which there was no appeal.</p> <p>The Vice-Chairman said the issue of WGS joining a Mat had been discussed in considerable detail at past meetings and nothing that had happened since or been said of recent times had changed her view that the interests of the school, staff, students and their parents would be best served by joining a MAT with Fort Pitt. If the school was coasting, then it needed to join a MAT with a school that had a positive Progress 8.</p> <p>The presentation at Greenacre attended by WGS Governors had done nothing to address concerns that the Greenacre Trust seemed to be more focussed on its own financial interests rather than the educational benefits of a MAT and the day to day operational interests of WGS. It was also said that joining Greenacre would be detrimental to the culture and ethos of WGS. Another Governor said that it was an indisputable fact that Fort Pitt was academically more aligned with WGS. It was also said the geographic argument did not</p>	HT

	<p>stand up to examination as the Greenacre Trust included schools from other parts of Medway and even one in the Gravesend area.</p> <p><b>In concluding the discussion all Governors agreed that the time-scale they had been given to respond to government was unreasonable. However, they unanimously agreed they wanted the Chairman and Headteacher to write a strong and robust letter to government detailing the concerns which they had highlighted during the course of discussion. Given the time-scales involved the FGB delegated the precise wording of the letter to the Chairman and Headteacher. The FGB also agreed that their discussion and the content of the letter should remain confidential until such time as the government had made its decision. However, they agreed that the Headteacher should brief staff at the first practical opportunity.</b></p>	<p>Chair/HT</p> <p>HT</p>
<p>11.</p>	<p><b>SIP and SEF</b>  The Governors had before them a copy of the School Improvement Plan 2017-18. The Headteacher said the Ofsted Improvement Plan was now an integral part of the SIP and both had been combined into one document.  The Headteacher said he was doing some work on the SEF and the outcome would be to make it a more focused and shorter document.  <b>A copy of the SIP would be placed on the School's web-site.</b></p>	<p>HT</p>
<p>12.</p>	<p><b>Policies for Review</b>  <b>A report will be submitted to the next meeting of the FGB.</b></p>	
<p>13.</p>	<p><b>Governor Visits and Training</b>  Mr Hubbert circulated a report asking Governors to consider implementing the concept of Independent Learning as a key strategy of KS3/Lower school so that it became a 'habit' for life. He said a more confident independent learner would be better prepared for the rigours of KS4 and KS5. Doing this he said would see more students taking ownership of their learning and bring about whole-school benefits such as improvements in behaviour and ultimately academic success.</p> <p>During the course of discussion, the Vice-Chairman said she had already had a conversation with the Headteacher along similar lines following her recent visit to the Maths Department and was of the view their ought to be a little less 'hand holding' Another Governor said students often took the view that it was the responsibility of the teaching staff to get them good results. It was also said that students needed to be encouraged to use tools such as the internet and the resources of the library. Another view was that the school should use open evenings to get over to both parents and students the message of independent learning.</p>	

	<p><b>Governors said they supported the views which had been expressed during the course of discussion, and the Headteacher said the school fully recognised the importance of promoting independent learning.</b></p> <p><b>The dates for visits by subject lead governors would be placed on the school's web site.</b></p>	<p><b>HT</b></p> <p><b>HT</b></p>
<p><b>14.</b></p> <p><b>Local Authority Items from Governor Hub</b> None this time.</p> <p><b>15.</b></p> <p><b>Review of Meeting</b> The FGB was happy that all items had been properly dealt with.</p> <p><b>16.</b></p> <p><b>Date of Next Meeting</b>  The next meeting will be held on Thursday 22 March 2018 commencing at 1.45 PM</p>	<p><b>All to note</b></p>	