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### Governing Body COMMITTEE Minutes

**Committee: FULL GOVERNING BODY**

**Chair: Mr S Titchard**

**Clerk: Miss J Morris**

**Date of meeting: Wednesday 1st July 2015**

**Venue: School Library**

**Time: 4pm**

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| **Governors:** Mr S Titchard, Mrs B Scott-Herron, Mr P Gilmore, Mr P Williams, Rev P Wilson, Mr P King, Miss J Griffiths, Mr D Willcock, Rev J Goode, Mrs L Hendry, Mrs J Lloyd |  |  |  |  |
| **In attendance:** Mrs B Dutton, Mr B Padgett, Miss J Morris, Mrs A Mawby |  |  |  |  |
| **Apologies:** Mrs C Findlay, Mr M Grant, Mrs R Agnew |  |  |  |  |

**No response:** Mr S Wright

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| **1****2** | **Welcome and Opening Prayer**Chair welcomed everyone to the meeting. Opening prayer was conducted by Rev P Wilson. **Attendance and Apologies** |
|  | Apologies were noted and accepted.  |
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| **3** | **Declaration of Business Interests** |  |  |
|  | None reported. Completed forms required from new governors. |
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| **4****5** | **Governance Arrangements for 2015/16**Interim ModelThe Chair outlined the interim model for governance. The purpose of the Interim Executive Committee is short term only to lead school out of special measures and the Full Governing Body to meet statutory functions and deliver long term sustainability. Confirmed that all sub-committees are disbanded until further notice.Terms of Reference for Interim Executive CommitteeGovernors voted unanimously to accept the terms of reference. Lead Governor RolesStakeholder – Mr S WrightEthos – Rev P WilsonHealth/ Safety and Buildings – Mr P GilmoreSafeguarding - Mrs J LloydInterim Executive Committee to utilise knowledge and experience of Mr P Gilmore (Co-opted finance governor). Governors noted that under the new Ofsted inspection regime that safeguarding and leadership and governance will be the key focus. **Minutes and Actions from FGB meeting on 18th March 2015** |  |
|  | The minutes were accepted as a true and accurate record. All actions completed. |
| **6****7** | **Minutes from Interim Executive Committee meetings on 22nd and 26th June 2015**All Interim Executive Committee minutes to be circulated to FGB. Non confidential minutes to be published on school website.**School Improvement**Headteacher report: Recent senior leadership team (SLT) away days refocused on the way forward and **vision** for the school. A review of what had been achieved in last academic year and the impact is reflected in the School Improvement Plan (SIP). Priorities remain the same but actions have now changed and this will also be reflected in the new SIP.Significant **staffing** changes have had a positive effect with new teachers buying in to school priorities and standards. School is now fully staffed for September 2015. Lots of work done on **behaviour** systems and these will be in place for the new academic year. A new Behaviour Policy is currently being drafted for approval by governors.A lot of changes as from September (p2) and must ensure that quality assurance processes are in place to measure outcomes. Single lunch time: very smooth transition and immediate positive impact on teaching and learning. On call instances have reduced, easier to track location of students, less disruption to lessons, students say it is better and looking forward to lunch time clubs. Governors support ban on mobile phones.Governors advised against using Boteler Trust funding for payroll purposes as this is not a core source. Recommend monies to be used for other one off projects. £90k surplus to be closely monitored and not used to **finance** something which may incur long term costs. Current financial situation is not sustainable and SLT are presenting key financial risks at Interim Executive Committee on 17th July.Raising **attendance** is still problematic despite many interventions. Working with primary schools and families to build relationships and address attendance concerns before joining the school in September. Considering introducing penalty fines. More robust system in place for September to intervene as soon as individual’s attendance drops below 96%. New revision timetable and delayed study leave for current Year 11 had positive impact on attendance. Predictions for Half Term 6 are expected to be better than last year. Key focus on disadvantaged students and these are being addressed through a triangulated approach (Attendance Officer/ family support/ school wellbeing officer) Changes to **curriculum** include, PHSE delivered through form time with structured lesson plans. Profile of ethos to be raised and looking to recruit new chaplain. SIAMS inspection imminent and confident with current self-rating of good but aiming for good with outstanding in some areas. Whole School **Literacy** strategy needs to be evaluated for impact. **Data** shows levels of progress are down in Maths and English however remarkable improvements made with lower ability cohort. Venn Diagrams now in place for all year groups.  |  |  |
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| **Scrutiny** |
| * Must have quality assurance in place to ensure changes (p2 HT report)are effective and have required outcomes
* Has new single lunch increased number of students using the canteen ? numbers were low before and this needs to be monitored
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**Special Focus****School Holiday and Inset Dates 2016/17** Approved. **Executive Director Report Summer Team 2015**Noted**School Mission Statement/ Motto Proposal**All students consulted and Headteacher now to draft a new school Vision Statement. **Year 6 Transition Arrangements**Mrs Mawby outlined the transition arrangements for year 6 and 5. New data capture form now includes attendance, attainment, friendship issues, parental support, behavioural issues, hobbies, anxieties. More detailed information on each new student has enabled better allocation for tutor groups and clearer picture of each individual student joining the school in September. CAT tests have been undertaken by each student to provide a baseline of achievement. Results indicate a year group with below average ability. Student evaluation forms completed after 2 day transition and a report will be provided to governors. Year 9 leaders/ mentors feedback report will also be produced. Parents Supporting Boteler involved with parent information evenings and this has generated interest with new members. Summer school will be free to pupil premium students with the aim to improve attendance and achievement (being run by Create Development Ltd). Cost is £180 per week to non PP students. Other funding options being looked at such as tax credits and alternative trips in new academic year to engage with disadvantaged students. **Year 5** engagement has been undertaken in primary schools through the delivery of PE sessions and other activities by our teachers. Year 10 sport leaders led full day activities. Year 5 students from 11 primary schools are attending here next week and our Year 7 leaders will be involved. Looking to extend engagement with KS1 by hosting sporting events in the Ball Hall.

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| **Scrutiny** |
| * Governors concerned that some disadvantaged students not in receipt of PP may miss out on summer school
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**Governor Meeting Dates 2015/16**Accepted. **Any other Business*** School Based Engagement Police Officer

Governors agreed that the message to parents, students and community needs to be open and transparent so as not to damage reputation of the school. Stakeholder reaction needs to be considered. Could create a ‘hub’ effect on the community so parents would be able to come to school and get support. Governors voted in favour of the appointment and requested to see draft communication before sent out to parents/ students. * Instrument of Governance

Clerk outlined background to changes to draft Instrument and advised that both Dioceses have now approved the draft.Governors voted unanimously to approve the Instrument of Governance.

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| **Actions** | **Owner** | **Timescale** |
| * Draft Behaviour Policy to Exec Committee for approval
 | JM | tbc |
| * Benefit and impact report on single lunch system
 | BSH | 18 September |
| * Obtain number of students using canteen before and after single lunch arrangements
 | BSH | 18 September |
| * Submit Holiday dates to Local Authority
* Publish on school website
 | JM | Immediate |
| * Draft Vision Statement for approval at Exec Committee
 | BSH | 17 July  |
| * Evaluation report on 2 day Year 6 transition for Exec Committee
 | AM | 18 September |
| * Year 9 Leaders/ mentors feedback report inc in above report for Exec Committee
 | AM | 18 September |
| * Send out Governors Calendar for 2015/16
 | JM | ASAP |
| * Inform Cheshire Constabulary about agreement to have School Based Police officer
* Draft letter to parents/students about school based police officer. Governors to approve.
 | JLJL | ImmediateASAP |
| * Send approved Instrument of Governance to Local Authority
 | JM | Immediate |

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| **8****9** |
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| **Date and Time of next meeting** | Wednesday 9th December 2015 |
| **Agenda Items** | * tbc
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Miss J Morris

Clerk to the Governors

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

Date……………………………………………………………………………………………………..