



Minutes of the Governing Body held in school on
14th February 2017 at 4.30pm

Parent Governor		Co-opted Governor	
Mr L Poulton	p	Mr C Hassall (Chairman)	p
Mr G Jackson	p	Mr Martin Drew (Vice-Chairman)	p
Mrs D Tideswell	p	Mr J Hamnett	p
Mr R Sproston	p	Mrs J Wallbanks	p
Mrs J Massey	Ap	Mr R Leadbeater	p
		Mrs W Parrott	Ap
Headteacher		Mrs V Harvey	P
Mrs A Gibson	p	Mrs P Bettany	Ap
		Mr J Overend	Ap
LA Governor		Mr I Belsham	p
Mr P Potts	p	Dawn Latham	p
Staff Governor			
Kim Greenwood	p		

Also in attendance: Mrs T Rowley (Assistant Head)

Mr Skelding attended the meeting to give governors a demonstration of the new VLE, Firefly.

1. Apologies – Accepted

2. Declaration of Interest, Business and Pecuniary relating to the agenda – Mrs Gibson stated a Pecuniary Interest in item 9a.

3. Governing Board Matters

3a. Membership

Vacancy

Mrs Sawyer informed governors that there was a Co-opted vacancy.

Action: Governors are requested to forward information to Mrs Sawyer of potential governors.

Associate Governor

Mr Hassall explained that Mr Goldstraw who has been Associate Governor for a couple of years is no longer in contact with the school and as a result, Mr Hassall suggested the removal of Mr Goldstraw from the Governors Constitution. All agreed.

Action: Mr Hassall agreed to write to Mr Goldstraw.

Link Governor Vacancy

Mrs Bettany has resigned her position as RE Link Governor due to work demands. Mrs Tideswell agreed to take on the role. Mrs Sawyer will pass her contact information to the Head of RE.

5b. Returns

Mrs Sawyer reminded governors to return a number of documents as soon as possible. Mrs Sawyer also asked governors who had not previously done so, to sign the Code of Conduct and Keeping Children Safe in Education.

5c. Terms of Reference for Panel meetings

Mrs Sawyer explained that although committees had Terms of Reference, panel committees do not. Mrs Sawyer has put together Terms of Reference for Panel meetings for governors to consider. All governors agreed that they would be adequate and ratified the document.

6. Minutes of the Previous Meeting

The minutes of the previous meeting held on 18th October 2016 were accepted as a true record and signed by the chair.

7. Matters Arising

There were no matters arising discussed.

7a. Confidentiality

Governors agreed to remove a paragraph from page 5 of the minutes for public viewing.

8. Headteacher's report

Mrs Gibson issued a copy of her report prior to the meeting.

Achievement and Progress

Mrs Gibson updated governors on achievement and progress of the current Year 11 pupils based on current data and the recent Mock exam results. Mrs Gibson also informed governors that the projected Progress 8 figure for 2016/17 is also currently low and that there is a need to increase this to 0 following last year's -0.47 figure. PPG and SEN groups are also currently below average. Intervention sessions with selected Year 11 pupils have started however, there is concern over the motivation of some Year 11 pupils.

Governors asked what the projected Progress 8 figure would be based on the Mock Exams

Mrs Gibson stated that Progress 8 is currently -0.7. Mrs Gibson explained that there is a need to review the curriculum in future to help to fill the Progress 8 buckets.

Governors asked if pupils will be directed to choice subjects based on the buckets required for Progress 8

Mrs Gibson stated that the blue buckets need to be full however middle and low prior attainers will struggle. The school does not want to set pupils up to fail. A review of the curriculum and options is being reviewed for the current Year 8 pupils who will choose options in 2018.

Governors asked if more resources are needed

Mrs Gibson confirmed that there is a plan in place using current resources however understand that there may be a need to use some additional resources e.g. tutoring.

Admissions

140 first choice applications have been received for 2017 intake. Mrs Gibson confirmed that there also are seven appeals pending.

Curriculum

There is currently a review of the curriculum taking place and a decision to move KS4 into Year 9 from 2018 has been made. The options process for current Year 9 is being managed so that Progress 8 subjects are chosen.

Staffing

There are a number of posts currently being advertised to fill vacancies for staff who will be leaving this term and also from September.

SEND

Mrs Gibson updated governors on the continual funding disagreement with Stoke on Trent Council and stated that she has received an email from a Stoke representative stating that they cannot facilitate an agreement. Mrs Gibson will pursue further.

SDP

Mrs Gibson updated governors on the School Development Plan and progress towards targets set.

Mrs Gibson was thanked for her report.

(Mr Potts arrived at 5.55pm)

9. Reports

9a) Chair's and Vice-Chair's actions this term

Mr Hassall highlighted a number of items that had been authorised under the Chair Power to Act:
Firefly – authorisation for new VLE system in December due to end of contract of Frog;
Pay Committee – the minutes of the Pay Committee which met on 25th November have been signed;
Headteacher Performance Review – the committee met in December and the Headteacher's pay increase was authorised;
Equality Duty Plan – this needed to be approved to be put on the school's website;
Equipment write-off – a list of equipment which is beyond repair has been authorised for disposal;

Governors agreed and accepted the decisions made.

9b) Committee Reports

Review Committee held on 10th January (Mr Leadbeater, Chair of Committee)

Governors received a copy of the draft minutes of the Review meeting prior to the meeting.

Reports were received from SSCO and G&T. An update from MFL was also received. Mr Leadbeater informed governors that there are still concerns within the MFL department and a further update will be received in September following the GCSE results in the summer.

Pupil & Curriculum meeting held on 18th January (Mrs Wallbanks, Chair of committee)

Governors received a copy of the draft minutes of the P&C meeting prior to the meeting.

Governors received detailed information from the Raise Online and Progress 8 was discussed at length. A number of updates were received: Curriculum, Y10 pupil issues, Pupil Support and IAG

Personnel Committee meeting held on 26th January (Mrs Bettany, Chair of committee)

Governors received a copy of the draft minutes of the Personnel meeting prior to the meeting

A staffing update was received together with an update on the school's Staff Development.

Finance and Premises Committee meeting held on 1st February (Mr Hamnett, Chair of committee)

Governors received a copy of the draft minutes of the Finance meeting prior to the meeting.

Governors received information regarding the new Firefly VLE system together with the department ICT bids.

Mrs Gibson updated Governors on the ICT bid and ipad requests. Mr Skelding has negotiated and is able to purchase mini ipads for staff costing £180 each. As a result it has been possible to grant all who bid for an ipad. However, should departments wish to upgrade to a full size ipad this will have to be taken from their capitation. It is hoped that all departments will have at least one ipad. Mrs Latham stated that there is no money in department capitation this year and any upgrades will have to be taken from the 2017/18 budget.

Governors asked if the current Wifi system was able to cope with ipads.

Mrs Greenwood confirmed that she has had no issues.

Mr Hamnett stated that the Three Year Budget had been reviewed and there will be an estimated deficit of £48,000 in 2017/18 and £126,000 in 2018/19 budgets. Mr Hamnett stated that the SEN funding has possible implications towards this deficit.

Academy Working Group meeting held (Mr Leadbeater, Chair of Committee)

Governors received a copy of the minutes prior to the meeting.

As services from Entrust are diminishing, there is a need to look into options for Academisation.

Policies

The following policies were reviewed in school, checked by Governors and taken to individual committees:

Teaching & Learning; PPG; Exams; Health & Safety; Business Continuity Plan; Code of Conduct for Employers; Drugs & Substance misuse.

Full Governors ratified the policies.

(Mrs Latham and Mr Leadbeater left at 7pm)

9c) Nominated / Link Governors

SEND – Mr J Hamnett, Link Governor

Mr Hamnett issued a copy of his report to governors prior to the meeting.

Mr Moston, currently SENCO, has resigned his post from August 2017. The school is currently in the process of arranging a replacement for this position. There are currently 85 pupils on the SEN

register. The SEN department has had a restructure in 2015 and various training sessions have been attended by staff. Mr Hamnett included a copy of the department's Development Plan for 2016/17 and Mr Hamnett is hoping to meet with Mr Moston later this term. Mr Hamnett will give governors an analysis of data at the next meeting.

Art – Mr Drew, Link Governor

Mr Drew issued a copy of his report to governor prior to the meeting.

Mr Drew has been into school and met with Mrs Preece who gave him a detailed breakdown of data including results and progress. A copy of the department's Development Plan was also included.

Governors were thanked for their reports.

10. Confidentiality

Governors were reminded that all discussions are to remain confidential.

11. Any Other Business

Mrs Gibson explained that Mrs Rowley has achieved her NPQH qualification this term and Mr Cartlidge has achieved his NPQ Senior Leaders qualification.

Date of next meeting – Wednesday 24th May 2017

Meeting ended at 7.20pm

Minutes prepared by: Mrs J Sawyer, Clerk

Signed as accurate and approved by Governors: (Chairman)

Date: