



d) Code of Conduct

Governors are asked to review their Code of Conduct on an annual basis. Mrs Sawyer explained that the Staffordshire County Council Code of Conduct for Governors has been updated. However, as Endon High School does not sign up to the Governance Information Service this is not available to the school. Therefore, Mrs Sawyer has downloaded a Governors Code of Conduct from the National Governance Association for governors to consider. Governors reviewed and accepted the Code of Conduct and all governors signed the document at the meeting.

e) Committees

Mrs Sawyer gave governors a copy of the current members of each committee. During the committee meetings this term, a vice-chair of the committee was appointed to assist with absence and succession planning. Mrs Sawyer stated that the additional change to the constitution whereby all governors attend 2 committee meetings has meant that there has been a higher attendance of governors at the committee meetings which has led to more challenge and discussions by governors. Mr Hassall also added his thanks.

f) Link Governors

Mrs Sawyer gave governors a list of nominated governors in their role as Link Governors and additional committee members. Mrs Sawyer highlighted a number of vacancies. The following was agreed:

Prevent – Mrs Pam Bettany and Mr John Overend  
Literacy – Mr Andrew Davies  
Appeals Committee – Mr Rob Leadbeater  
Gifted and Talented – Mr Rob Sproston  
History – Mrs Wendy Parrott

Governors were thanked and Mrs Sawyer agreed to contact DTLs to initiate contact.

4. Minutes of the previous meeting

*The minutes of the previous meeting held on 22<sup>nd</sup> May 2015 were received by governors prior to the meeting.*

Governors stated that the date of the meeting was incorrect. After this amendment, governors confirmed that they were a true reflection of the meeting and were signed by the chairman.

a) Matters arising – no matters were discussed

b) Confidential items

[REDACTED]

Mr Hassall thanked Mr Drew for chairing the beginning of the meeting and took over as chair.

5. Headteacher's Report

Mrs Gibson tabled her report for governors. Mrs Gibson stated that she has reflected on issues/comments made at the committee meetings this term as part of her report. Mrs Gibson took governors through the report highlighting key aspects.

GCSE Results

5 A\*-C including Maths and English was 64% and progress in Maths and English were above national standards. There have been many individual pupil and department successes. Focus groups have been monitored consistently and PPG students continue a trend of improvement over the past three years with English rising from 30% to 46% and 50% in 2015. Maths improvements are even more impressive rising from 45% to 54% to 64% which is just short of national figures for **all** students.

### Progress 8

The new accountability system which will be implemented from 2016 will include two headline measures, Attainment 8 and Progress 8. Attainment 8 will measure the achievement of a pupil across 8 subjects and Progress 8 aims to measure the progress from the end of Primary school to the end of Secondary school. Governors and staff need to be mindful of getting the right balance between maximising the number of students to take the qualifying subjects and enabling students to take the qualifications which they are most suited to.

*Governors asked at what time of year the government will inform schools which subjects are within Progress 8.*

Mrs Gibson stated that it is hoped the information will be received in the spring term and hopefully just before Year 9 take their Option Choices.

Mrs Gibson explained that from 2017 all schools will have to publish their Progress 8 figures not the headline 5 A\*-C.

### Examination re-marks

At the Finance Committee meeting this term, governors asked if it was possible to have further information regarding the number of exam re-marks requested by school and parents and the outcomes of these. Mrs Gibson produced information for governors which shows the number of applications, grade changes, percent success rate, cost to the school and cost to parents. In total 39 remarks have been requested this year costing a total of £1,489.30 (£470.40 being the cost to the school). Only 9 grade changes were received with a 23% success rate. Mrs Gibson explained that she has no comparable data however governors will be able to compare the information next year.

### Admissions

140 pupils were admitted into Year 7 in 2015 however, 3 students have been lost to JCB from current Year 10. The overall number of pupils in school is 696. There is still the legacy of the small group in Year 9 from the low birth rate year group which is currently 134. Mrs Gibson explained that the Open Evening was very successful and a very busy evening. Schools will receive information on the number of first choice applications in December and parents will learn of their final choice in March 2016.

Mrs Gibson asked governors to consider increasing the PAN to 145 in selected year groups to generate more funding. However, this cannot be done for 2016 as the application process has begun. Mrs Gibson explained that increasing by 5 each year would mean an additional 1 child per class however, they could all be in the same set which is difficult to manage in technology and ICT lessons due to equipment. A further complication may be if further pupils are given a place through the Appeals process. Mrs Gibson explained that she, together with Miss Hill, will be discussing with the primary schools to see if Year 5 pupils are settled groups and ascertain the situation regarding the critical mass.

*Governors asked if it would be worth considering increasing the PAN for one year only and then in alternate years.*

Mrs Gibson stated the need to look at the ability to manage this.

*Governors asked if pupils are allocated a place at school if they move into the catchment area.*

Mrs Gibson confirmed that they would following the decision of governors to ensure that the school remains a community school.

*Governors stated the need to consider an increase in the Pan* [REDACTED]

Mrs Gibson highlighted that there would be some major issues with narrow corridors and hall sizes which would constrain activities for larger groups. Mrs Gibson also highlighted a possible safety aspect in science and technology.

*Governors asked if the PAN increase in alternative years worked.*

Mrs Gibson explained that in previous years governors had agreed to 125 in 4 year groups and one larger group of 150. [REDACTED]

Mrs Gibson decided to move on in her report as the PAN for 2017/18 would be discussed later in the meeting.

#### Discriminatory Incidents

Two incidents were reported to the Local Authority last academic year both of derogatory comments between students. Mrs Gibson assured governors that the appropriate sanctions were put in place.

#### Staffing update

13 new staff have joined Endon High School this year and all have come with much enthusiasm which has cascaded down through all staff. Mr Crombie, Site Supervisor, has decided to retire this year. Governors at the Finance and Premises Committee agreed that Mr Crombie would continue part-time working 15 hours per week for 12 months helping with unlocking the school in the morning and early morning jobs. This will also help with transition and succession planning.

Governors agreed to this decision and would like to send their thanks to Mr Crombie for all his hard work over many years and the many savings that he has made for the school.

#### School Development Plan

The core theme for the school development plan this year is "A Thirst for Knowledge and Understanding and a Love of Learning" following the Ofsted inspection earlier this year. Mr Skelding spoke to governors at the Personnel Committee regarding the Mastery Curriculum which will help pupils to learn the basics at the start of any new topic before moving on to more challenging and demanding concepts. There are detailed leadership team action plans which support the SDP and DTLs are also in the process of compiling their Department Development plans which will mirror the whole school plan.

#### Secondary Geography Quality Mark

The Geography Department has been awarded, for the third time, the prestigious national award which recognises best practice in the development of teaching Geography in a secondary school. The award lasts for 3 years.

#### Nepal

3 Semi-Permanent classrooms have been built from donations from the school community local, national and internationally. The aim is to send further funds to equip the classrooms after further fundraising. Staff and children at the school in Nepal have been clearing the school site to assist with the re-build.

Mrs Gibson was thanked for her report.

### 6. Reports

#### a) Chair Actions

No actions have taken place since the last meeting.

Mr Hassall asked governors for their authorisation for the Chair and/or Vice-Chair of Governors to act on behalf of the Governing Body. All agreed with the decision to continue.

#### b) Committee meetings

#### Review Committee met on 16<sup>th</sup> September 2015 (Mr R Leadbeater, Chair of Committee)

*Governors were given a copy of the draft minutes of the meeting.*

Mr Leadbeater stated that there was an excellent attendance at the meeting under the new constitution arrangements.

Mr N Taylor was appointed as Vice-Chair of the committee.

Actions:

A report from Mrs Rowley, newly appointed DTL in Science, was received. There have been issues in the department over a few years which has been supported by Mr Wood. Mrs Rowley assured governors that the department is moving forward and she explained her plans for the future.

Mr Plant, DTL ICT, reported his findings on the recent ICT Self Review which included a push on levels of progress.

Mr Wood discussed the MARR policy and how this is used in school.

*Governors suggested that Link Governors are invited to attend the Review Committee meetings when their subject area is attending.*

Mrs Sawyer will ensure that Link Governors are aware of when DTLs are presenting to governors.

*Link  
Governors to  
be invited to  
attend Review  
Committee  
meetings*

Pupil & Curriculum Committee met on 24<sup>th</sup> September 2015 (Mrs J Wallbanks, Chair of Committee)

*Governors were given a copy of the draft minutes of the meeting.*

Miss Lafine was appointed as vice-chair of the committee.

Governors discussed the GCSE results in detail and celebrated the success.

Mr Wood gave a curriculum update.

A report from Miss Hill highlighted a positive start in Year 7 together with the Year 11 year group being 2/3 boys which may be a challenge.

A number of policies were reviewed.

*Governors commented on the success of the Business Studies results which was highlighted at the meeting.*

Mrs Wallbanks explained that pupils may often think that Business Studies is an easy subject however they don't realise that it is complex and more academic than pupils think. The main contributor to the success of the results is Mrs Rowley's input and teaching.

Personnel Committee met on 30<sup>th</sup> September 2015 (Mrs P Bettany, Chair of Governors)

*Governors were given a copy of the draft minutes of the meeting*

Mrs Harvey was appointed vice-chair of the committee.

Mr Skelding reported staff training and performance management

Mrs Gibson updated governors on the staffing changes this year and the positive start by all staff.

Governors received information on the Staffing re-structure which was carried out by the Selection Committee and Appeals Committee.

A number of policies were reviewed.

*Governors asked Mrs Gibson if she had any feedback regarding the "aggressive marketing" which was reported at the committee.*

Mrs Gibson explained that she has spoken with the vice-principal at the school and asked that any reference to Endon High School is removed from their website. Mrs Gibson also informed them that the information sited is factually inaccurate.

*Governors suggested that the Chair of Governors write to their Chair of Governors if the information is not removed from their website.*

Mr Hassall agreed to do so.

Finance and Premises Committee met on 8<sup>th</sup> October 2015 (Mr J Hamnett, Chair of Governors)

*Governors were given a copy of the draft minutes.*

Mr Cox was appointed vice-chair of the committee.

The budget was discussed in detail and it was reported that the school is currently solvent.

Balances are still available however, the schools revenue balances are decreasing.

A number of policies were reviewed.

Governors discussed the possibility of an interest free loan to pay for redundancy costs over 5 years.

*Governors asked for feedback following the meeting with First Bus.*

Mrs Gibson explained that Mrs Gibson, Mr Hassall and a select group of parents met with the Operations Director of First Bus together with local councillors. First Bus was asked if they would be prepared to a trial period putting the bus back in place which allows pupils to arrive at school at 8.05am. They agreed in principle and asked that the service is advertised with parents once confirmation has been received that the trial will take place. The bus company will inform the school of the number of pupils using the service at the end of each week.

*Governors asked if the school had considered using the Westwood bus as this comes through Clay Lake at 8.20am.*

Mrs Gibson agreed to look into this option as a back-up.

*Governors asked Mrs Gibson if she had received any feedback regarding funding for Awards Evening.*

Mrs Gibson confirmed that she has received one or two enquiries.

Governors suggested contacting the manager of the new local Co-op which has opened as a good community link. Governors also suggested contacting larger companies for "free" marketing.

#### c) Policies

A number of policies have been updated and reviewed at committee meetings this term: Complaints; Pay Policy; Business Continuity Plan; Health & Safety Policy; Accidents; Examinations; Whistleblowing to Safeguard and promote the welfare of children; Lone Working; complaints; Confidentiality; MARR; Business Continuity Plan; Health & Safety; Freedom of Information; Internal verification and assessment; Student voice; Gifted & Talented; Schools Redundancy and Reorganisation

Smoking Policy – Mr Wood has received a recommendation from the government to include Vaping and E Cigarettes in the school policy. Governors agreed with this addition.

Freedom of Information Act – Mrs Sawyer has contacted Staffordshire County Council FOI department who informed her that there is no model policy to use and directed her to the Information Commissioner's Office. Mrs Sawyer has found a Model Publication Scheme which can be adopted without modification by any public authority without further approval. Therefore, it was suggested that this up to date publication replaces the current school policy. After some discussion, governors agreed with this decision.

Governors agreed with the policy updates and accepted the policies for ratification.

#### d) Link Governors

*The Departmental Self Review Schedule for 2015/16 was given to governors for information.*

##### Music Report (Mr M Drew, Link Governor)

*Mr Drew tabled a report for governors.*

Mr Drew has met with Mr Tapley and had intensive discussions with him regarding GCSE results. BTEC is very strong in the department and two A\* and A GCSE grades were achieved this summer. Mr Drew explained that the grade boundaries changed throughout the year. Music is at the heart of Endon High School. Mr Tapley is building new activities with the peripatetic team this year.

##### Geography Report (Mr J Overend, Link Governor)

*Mr Overend tabled a report for governors.*

Mr Overend has three key areas on his report:

What is going well – GCSE results were excellent this year and the department have achieved the Quality Award again.

Challenges – time pressure at GCSE, budget reduction and controlled assessment computer rooms.

Risks – the department have not been able to book enough computer rooms for controlled assessments and some computers cannot cope with the software needed.

Mr Overend stated that he will raise these issues at the next committee meetings.

*Governors stated that traditionally there is a high demand on ICT and that there is a large cohort selecting Geography each year.*

Mrs Gibson explained that this year is critical as 96 out of 140 pupils in Year 10 have chosen to study Geography. However, controlled assessments will not be an issue after this year as they are being deleted.

*Governors asked why it is just the library that is an issue with the software.*

Mrs Gibson explained that computers across the school are recycled from the main 3 ICT suites. The GIS Mapping Software has an the issue with the whole class logging onto the system at the same time and the system in the Library cannot cope. Mrs Latham explained that there had been an issue in Z1 however this has now been rectified. Mrs Latham agreed to speak to the Network team to ascertain the problem.

## 7. Finance

Governors are reminded to return their completed Financial Matrix to Mrs Sawyer as soon as possible. Information will need to be submitted by 31<sup>st</sup> March 2016.

## 8. Consultation on Proposed Admission Arrangements for 2017-18

As discussed earlier in the meeting, governors are asked to consider the PAN for 2017/18 intake. Mrs Gibson explained that the governor's decision will need to be sent to Staffordshire by 2<sup>nd</sup> December during a consultation period from 1<sup>st</sup> October until 31<sup>st</sup> January. The LA have confirmed that any submission can be retracted at any time within reason. Governors agreed to increase the PAN to 145 for 2017/18. Governors agreed for Mrs Gibson and Miss Hill to speak to the primary schools regarding their Year 5 classes and will feedback to governors on their findings. Governors agreed that Mr Hassall, under his Power to Act, may confirm the decision to increase the PAN or retract the decision.

## 9. Governors information

### Training

Edge Hill University have been into school to conduct Governor Induction Training. This invitation was extended to the feeder primary schools and Moorlands high schools. Mrs Sawyer has been informed that schools can access free of charge training in Raise Online; Performance Related Pay and School Finance for up to 3 governors per school. Mrs Sawyer will make the arrangements for this training and invite the primary and secondary schools to participate. Mrs Sawyer also gave governors a copy of the Entrust training plan for governors and explained that they offer Webinars at £29 per delegate.

### Ofsted update

Mrs Sawyer gave governors a copy of Entrusts' Ofsted update which will be produced half termly.

*Governors asked when the next Ofsted is likely to be.*

Mrs Gibson explained that the next inspection is likely to be in 3 years' time.

## 10. Any other Business

Fashion Show – A Fashion Show will be held in school on Thursday 26<sup>th</sup> November to raise funds for Nepal.

Douglas McMillan – Mrs Sawyer thanked governors for their contribution to Dougie Mac.

Awards Evening – Governors were reminded that the Prize Evening was planned for Thursday 22<sup>nd</sup> October.

## Actions:

*Geography issues to be raised at committee meetings next term*

*Mrs Latham to speak to the Network Team regarding the LRC*

*PAN increase to be confirmed or retracted*

Actions:

Life Scientific Track – Mr Drew played governors a clip from a radio article regarding a twin study.

Dates of next meetings – Wednesday 24<sup>th</sup> February and Tuesday 24<sup>th</sup> May 2016 are planned.

With no further business discussed the meeting closed at 7.30pm.

Minutes prepared by: Mrs J Sawyer, Clerk

Signed as accurate and approved by Governors: ..... (Chairman)

Date: .....