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### Governing Body EXECUTIVE COMMITTEE Minutes

**Committee: Executive Committee**

**Chair: Mr S Titchard**

**Clerk: Miss J Morris**

**Date of meeting: Friday 26 June 2015**

**Venue: School Library**

**Time: 8am**

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| **Governors:** Mr S Titchard (ST), Mr M Grant (MG), Mrs L Hendry (LH), Mrs B Scott-Herron (BSH), Miss J Griffiths (JG), Mr P King (PK), Mrs R Agnew (RA), Mrs C Findlay (CF) (via telephone) |  |  |  |  |
| **In attendance:** Mrs B Dutton (BD) (LEA), 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**  All present.  **Declaration of Business Interests**  None declared. |  |
| **4**  **5** | **Minutes from meeting on 22 June 2015**  Minutes accepted subject to minor amendments.   * Standards Sub Lead Governors to be allocated on a case by case basis   **School Improvement Plan**  SIP has been streamlined and actions colour coded following HMI feedback. Great strides have been made since September however the biggest barrier is demonstrating impact in time.  Main focus has been Teaching & Learning, initially at middle leader level and now on subject knowledge enhancement and pedagogical practices. Support plans are in place for some staff and utilising SLE support for key depts. The focus changes dependant on need.  Inaccurate internal data was an issue but now have better monitoring and tracking. Now work on current grades and not predicted and staff confidence in the data has increased. HMI are more confident in our processes. Focus was on current Year 11’s but now looking at longer term foundations to build sustainable achievements. Pupil premium data is also now included.  Differentiation, challenge and support for lower ability and high achievers students is undertaken and there are regular reviews of SLE support on this. Focus on SLE support in Maths, Science and English was about developing leadership capacity. Since a review in January, March and yesterday the focus of SLE has now shifted to the next layer of teachers to look at pedagogy and practice in classrooms. Since September 2014, 21 new staff appointed have been appointed.  Key requirement from HMI was to capture data and produce a Venn Diagram for all years. Every year has now undergone an intense data capture and Venn Diagrams are now in place for each year group identifying those students who require additional support/ interventions. New horizontal forms will support this.  Recent SLT away day focused on what had been achieved in last academic year and vision and responsibilities for next year. This is being shared at Inset Day on 3rd July and contained in the latest Headteachers Report.  **HMI Report and Action Plan**  Staff had welcomed the two different reviews (HMI and Peer to Peer). Staff are clear on the actions required. Key focus is on the ‘shopping list’ required by HMI on their next visit. This is expected to be first week back in September.  **Key Strands and Sub Leads for Standards**  Moved to FGB and to be allocated on a case by case basis.  **Pupil Premium Review**  There are some inaccuracies with the data and the report has been sent back. Consideration to be given as to the timing for sharing the report with staff.  **Agenda Items for next meeting on 2 July 2015**  2nd July : Pupil Premium Report  10th July : Output report on Transition current modelling from KS4 to KS3 and Curriculum Revision update.  17th July : Personnel and Finance – brief update and key risks    **Any Other Business**  SIP for September 2015  Outcomes of SLT Away day to be communicated to staff by the end of term. A revised and refocused draft SIP will in place for start of new academic year. This will need to be reviewed following the GCSE results in August.  School Based Youth Engagement Police Officer  Governors support this proposal but recommend clear and positive communication with parents and students.  Dates for Diaries  30th June at 7pm: Year 6 Transition evening  1st July at 4pm : Full Governing Body  2nd July at 8am : Governors Executive Committee | |  |  |
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|  | |  | | --- | | **Scrutiny** | | * What are the main focuses/ headline in the SIP ? * Which areas of teaching are causing concern ? * If HMI came in next week could you convince them that you deserve a higher rating ? * Will the focus now include KS3 and data modelling based on KS4 ? * Governance Section of SIP is now outdated and needs to reflect positive impact and changes * When will outcomes of SLT away day be communicated to staff ? | | |  |  |
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|  | |  |  |  | | --- | --- | --- | | **Actions** | **Owner** | **Timescale** | | * Update Governors section of SIP | MG | By 3rd July | | * Overview of staffing changes since September 2014 with brief narrative and potential risks | BSH | 17th July | | * Brief budget update and top line risks | BSH/AT | 17th July | | * Report on progress against HMI ‘shopping list’ | BSH | Before HMI visit | | * Governors to review Pupil Premium Report and way forward. JKo to attend on 2nd July. | GOVS | 2nd July | | * Output report on Transition current modelling from KS4 to KS3 and Curriculum Revision update. | BSH/JKo/LH | 10th July | | * Page 8 PP report needs amending to say Governors decision was upheld on the pay appeals | BSH | asap | | * SLT minutes to be circulated to Executive Committee | BSH/JF | Immediate | | * Remove confidentiality clause from minutes | JM | Immediate |  |  |  | | --- | --- | | **Date and time of next meeting:** | Thursday 2nd July 2015 at 8am | | **Agenda items:** | * Pupil Premium Report and way forward | | |  |  |
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Meeting ended at 9.05am

Miss J Morris

Clerk to the Executive Committee

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

Date………………………………………………………………..……