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### Governing Body COMMITTEE Minutes

**Committee: FULL GOVERNING BODY**

**Chair: Mr S Titchard**

**Clerk: Miss J Morris**

**Date of meeting: Wednesday 9th March 2016**

**Venue: School Library**

**Time: 4pm**

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| **Governors:** Mr S Titchard (ST), Mrs B Scott-Herron (BSH), Mr M Grant (MG), Mrs K Coleclough (KC), Revd J Goode (JGo), Mrs L Hendry (LH), Mrs S Brammeier (SB), Mr P King (PK) Mr P Gilmore (PG), Mrs J Lloyd (JL), Mr S Wright (SW) |  |  |  |  |
| **In attendance:** Mrs B Dutton (BD), Mr D Willcock (DW), Mr J Koltan (JKo), Mr P McAleese (PMc), Mr L Horrigan (LHo), Mr J Leonard (JLe), Mrs A Mawby (AM), Mrs A Taylor (AT) |  |  |  |  |
| **Apologies:**  Mrs R Agnew (RA), Revd P Wilson (PW), Mr B Padgett (BP), Mrs C Findlay (CF), Miss J Griffiths (JG) |  |  |  |  |

**Clerk:** Miss J Morris (JM)

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| **1**  **2** | **Welcome and Opening Prayer**  The Chair welcomed everyone to the meeting. The opening prayer was conducted by Revd J Goode.  **Attendance and Apologies** | |
|  | Apologies were noted and accepted. | |
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| **3** | **Declaration of Business Interests** | |  | |  |
|  | No declarations were reported. All declaration forms for the new academic year have now been returned. | |
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| **4**  **5** | **Minutes and Actions from FGB meeting on 9 December 2015**  The minutes were accepted as a true and accurate record. All actions completed/ ongoing. Minutes to be published on school website.   |  |  |  | | --- | --- | --- | | **Actions from 9 December 2015** | **Owner** | **Timescale** | | * Impact statements from Peer to Peer to be reported to IEC | BSH | Completed | | * Governors to work closely with Business Manager and HR Manager on staffing review and budget deficit | CF/LH | Ongoing | | * Update report on budget and curriculum/ staff modelling to IEC | BSH | Ongoing | | * Papers for meetings to be with Governors at least a week before the meeting | BSH/JM | Ongoing | | * Minutes to include more scrutiny and recording of questions asked by Governors | JM | Ongoing | | * Update report on 2nd SEND school visit by lead governor to IEC | PK | 31st March 2016 |   **School Improvement**  Headteacher Report  Executive Summary  The 4th Monitoring visit from HMI reported that ‘leaders and managers are taking effective action towards the removal of Special Measures’. Governors referred to the ‘Areas for Improvement’ and noted that these are linked to the School Improvement Plan, the Departmental Improvement Plans and that the Self Evaluation Form is currently being updated to reflect the HMI report.  Finance and Premises  Governors extended their thanks to Mrs Taylor and her team for the ‘high assurance’ outcome from the recent Health & Safety Inspection.  **Mr Titchard asked when there would be an update on outstanding capital bids.** Mrs Taylor advised that this would be in the new financial year and would be planned into the new model, if successful. There is an Internal Finance Audit from Monday 14 to Wednesday 16 March 2016.  **Mrs Dutton asked if staff opinions could be accessed through staff questionnaires.**  Mr McAleese explained that evaluations are completed after any training events and impact recorded. A second Stress Audit is planned. **Governors recommended that the Ofsted Staff questionnaire is completed by all staff.**  **Mr Gilmore expressed his concern about the level of scrutiny being undertaken by the Interim Executive Committee into the school’s financial situation and whether the longer term sustainability of the school had been considered.** Mrs Scott-Herron explained that the bid for funding from the Boteler Trust was done based on a valid business case and the Trust wanted to ensure was that we could move forward as a school based on the good work we had done. Future staffing restructures will take into account of future sustainability.  Mrs Taylor confirmed that the Boteler Trust had agreed to support the school for this new financial year but we must present them with a recovery plan and business case for next 3 – 4 years based on no financial support from the Trust. We must demonstrate that we have considered staff: pupil ratios, all other areas to make savings and how we approve expenditure. Whilst the Trust have faith in us getting out of special measures and our student roll to increase, the Governors will need to focus on the financial status of the school more frequently and with more scrutiny as current figures show the school is not viable.  Teaching and Learning  Considerable improvements have been made in Teaching and Learning and this is triangulated with progress data and work scrutiny. High numbers of lesson observations are taking place, supported by the Diocese and the Local Authority. Some issues continue with underperformance and this is being addressed through a CPD programme, informal coaching etc. Currently 4 teachers are on a Teacher Experiencing Difficulty (TED) plan.  **Mr Titchard asked why the predicated results for English were not achieved last year.** Mr Koltan explained that there were issues with the marks awarded for the controlled assessments which resulted in lower scores being applied. Staffing levels were also an issue last year. This year, the controlled assessments have been validated again, schemes of learning have been adapted and the curriculum has been checked by a Chief Examiner. There is more stabilised staffing in place and lessons observations show improvements in teaching and learning.  **Mrs Brammeier asked how we can be confident that there is little inconsistency in the teaching and learning within the English Department.**  Mr McAleese advised that there was still inconsistency with the quality of teaching as identified by HMI. Best practice is being identified and shared with other teachers in the department, supported by twilight session to ensure consistent practice.  Achievement and Student Progress  KS3 students are making expected progress. There are no pupil premium gaps in Year 7 which has been aided by the transition process. There are gaps in Years 8, 9 and 10 and work continues to narrow this. Year 11 attainment is much better than this time last year and the predicted headline figure for summer 2016 is 46% A\*-C Inc. English and Maths.  Curriculum  A Curriculum Map has been developed for the next 3 years, which will offer a broad and balanced curriculum.  **Mr Titchard asked if a 92% return rate was typical for Year 9 option choices**. Mr Horrigan explained that this was an excellent response and that the remaining 6 students were tutored at either New Horizons or at home and were being dealt with separately. The level of accuracy with option groupings has been easier and the staffing restructure will further reduce surplus making curriculum planning a lot simpler.  **Mr Titchard asked what the reaction was from students and parents to the recommended pathways.** Mr Horrigan stated that the school priority was Progress 8 and that all the qualifications offered are of high quality and count in the Progress 8 measures. The main concern was those subjects that counted in ‘pot 2’ and all students had been sent a personalised letter advising them whether to follow path1, 2 or 3 and then which subjects to take within those paths. This had been well received by parents.  Mrs Lloyd arrived a 16.55.  **Mr Grant asked what impact had there been on our Year 9 students considering attending Future Tech or University Technical College (UTC).**  Mr Horrigan explained that there were a total of 225 places between the 2 establishments for Year 10 students. Approximately 6-8 of our students had indicated that they were considering attending one of these colleges.  **Mrs Brammeier asked if there was a typical profile type for the students looking at these alternative establishments.** Mr Horrigan explained that it was aimed at those students seeking a career in engineering, business and communications and we were unable to compete with the work skilled based learning opportunities on offer.  **Mr Grant requested that the school tracks ex students who have attended these establishments to ascertain if it is/ did meet their expectations for the work experience opportunities.**  Ethos and SMSC  The school is due a SIAMS inspection this year and considers that there is more than enough evidence around our ethos and SMSC to support a ‘good’ rating.  Mr King arrived at 16.35.  Literacy  Student leaders have been involved in revamping and running the library to support the Literacy Policy. Governors noted that there is still more work to be done to embed this across the whole school.  Numeracy  Mr Murray is undertaking an audit of numeracy across the curriculum, with a focus on Year 7 and what departments are doing within the key areas of the Numeracy Policy.  SEND  A second visit is planned by the Lead Governor for SEND, Mr P King. External positive feedback has been reported on the care we give to students with additional needs.  Personal Development, Behaviour and Welfare  Huge successes reported for Personnel Development, Behaviour and Welfare. Whole school attendance now in line with the national average. **Governors concerned that attendance is below national average in some year groups and in particular females**. Attendance by students on EHCP is high as there is a personalised approach for each student. Role of Attendance Officer is showing positive impacts on attendance.  Persistent absenteeism continues to be a challenge despite significant improvements. The attendance threshold is now at 90% and this cover a high number of students and is a clear area for improvement for the school.  The new Behaviour Policy is now embedded across the school and improvements are already being seen. There has been a reduction in the number of low level disturbances in class. Same day detentions are ensuring behaviour is being addressed immediately. The 10 day behaviour focus took place in the final 10 days of half term 3 and based on the positive impact and feedback it is intended to adopt this system to manage behaviour.  **Mr Titchard requested the data to show what proportion of absence are single day incidences or longer repeat incidences and what the impact this had on the figures.**  **Mrs Dutton requested that the number of Children in Care is included in the attendance figures**.  The number of exclusions had significantly reduced and the figures would now identify any repeat offenders so that appropriate intervention could be taken. School will continue to work closely with alternative provision to support these students.  **Mrs Brammeier requested that the number of days be shown against the reason for each exclusion.**  Transition, Stakeholder and Student Voice  Significant work continues around transition. Areas for improvement include linking with year 5 parents, increasing response rates of Ofsted Parent View, further extra-curricular programme with links to the community and tracking progress and performance from KS2 to KS3.  Governors and staff recognise that transition needs to be an all year round focus and is part of everyone’s jobs. Ofsted will report on transition from KS2 to KS3 and so it is crucial that the right teachers are allocated to KS3.  Primary events and parental engagement will continue as well as running primary events within our school.  An additional foreign language, Spanish, will be taught to Year 7 students as from September 2016.  **Mr Titchard asked what the general feeling was amongst staff about where the school is heading**. Mrs Coleclough said that staff were really starting to see that the hard work was paying off and progress was being made.  JKo, AM, LHo, AT, JLe, PMc and JGo left the meeting at 17.35. |  | |
|  | Lead Governor Reports  The governors noted the reports that had been submitted.  Interim Executive Committee Transition Update  Mr Titchard outlined the plans for the transition from the Interim Executive Committee back to full governing body control, assuming a positive outcome from the next Ofsted inspection.  **Mrs Brammeier queried whether lead governors for staffing, finance, health & safety where necessary when these issues would be covered under the new Resources Committee. An alternative recommendation was to redefine roles linked to faculties to enable scrutiny and accountability.**  **Mr Grant recognised that not all governors had the capacity to come into the school and maybe accountability could be done through the new Standards Committee. Expectations from governors would need to be built into the Governor charter and role descriptions.**  **Multi Academy Trust**  Mr Grant briefed everyone on the background to the Warrington Challenge Multi Academy Trust. The Trust would be inclusive and allow other organisations to join and would encompass faith schools. Both Dioceses will be involved in setting up the articles and governance. If the Trust is successful the plan is to be set up by January 2017.  The benefits of the Multi Academy Trust would provide some autonomy around our ethos, allow the school to join initially as an Associate Member and benefit from any economies of scale. The role of CEO would come from within the Trust and not be an external appointment.  Governors voted 7 in favour and 1 abstention to continue discussions and explore the options offered by the MAT.  **External Reports**  -Managing the Risk of Fraud in Schools  Governors were made aware of how the school manages fraud through the adoption of the Schools Fraud Response Plan, Whistleblowing Procedure, and Schools Anti-Fraud Kit. Any risks or improvement actions will be addressed through the Schools Financial Value Standard.  **Mr Wright asked what fraud in a school looked like.**  Governors advised that it could range from anything from unsolicited emails, payroll, photocopying sick notes etc.   * Implications of the Education and Adoption Act 2016   Governors noted the report and are clear that the school may be subject to the new intervention powers of the Regional School’s Commissioner. The governors agreed that the school has robust plans in place for continued, rapid improvement and can demonstrate strong capacity to improve.  **Any other Business**  None declared.  Meeting ended : 18.15pm   |  |  |  | | --- | --- | --- | | **Actions from 9 March 2016** | **Owner** | **Timescale** | | All staff to complete Ofsted Staff Questionnaire | BSH | Summer term | | Contact ex students who have attended Future Tech and UTC to ascertain if it is/ did meet their expectations for the work experience opportunities. | LH | 20 June 2016 | | Attendance data to show what proportion of absence is single day incidences or longer repeat incidences and what the impact this had on the figures. | JL | 20 June 2016 | | Show number of Children in Care in the attendance figures | JL | 20 June 2016 | | Show number of days and reason for each exclusion. | JL | 20 June 2016 | | Final IEC transition proposal ready for ratification at FGB | ST | 20 June 2016 | | Election of Chair, Vice Chairs at next FGB | ST/JM | 29 June 2016 | | |
| **7**  **6**  **8** |
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|  | |  |  | | --- | --- | | **Date and Time of next meeting** | Wednesday 29 June 2016 | | **Agenda Items** | * tbc | | |

Miss J Morris

Clerk to the Governors

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

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