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### Governing Body EXECUTIVE COMMITTEE Minutes

**Committee: Executive Committee**

**Chair: Mr S Titchard**

**Clerk: Miss J Morris**

**Date of meeting: Friday 18th September 2015**

**Venue: School Library**

**Time: 8am**

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| **­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­Governors:** Mr S Titchard (ST), Mr M Grant (MG), Mrs B Scott-Herron (BSH), Mr P King (PK), Mrs C Findlay (CF), Miss J Griffiths (JG) |  |  |  |  |
| **Apologies:** Mrs L Hendry(LH)**In attendance:** Mrs R Agnew (RG) (NLG), Mrs B Dutton (BD) (LA), Mrs J Forster (LA) Miss J Morris (JM) (Clerk) |  |  |  |  |

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| **1****2****3** | **Welcome and Opening Prayer**Chair welcomed everyone and opened the meeting with a short prayer.**Attendance and Apologies**Apologies accepted.**Declaration of Business Interests**None declared.  |  |
| **4****5****6** | **Minutes from meeting on 4th September 2015**Minutes accepted and approved for publishing on school website.

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| **Actions** | **Owner** | **Timescale** |
| * Letter of thanks to HR Manager and others involved in recruitment process
* Letter of thanks to support staff member returning as volunteer
 | ST | Outstanding |
| * Lead Governor to respond on any actions on the Safeguarding Action List (www.thekeysupport.com)
 | J Lloyd | Outstanding |
| * Review structure of GB committees, roles, training needs, meetings
 | ST & RA | Ongoing |

**School Improvement Plan**SIP has been streamlined in line with HMI recommendations. Governors noted the revised SIP and advised on some improvements to be made. KPI’s to be reviewed and amended in accordance with GCSE results. Impact sections and prioritisation of actions to be addressed by next week. Governors to schedule agendas around key dates to challenge progress and impact against the priorities. Governors recognised that the high turnover of staff in the last 12 months had affected key areas of the SIP. However the recruitment of high calibre teachers and changes at middle leader level should now show a positive effect on the SIP and this must be recorded. Lead governors were meeting with SLT members to review key areas e.g. Pupil Premium, safeguarding and Health, Safety & Buildings. This should be recorded in the SIP. Briefing session will be delivered to governors on PREVENT and safeguarding at the meeting on 2nd October 2015. LA advised governors to consider some key issues around the viability of the school, the contribution the school makes, financial management of reduced student roll, marketing and PR to address falling student roll. Governors were advised that the LA will continue to provide 20 days support and governors should consider who best to use that support to demonstrate positive impact and outcomes for the school. Governors also need to show other options have been considered around support for headteacher and leadership, if more NLE support is required and where this would have the most impact. Governors need to be clear about the strategy going forward this year. It was agreed that the support from the NLE/SLEs over the last 12 months had been beneficial most notably around curriculum and staff management. Peer to peer reviews had been useful for validation purposes. School is evidencing reduction in SLE support as progress is being made and looking at refining, refocusing and targeting support where it is now most needed. Governors agreed that the school has a very strong and capable headteacher and leadership team and that an Executive Head was not required at this stage but that more focus and support is still required at the teaching and learning level. Governors and headteacher did welcome the advice and guidance from an NLE with experience of working in a special measures school.

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| **Scrutiny** |
| * How are headline issues monitored ?
* Need to show what impact the school is expecting from actions so that it can track if the impact has been achieved
* Need to prioritise actions and delay start dates of other actions where applicable
* Has the support from NLE’s over the last 12 months been of benefit ?
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| **Actions** | **Owner** | **Timescale** |
| * One page report on each action to show impact and progress
 | BSH | As required |
| * Governors section to be completed inc. KPI’s
 | ST/BSH | 21st Sept |
| * cross reference SEF activities to evidence improvements of T&L and line managers being held accountable
 | BSH | ASAP |
| * Governors availability for next 2-3 weeks to clerk
 | ALL | Immediate |

**Staffing Update*** A teaching assistant has secured another job. Role to be advertised but at reduced hours.
* Horticulture teaching resigning at end of academic year.
* English teacher resigning at end of autumn term. Provision has been made in the timetable to support the teacher.

**Any Other Business** |  |  |
|  | * Some GCSE review of marking results have been returned with 7 being awarded an increase in grade. This has positively impacted on the progress 8 measure. School is still awaiting the outcome of all the remarks for English Language and Literature and some for Food Technology and History.
* Mr King thanked the school for a wonderful Inauguration Evening at St Elphins Church on Tuesday.
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| **Date and time of next meeting:** | Friday 2 October 2105 at 8am |
| **Agenda items:** | * Pay and Appraisal Policy
* Student Behaviour Policy
* SEND Policy
* Alternative Curriculum Provision
* Briefing on PREVENT and Safeguarding
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Meeting ended at 9.05am

Miss J Morris

Clerk to the Executive Committee

Signed……………………………………………………………….…(Chair/Vice Chair)

Date………………………………………………………………..……