



Minutes of the Governing Body held in school on
24th February 2016 at 4.30pm

Parent Governor		Co-opted Governor	
Mr M Cox	Ap	Mr C Hassall (Chairman)	Ap
Mr L Poulton	p	Mr J Hamnett	p
Mr R Sproston	p	Mr M Drew (Vice-Chairman)	p
Mrs V Harvey	p	Mrs J Wallbanks	p
		Mr N Taylor	p
LA Governor		Mr R Leadbeater	p
Mr P Potts	Ap	Mrs P Bettany	Ap
		Mr J Overend	Ap
Headteacher		Mrs W Parrott	p
Mrs A Gibson (Headteacher)	p	Mrs D Latham	p
Staff Governor			
Miss L Lafine	p	(P=present, Ap=apologies)	

Also in attendance: Mr Wood (Deputy), Mrs Rowley (Assistant Head), Miss Hill (Assistant Head), Mr Skelding (Assistant Head), Mrs Sawyer (Clerk)

Mr Drew chaired the meeting in the absence of Mr Hassall.

1. Apologies – Apologies were received and accepted by governors. A message was read from Mr Hassall on his recovery.
2. Declaration of interests relating to the agenda – none announced
3. Minutes of the previous meeting
The minutes of the previous meeting held on 21st October 2015 were received by governors prior to the meeting.

Governors requested an amendment to P4 regarding behaviour of the previous larger year group. With this amendment all agreed that the minutes were a true reflection of the meeting and were signed by the chair.

a) Matters arising

P4 – It was agreed that the Geography issues raised by Mr Overend would be deferred to the next meeting following Mr Overend’s absence.



P6 – First Bus trialled the bus service during the autumn term as agreed. As there were only on average 11-12 pupils per day using the service, First Bus has informed Mrs Gibson that they will be removing the service.

Governors asked how the pupils were getting to school.

Mrs Gibson explained that a number of pupils are arriving early to school on the bus service available and that some pupils are sharing taxis.

P8 – Mrs Gibson informed governors that she has contacted the LA regarding increase the PAN. The LA have informed that there is no need to increase the PAN on a permanent

Actions:

Mr Overend to update governors on Geography issues

basis and that the school can change on a temporary, year by year basis. Mrs Gibson and Miss Hill have regular contact with the primary schools regarding Year 5/6 pupils in order to make an informed decision each year.

P8 – Mrs Latham has spoken with the Network team regarding software for the LRC which will cost £9,500. It has been agreed that this expense will go on the ICT plan for consideration which will be discussed at the next F&P meeting.

P8 – a number of governors have attended the Edge Hill University training funded by the DfE which has been very informative.

b) Confidential items – governors went through the minutes and highlighted areas of confidentiality.

4. Governing Body Matters

a) Changes to Membership since the last meeting

Mr Davies has informed Mr Hassall that he would like to resign his post as governor due to work commitments. Mr Drew would like to pass on the thanks of the governors to Mr Davies for his commitment, expertise and support over many years as a governor.

As a result of Mr Davies' resignation there are 2 Co-opted and 1 Parent vacancies.

Mrs Sawyer informed governors that a nomination has been received from Mr Ian Belsham via the SSGO. Governors reviewed the governors Skills Audit which included Mr Belsham's skills. Governors agreed that Mr Belsham has good financial skills which would be very useful on the governing body. Governors agreed to invite Mr Belsham to become a Co-opted governor.

Governors discussed the remaining vacancies and suggested that a statement in the newsletter from existing parent governors explaining the role of a governor may assist. It was also suggested that governors may approach parents to offer a personal invite to become a governor. Mrs Harvey stated that she will speak to the Scouting parents as she has regular contact with them. Governors also suggested that they are visible during events in school throughout the year e.g. parents evenings, careers events, new intake evening. Governors were asked to inform Mrs Sawyer if they had any thoughts on how to promote governance.

b) Link Governors

Mrs Sawyer issued a list of nominated governors in their role as Link Governors and additional committee members for information. Mrs Sawyer explained that there was a vacancy in the English department. It was agreed that Mr Hamnett relinquish his role as Health & Safety Link Governor and accept the English and Literacy Link Governor role. Mr Poulton offered to take on the Health & Safety Link role.

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

c) Governors Information on Website

Mrs Sawyer informed governors that statutory information is to be available on the schools website on governance. This will include the Constitution of Governors; attendance at meetings; annual pecuniary interests.

Mrs Sawyer will put this information together and inform governors when the page is available on the website.

5. Academy Status

Mrs Gibson delivered a presentation to governors on Academy status "Forming or Joining a Group of Schools: staying in control of your school's destiny". Mrs Gibson explained that the Academy status has been raised at various governor meetings over a few years. Mrs Gibson has received a guidance document from ASCL, NGA and Browne Jacobson (Education Lawyer) which has formed the basis of the presentation. Mrs Gibson, Mr Hassall and Mrs

Actions:

Mr Skelding to present an ICT Plan at the F&P meeting next term

Information on Governance and vacancies to be placed in the next schools newsletter

Latham have attended 3 sessions in November and December last year gathering information to share with governors. Mrs Gibson explained that there are initially 3 steps to consider: Step 1 – to raise the idea with governors; Step 2 – to form a working party to investigate Academy status further; Step 3 – report back to governors at an Extra-Ordinary meeting of Governors.

Governors agreed to form a working party who will report back to all governors. Mr Drew asked for volunteers to inform Mrs Sawyer as soon as possible. Mrs Sawyer will then arrange a meeting for the working party and inform all governors of the Extra-Ordinary meeting date.



6. Headteacher's Report

Mrs Gibson issued her report for governors prior to the meeting. Mrs Gibson's report included Achievement and Progress of pupils; Admissions; Attendance; Progress Weeks; Curriculum; MARR; Staffing update; SEND; Support Staff Performance Management; Progress; Engagement; SDP update; Rocket Science; Nepal Global Partnership.

As governors had read through the report prior to the meeting, Mrs Gibson updated governors on any updates since issuing her report:

A former Headteacher of Endon High School, Mr Durber, sadly passed away last week. Mr Durber became Headteacher in 1972 until his retirement in 1985. The funeral will take place on Wednesday 2nd March at 2pm at St Anne's Church. Endon High School will be sending a card and donation to the family. Mrs Gibson will also put a tribute together to be published in the next newsletter.

Admissions – The LA have informed Mrs Gibson that they have refused 20 first choice applications for 2016 intake and 140 places have been allocated. As a result 2 days of appeals have been booked. Mrs Gibson will update governors at the next meeting.

There are a couple of vacancies currently being advertised:

ICT/Computing to cover maternity leave – we have received a few applications and interviews will take place on Wednesday 2nd March;

DTL Maths – an advert has been placed in the TES online and the deadline is Monday 7th March.

Mrs Ibrahim, currently on maternity leave, has requested that she returns on a reduced 0.6 timetable and relinquish her SENCO position. Mrs Gibson explained that she has reluctantly accepted. Staff will be informed that there is a vacancy for the SENCO position in school with the pre requisite that the SENCO qualification will need to be studied for and achieved.

Governors asked Mrs Gibson if she has any feedback based on the changes made during the re-structure.

Mrs Gibson explained that the main area of change was within the SEND team. There is an excellent team in place and the new structure is working well. Mrs Gibson is currently looking at staffing for 2016/17 within the department based on pupil support. There is also an effective Assistant SENCO in place who is also new to Endon High School.

Mr Drew would like to offer thanks to Miss Hill in supporting the department in the absence of Mrs Ibrahim.

Mrs Gibson was thanked for her report.

7. Reports

a) Chair and Vice-Chair Actions

Mr Drew has received and actioned a holiday request in term-time from a member of the support staff.

Actions:

Working party to investigate Academy status further and to report back to an Extra-Ordinary meeting of governors (to be confirmed)

Mrs Gibson to inform governors regarding admissions for 2016/17 at the next meeting

b) Committee meetings

Review Committee met on 13th January 2016 (Mr R Leadbeater, Chair of Committee)
Governors were given a copy of a report to Full Governors and the draft minutes of the meeting are available on Frog.

Governors received reports from Mrs Preece, DTL for Art and Miss Baker, DTL for RE. Governors also received a PPG update from Mrs Gibson.

Pupil & Curriculum Committee met on 21st January 2016 (Mrs J Wallbanks, Chair of Committee)

Governors were given a copy of a report to Full Governors and the draft minutes of the meeting are available on Frog.

Governors received information on Raise Online; PPG Evaluation; Curriculum update; Pupil Support; Careers IAG. Governors also reviewed a number of policies. Governors also began to answer the NGA "20 questions governors should ask themselves" as part of a self-review process.

Personnel Committee met on 28th January 2016 (Mrs P Bettany, Chair of Committee)
Governors were given a copy of a report to Full Governors and the draft minutes of the meeting are available on Frog.

Governors received reports on Staffing updates; Whole School Support and Development. Governors also reviewed a number of policies and answered questions from the NGA 20 questions.

Finance and Premises Committee met on 3rd February 2016 (Mr J Hamnett, Chair of Committee)

Governors were given a copy of a report to Full Governors and the draft minutes of the meeting are available on Frog.

Governors received reports on the school Budget; Financial Controls Checklist; Scheme of Delegation; SFVS; Benchmarking; Catering Accounts. Governors also answered questions from the NGA 20 questions for the self-review.

Governors were asked to ratify the SFVS which the committee approved. All agreed.

c) Policies

A number of policies have been updated and reviewed at committee meetings this term:

Induction for New Teachers and Support Staff; Medical Needs; PPG; Careers IAG; Inclusion; Safeguarding; Coping with a Crisis in School; Promoting Welfare and Wellbeing by Preventing Extremism and Radicalisation Safeguarding Policy.

The Behaviour and Discipline policy has also been reviewed and term since the committee meetings.

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.

Mrs Harvey Link Governor for Maths and PE came into school on Monday 8th February

Maths

As there is no current DTL in maths, Mrs Harvey met with Miss Hill. During her visit Mrs Harvey looked at schemes of work and observed lessons. Mrs Harvey is confident that the school is managing the new grading system. Year 11 pupils have received maths revision

Actions:

guides. Mrs Harvey explained that a few pupils in Year 11 have chosen to study further maths.

PE

Mrs Harvey met with Mr Legomski, DTL of PE and took part in a couple of lesson observations. There is great inclusion of SEN pupils and staff push and stretch all pupils. The PE department use the limited space and facilities available to them to the best of their ability. Mrs Harvey highlighted that the PE members of staff register pupils at the start of each lesson using their laptops balanced on their arms. Mrs Harvey will bring this to the attention of the F&P committee next term to ask to consider iPads and investigate further. Mr Skelding explained that the licences for SIMS are expensive.

Mrs Harvey to report to F&P committee next term regarding PE laptops

Mrs Harvey was thanked for her reports.

History

Mrs Parrott, Link Governor spent an afternoon with Mr Townend and the History department.

Mrs Parrott observed a Year 8 lesson using Pit and Peak; Mr Townend gave a progress report on all pupils and stated that there is a motivation issue with Year 9 which Mr Townend is addressing; Mr Townend updated Mrs Parrott on the new GCSE course which will start in September and informed that a number of resources are required.

Mrs Latham confirmed that a couple of departments are carrying forward their department budgets this year to enable resources to be bought for the new course.

Mrs Parrott was thanked for her report

Mrs Wallbanks, Link Governor for PPG, Safeguarding, Careers and PSHE came into school to speak with relevant members of staff.

PPG

Mr Cartlidge has been appointed for a further 12 months as PPG Co-ordinator. There are currently 100% of PPG pupils who have achieved 3 levels of progress in 8 subjects. All departments have access to funding and all PPG pupils have a passport on Frog. 20 Year 9 pupils recently took part in a Stoke City Football Business and Enterprise activity which proved very successful.

Safeguarding

All staff have received Level 1 training together with a number of governors. Miss Hill reports to governors each term at the Pupil & Curriculum committee meeting. An ESafety presentation has been organised for pupils and parents which was well attended. Pupils are aware of whom to go to in school if any issues arise.

PSHE

This is a curriculum area of teaching in school covering many subjects e.g. health wellbeing, social welfare, etc. A national award was achieved a couple of years ago for PSHE. A detailed schedule of L4L programme and FLD opportunities is available for all pupils and a copy given to governors for information.

Careers

Mrs Sawyer gave a detailed report to the governors at the Pupil & Curriculum committee this term which included information on post 16 and past pupils' higher education journey. A new company, Changing Education, has been bought in to deliver one to one career interviews with Year 11. A successful Careers Convention and Year 11 Mock Interview evening has also taken place this year.

Mrs Wallbanks was thanked for her reports.

Actions:

8. Governor Self Review

The governors are currently working through the NGA “20 questions governors should ask themselves” as part of a self-review process which will start in the new academic year. Each committee will be asked a number of questions and all responses will be recorded on a grid format so that governors can look at areas for improvement.

Q1: Have we completed a skills audit which informs the governor specification we use as the basis of governor appointment and interview?

All governors confirm that a skills audit is completed during the nomination process and compared against the skills audit of all governors to fill any gaps.

Q3: Do we have a professional clerk who provides legal advice and oversees the governing board’s induction and development needs?

Governors agreed that they did. Mrs Sawyer, Clerk, advised that she is currently working through the Clerks Development Programme with Edge Hill University so that she feels confident to inform governors of legal matters in the future.

9. Date of next meeting - Tuesday 24th May 2016.

With no further business discussed the meeting closed at 7.45pm.

Minutes prepared by: Mrs J Sawyer, Clerk

Signed as accurate and approved by Governors: (Chairman)

Date: