

The Swanage School Full Governing Body Meeting Minutes

10th December 2014, 6.30pm

Present: Paul Angel (Chair), Amanda Rowley, Carl Styants, John LeJeune, Nick Brady, Geoff Atkinson, Tristram Hobson, Steve Parker, Isobel Tooley, Lisa Gray, Helen O'Connor, Al Stephens.

In Attendance: Jackie Lane (Clerk), Katy Kerr (Business Manager), Sue Fletcher (Observer)

Agenda Item		Action	Person Responsible	Date
F3.1	Apologies Apologies had been received and accepted from William Knight, John Palmer-Snellin and Vikki Edwards. The Chair announced Brian Erskine had resigned from his post as parent governor.			
F3.2	Declarations of Interest None were declared.			
F3.3	Minutes of the Last Meeting (05.11.2014) The minutes were agreed to be a true record, signed and dated by the Chair.			
F.3.4	Matters Arising and Action Points <ul style="list-style-type: none"> Committee Membership NB to join the Student Committee, CS to join the F&P and Staffing committees, IT to join the F&P and Student Committee. 	Carry forward to next FGB for JP-S and VE.	Clerk	04.02.15
	<ul style="list-style-type: none"> Associate Governors The Chair stated all three associate governors were keen to carry on with their roles but further conversation was needed over meeting attendance and specific roles. 	Further discussions on associate governor roles.	Chair	Jan 2015

	<ul style="list-style-type: none"> • Approve School Aims TH advised the school aims were incorporated in the SDP, however further discussions had taken place over the core priorities for focus next year. See item F3.5 			
	<ul style="list-style-type: none"> • Governor Self-Assessment The Chair advised a small working party had been reviewing the 20 Questions assessment process. This would be circulated to governors once GA had revised the amendments, this would then be reviewed at next FGB meeting. 	Review of self assessment. Circulate to FGB	GA/Clerk	Dec 2014
	<ul style="list-style-type: none"> • Crisis Management Policy To be reviewed by the F&P committee. 	Circulate policy to F&P committee.	KK	28.01.15
F3.5	<p>Head Teacher's Report TH had circulated his report and various supporting documents prior to the meeting. Refer to these papers. TH advised the contextual data would be reviewed and updated in due course and then re-circulated. TH highlighted the <u>Core Priorities</u>:</p> <ul style="list-style-type: none"> • Teaching and Learning. Develop in class strategies so all students maximised progress in their learning. The governors questioned how this would be implemented and TH replied via class strategies, sharing good practice and whole school interventions. IT asked if any assessments had been carried out this term, TH said yes but he didn't have any results to hand. AR questioned whether any decisions had been made on the marking policy concerning spelling. TH stated focus would be on larger pieces of work, the staff were mindful of balancing correction with de-motivation of students. CS wondered if any work with feeder schools was planned to assist with student ability levels. AS commented there were already very good links with St Marks School especially in literacy. 			

	<ul style="list-style-type: none"> • Student Achievement. Aspirational targets for each student are known by all staff. • Behaviour. Attendance figures are a concern and could impact on Ofsted outcome. Also to maximise student self-efficacy as this was noted as lacking in Frank Knowles' assessment of the school, especially seen in Year7. (Ecole Education Ltd refer to report). NB stated governors should consider Yr 7 student were new to the school, unsure and keen to please so they would question process more often than older students. Plus there are no upper year students to act as role models. • Leadership. Continued CPD to maintain high quality teaching and learning to ensure core priorities are delivered. Evaluate and improve planning and communications to meet the needs of a developing and growing school. IT and HOC questioned what evidence is there for the need for communication improvements? KK stated this stemmed from being a new school and needing to develop methods of disseminating information to staff/parents/community. CS was devising a survey to assist with solving communication issues. • TH proposed the core priorities and commented that these could be added to if the governors wished but he would prefer to keep to a limited number of priorities. The governors agreed the priorities. 			
	<p><u>Student Achievement.</u></p> <p>TH reported predicted grades were being given to each student in each subject based on their current level of work. Analysis of these grades gave: 69% 5 A*-C, 72% In English and 77% in maths gaining A*-C. HOC asked if the students were aware of their predicted grades. TH replied no because some of them could be demotivational. However, if there was a large gap between the predicted and the target grade then parents would involved in the attempts to bridge the gap.</p>			

	<p><u>Attainment and Progress.</u> Refer to Attainment and Progress 8 in a Nutshell document. TH explained the new system for GCSE point score calculation which was a replacement for the value-added system. The whole school measure of progress could also be calculated. NB questioned whether the scores would be fed back to teachers. TH confirmed they would be used as part of the performance management assessment. The governors questioned whether the students were taking enough subjects for the EBacc. TH confirmed all students were doing so. HOC wondered whether it was now harder for high achieving students to gain progress levels above expected attainment. TH commented there were no immediate plans for pre 16 year old students to be entered for AS levels but the extended project may be considered in the future.</p>			
	<p><u>Pupil Premium</u> TH advised the progress of PP students was not significantly different to non-PP students. LG gave a power point presentation of strategies for developing home-learning, identified as a 'high reward' strategy for maximum impact of PP income. The strategy involved inspiration boards displaying the students; work, self assessment and peer assessment. The governors congratulated LG for her strategy and the detailed extensive work involved. AS stated homework seemed to be planned well in science and history. TH commented today's staff sharing of home-learning practices would result in use of best practice across the whole school. The governors agreed this was a good process.</p>			
	<p><u>Mock Ofsted Reports.</u> TH reported two mock Ofsted inspections had taken place and both had graded the school as 'good'. There were action plans in place for the coming few months to bring the school up to standard. The plans were full but TH was confident all actions could be carried out prior to the actual Ofsted inspection. The governors need to be aware that an outstanding grading may not be achievable due to poor attendance figures and the lack of test/exam results and no raiseonline data.</p>			

	<p>TH then highlighted a few points in his report:</p> <ul style="list-style-type: none"> • Examples of the vision turning into reality with community within the school e.g.: Comedy Evening which was very well supported. Year 8 students presenting to Swanage Town Council, School Council evolving ideas with current task of 'how to make staff feel valued.' • Parental engagement with the successful authentic assessment evenings. • In response to a question TH advised a working party had been set up to move forward the issue of school lettings. • TH congratulated KK on excellent work in producing all financial work as emphasised by the auditors. 	Arrange a working party meeting in January.	Clerk	Jan 2015
	<p>The Chair then reported on the Head's performance management which had taken place that afternoon with the Chair, GA and Jacqui Goodall the SIA. TH had successfully achieved all the set targets for 2013/14 and new targets had been set for 2014/15.</p> <ul style="list-style-type: none"> • TH invited the governors to the Christmas show and then to the last celebration assembly next week. • TH reported on the resignation of the minibus driver and asked for assistance in finding a replacement for January. 			
F3.6	<p>School Development Plan Covered in Headteacher's report.</p>			
F3.7	<p>Review SIA Report and 'Mock Ofsted' Report Covered in Headteacher's report</p>			
F3.8	<p>Safeguarding Audit AS advised the audit had been completed on line by herself, JM and JW. They had judged the school as good with some outstanding points. However, there were some areas requiring development such as e-safety and actions had already been undertaken for improvement such as whole school training and IT training for Matt. The Chair and HOC both thanked AS for her commitment to the role.</p>			

F3.9	<p>Receive Reports</p> <ul style="list-style-type: none"> • Staffing Committee GA reported the staffing committee policies were all up to date and thanked the Clerk and WK for their work in arranging and re-drafting the policies. • Student Committee HOC advised most of the student committee policies had been re-returned to the school for re-drafting as they were very much out of date. It was essential to have these policies in place with the behaviour policy being most critical. TH agreed drafts would be ready for the next student meeting. AS advised of a short SEN update paper which would be circulated and requested all governors to read the update. HOC thanked IT for a thorough pupil premium report. IT commented that there were now allocated financial amounts to all PP interventions. The SoD would be reviewed at the next meeting • Finance and Premises Committee SP highlighted the main points of the F&P meeting. Copies of the auditor's report were circulated to all governors and SP described only two minor issues the auditors raised over the accounts and then proposed the annual accounts and auditors report to be adopted. The governors unanimously approved both. The copies were signed by the Chair and the Vice Chair. The revised pay scale had been approved. Budget monitoring indicated the budget was on track, however there could be a problem with EFA not accepting the projected pupil numbers for September 2015 and so may impact on funding received. KK is following up. There were no questions. 	Draft student committee related policies and circulate 1 week prior to committee meeting. Circulate SEN update Read the update.	TH & SLT AS All governors	13.01.15 Dec 14
F3.10	<p>Any Other Business</p> <ul style="list-style-type: none"> • The Chair informed the governors that Jackie Lane, the clerk, had resigned from 31 December 2014 and thanked her for a successful and productive term's work on behalf of the governing body. • The Chair then welcomed Sue Fletcher as the new Clerk who would take on the role in January. 			

F3.11	Clerk's Report <ul style="list-style-type: none"> • There were currently two governor vacancies; one staff and one parent. Letters had been sent out to all parents asking for volunteers to stand and the staff had all received an email asking if anyone was interested. • Next meeting dates: Student Committee: 20.01.15 at 5.30pm F&P Committee: 28.01.15 at 5.30pm FGB meeting: 04.02.15 at 5.30pm Staffing Committee: 25.02.15 at 5.30pm 			
	The Chair closed the meeting closed at 8.30pm and thanked everyone for attending.			