



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

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

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

Mrs Wallbanks chaired the meeting in the absence of the Vice-Chair.

Governors welcomed Mrs Kim Greenwood, Staff Governor and Mrs Julie Massey, Parent Governor to the meeting.

1. Apologies – all accepted

2. Pecuniary Interest relating to the agenda – none announced

3. Minutes of the previous meeting

The minutes of the previous meeting held on 24th February 2016 were accepted as a true record and signed by the chair. Governors agreed that the separate minutes regarding the academy discussion would remain confidential and therefore will be removed from the public copy.

3a. Matters Arising

Admissions

Mrs Gibson has attended one day of appeals where 2 additional places were offered. Since the meeting a third child, currently in care by the LA, has been asked if they could attend from September; this is yet to be confirmed. The current PAN for September 2016 is 143.

Governors asked what would happen if the numbers fall below the PAN of 140.

Mrs Gibson explained that the LA has a waiting list which they hold until December when it will cease to exist. At this point the Headteacher is responsible for admissions. Mrs Gibson reminded governors that they wish to support pupils within the local community/catchment area. The LA could offer places to people on the waiting list however these will not necessarily be those who went to appeals.

4. Governing Body Matters

4a. Membership

Appointments: 3 new appointments have been made this term: Mrs Julie Massey (Parent); Mr Ian Belsham (Co-opted); Mrs Kim Greenwood (Staff).

Resignations: 2 resignations have been received this term: Miss Laurilene Lafine (Staff); Mr Michael Cox (Parent).

Term of Office ending: Mr Neil Taylor's term of office ended on 22nd May 2016. Governors would like to pass their thanks to Mr Taylor for his 14 years' service to the school. Mr Taylor has made a huge contribution to the school as governor in many capacities.

4b. Vacancies: There are 2 Co-opted and 1 parent governor vacancies at present. Governors agreed that this could be deferred until the discussion of academy status was decided. Mrs Sawyer explained that a letter will be sent to Year 6 parents in the Induction Pack to ask if anyone would like to become a governor at Endon High School. Mrs Sawyer will contact them in the new year with any availability.

4c. Link Governor Vacancies

Vacancies currently exist for 2 places on the Pupil Discipline Appeals panel and ICT and E-Safety Link Governor. Governors agreed due to a number of apologies at the meeting, that Mrs Sawyer will contact all governors to offer the positions.

Action: Mrs Sawyer to contact governors regarding Link Governor Vacancies

4d. Code of Conduct

New governors are asked to sign the Code of Conduct for Governors. Mrs Sawyer explained that all governors will have to sign a new Code of Conduct at the start of the new term.

(Mr Sproston arrived at 5.05pm)

5. Headteacher Report

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

Year 11

The Year 11 final predictions made in April are realistic and a judgment of the final outcome in the summer. Grades are potentially lower compared to last year and there are some concerns regarding Progress 8 which is currently -0.36 at present. Mrs Gibson explained that schools will no longer be judged on GCSE attainment, but on Progress. Year 11 pupils will be leaving school on Friday 27th May however will be expected to attend school after half term for those lessons where the exam has not yet been taken. A time of celebration is planned for pupils following their English Literature exam on the morning of 27th.

Admissions

The current Year 9 has 131 pupils which is 9 below PAN. As pupils move into KS4 they attract more weighted finances which will have to be managed over the next two years due to the low numbers.

Prefects

101 applications for a position of prefect have been received this Year from current Y10. 15 have been unsuccessful to date. The 6 senior positions have been appointed following interviews this week.

Curriculum

Mr Wood has updated governors on curriculum changes this term. Mrs Gibson explained that the grading system for year 10 pupils is changing and will do so for all departments over the next few years. No formal guidance has been received regarding the new grading system and staff are networking with other schools and exam boards to try to get an idea of what the grading means compared to the current system.

Staffing

Since writing the report Mrs Gibson has received the resignation from Mr Mainwaring as of 31st August. Mr Mainwaring has been offered a post in a local school near his home. The position of Science teacher has been advertised on WMJobs and with the local universities. 7 applications have been received and 4 candidates have been shortlisted. Interviews will take place on Thursday.

Governors asked if there were any applications from NQT.

Mrs Gibson confirmed that one had been received.

Due to Mr Porteous taking on Progress Manager of incoming Year 7 pupils this year, there is a vacancy for a Positive Contributions Co-ordinator. This is an internal post which 3 applications have been received. Interviews will take place after half term.

Mrs Ruddock has tendered her resignation as Cover Teacher with effect from Friday 27th May. Mrs Gibson explained that the post will not be replaced immediately as the cover situation will be managed in school. The school have also a number of independent supply staff who are employed on an ad-hoc basis. This will be reviewed later in the year. Additional funds have been added to the supply pot to support this.

School Development Plan

Mrs Gibson included a final review of the SDP 2015/16 in her report. The SDP was based on the findings of Ofsted which gave a focussed plan giving staff the ability to plan and address the findings systematically.

The SDP for 2016/17 is in progress and input from the Leadership Team has taken place. The focus will to be Enjoy and Achieve, which is further progress on the Ofsted outcomes. Progress Managers will discuss the SDP and ask Form Tutors to review and assess how the SDP may be delivered. DTLs will be asked to review the plan with a curriculum focus. All feedback will be considered when finalising the SDP.

Governors asked for an example of focus.

Miss Hill explained that staff have been able to look at the SDP holistically with mindfulness (positive mind set); Growth Mindset; literature (philosophy for children); and giving pupils an awareness of what education is.

Governors agreed that the more pupils are involved, the more engaged they will become with the SDP.

Governors asked if there will be the opportunity for departments to cross-over and share ideas and training.

Mrs Gibson explained that all DTLs already meet each term to share ideas and resources.

Mrs Gibson stated the SDP will drive the training plan which will make them happen. Mrs Gibson will issue a copy of the SDP to governors once finalised.

Updates

Nepal

Endon High School have sent £20,000 to Nepal from fundraising over the last year. 3 semi-permanent classrooms have been built and are fully equipped. Endon High School's unit has been equipped with ICT equipment and staff have received training. An email of gratitude has been received from the Headteacher in Nepal. Mrs Gibson explained that a return visit to the Nepal school may be possible in the future.

Awards

The school has been nominated for 2 TES awards: International and Community. These nominations mean the school is in the last 8 nationally. An awards ceremony is taking place at the end of June.

Mrs Gibson and Mr Campbell have attended the Duke of Edinburgh Awards afternoon at Buckingham Palace with over 5000 people across the country including Gold Awards winners and centres of delivery, which Endon High School is now an official centre.

Mr Mitchell took a group of Year 7 pupils to the JCB Loadall Challenge earlier this month. Pupils created designs using the 3D printer in school. The competition was against Year 9 and Year 10 pupils from other schools and Endon High School pupils won.

Mrs Gibson wished to thank Mr Drew for his support this term in the absence of the Chair. Mrs Gibson also thanked governors for their continued support.

Governors asked if the re-structure which took place last year has been successful.

Mrs Gibson explained that the re-structure gave the opportunity for specialist roles within the SEND team. Mrs Gibson explained that she is very pleased with the outcome. There were appointments made in the Science and English Department and also a High Level Needs Assistant SENCo Facilitator. There remains a vacancy for a Maths Assistant SENCo Facilitator. These posts add great value to the team and further development will be available for the future.

Governors asked how the MARR and Assessment policy brought up by Ofsted has been reviewed since the Ofsted visit.

Mrs Gibson explained it is work in progress. MARR book trawls have been taking place. Useful discussions with DTLs have taken place and the MARR policy is being refined as a result. An annex to the policy is being written as there needs to be a balance between consistency and how the policy works for each department.

Governors asked if the policy will become more prominent due to coursework disappearing and the possibility for more creative marking.

Mrs Gibson explained that this will make a difference in some respects. Staff need to be a mindful of the value of effective feedback.

Governors asked if student voice has been used regarding the Purple Pen initiative.

Mrs Gibson explained that the DTLs use pupil feedback and use this to improve. Evaluations take place 3 times a year and closed questions are asked of pupils. Staff are learning from it.

Mrs Gibson was thanked for her report.

6. Actions of Chair and Vice-Chair

The Vice-Chair of governors has signed off some ICT equipment for disposal as the equipped is deemed un-repairable.

7. Committee reports

Review Committee Meeting which took place on 13th January 2016 (Mr Leadbeater, Chair of committee)

Governors received an update from the DTL of RE following the report received by governors last term. A new exam board has been chosen from September 2016 and Miss Baker has decided that pupils will study Christianity and Islam. Pupils receive 1 hour per week for RE.

A report was received from Miss Owen, Extended Schools Coordinator.

A report was received from Mr Eastwood, DTL MFL. Governors challenged the results and questioned Mr Eastwood who acknowledged improvements are needed.

A report was received from Miss Hill for Maths. The department is fully staffed with Maths specialists. Miss Hill explained that the department is in transition and a new DTL has been appointed for September.

(Mr Potts arrived at 5.50pm)

Pupil & Curriculum Committee meeting held on 21st January 2016 (Mrs Wallbanks, Chair of committee)

Staff have been working hard with Year 9 pupils to ensure that they have a positive outlook. A large number of pupils have applied to become Buddies in Year 10 for the incoming Year 6 pupils from September. A significant number of applications have been received from the SEN pupils. This is a small year group which has had their challenges over the past few years. However, there have been many individual achievements and attendance is increasing.

Governors received a curriculum update. The ICT Qualification is changing from September 2016 to Computer Science which is different from the current provision. However, an ICT qualification will be offered in addition.

Progress Day was discussed following a parent comment. Mrs Gibson explained that there is far greater attendance (over 90%) during Progress Day compared to the traditional parent's evenings. Staff engage with all parents during Progress Day

and any parents who cannot attend are contacted. An additional subject parents evening is offered to Year 10 and Year 11 parents.

Personnel Committee meeting held on 28th January 2016 (Mrs Bettany, Chair of Committee)

Governors received a staffing update from Mrs Gibson.

Mr Skelding updated Governors on the training plan, NQT update and Frog.

Finance and Premises Committee meeting held on 3rd February 2016 (Mr Hamnett, Chair of committee)

Governors received a 3 year ICT plan from Mr Skelding including plans for a wireless network.

Governors received a copy of a 5-20 year buildings programme produced by Entrust. Governors looked at any priority works that are required imminently.

Governors received various reports including the year end report for 2015/16. The school has been able to retain revenue and capital balances to support the school over the next few years for staffing and maintenance.

Governors received the draft budget for 2016/17. The school has used money from reserves to balance the budget for 2016/17. Governors went through the report in detail and accepted the budget for ratification by Full Governors.

The Charging Policy and music tuition charges were discussed. Governors agreed to increase the music subscription by the annual £2 per instrument, per term in addition to a number of additional services which can be offered to pupils which will be introduced this September.

Action

Governors are asked to ratify the budget for 2016/17 – all agreed.

Policies

A number of policies have been reviewed by the Leadership team and governors this term: Admissions, Alcohol & Substance Misuse, Bullying, Charging, Child Protection, Complaints, Coping in a Crisis, Discipline, E Safety (including new Bring Your Own Device policy), Grievance, Harassment and Bullying at work, Performance Improvement, Recruitment & Selection, SEND, Social Networking, Uniform.

Attendance Policy

Miss Hill has been working for some time on updating the Attendance policy to include the arrangements for the fining of parents for those who take pupils out of school during term time. The rationale for fining parents is not based on behaviour and each case is reviewed on their own merit. The authorisation of absence is only granted for those with exceptional circumstances e.g. service children, critical illness of a child or sibling and compulsory parents fixed holidays by their employer. However information has been received from Staffordshire County Council informing schools that the fining of parents has been suspended until further notice. Therefore, the current policy will remain in place and reviewed next term when it is hoped that further information will be available.

Governors asked if parents are able to request a refund if they have been fined.

Mrs Gibson explained that all fines are issued by Staffordshire County Council and parents would need to contact them.

Governors noted that if parents have already paid a fine, this is acceptance of the consequences and therefore they believed it is unlikely that fines will be returned.

E-Safety Policy

Mr Skelding and Mr Taylor have been working on combining the current E-Safety policy with the Photograph policy and a new Bring Your Own Device policy. This policy is reviewed on an annual basis and during the next review governors will look at restructuring the policy for ease of use.

SEND Policy

Mrs Massey has been working with Miss Hill to update the SEND policy this term.

Action

Governors are asked to ratify the policies reviewed this term by the Leadership team and each committee – all agreed.

Academy Working Group

Governors have met on 3 occasions since the last full Governors meeting to discuss Academy status for Endon High School. A number of models have been discussed and potential partners. A SWOT Analysis has been created to assist governors. A number of fact finding tasks have taken place by various governors and staff. Mrs Gibson has spoken with a number of Headteachers from potential partnering schools. Governors have discussed becoming a Multi Academy Trust with the 3 feeder primary schools initially with the potential for more schools to join. An Umbrella Trust model has also been discussed which would incorporate a number of MATs within the Moorlands area. Governors will be arranging to meet other governors and Headteachers at potential partner schools to discuss ideas. The DfE will be contacted to ascertain whether models discussed are possible. Mrs Gibson updated governors on the recent Government U-Turn regarding academisation. Staffordshire County Council will continue to support school through the process with the aim to convert all schools by 2020. A Diocese report which is due out in June will assist faith schools in whether they can join non-faith schools. A letter will be sent to parents informing them that governors are discussing academisation for Endon High School. Governors agree that there is a wish to maintain a good community school and all schools within the MAT will retain their own identity however will share resources for cost savings.

Action

Governors were asked to ratify the decision for Endon High School to become a MAT – all agreed.

Governors are asked if they agree for the DfE to be contacted with potential models for Endon high School and the Moorlands – all agreed.

Governors were asked if they agreed to a letter being sent to parents informing them that Endon High School Governors have been discussing Academy status – all agreed. Governors agreed that there is a perception of academy status for schools and the wording in the letter is crucial. Governors suggested that information is put onto the school website, FAQs.

8. Link Governor ReportTechnology (Mr Leadbeater)

Child Development – there is an expected dip in anticipated targets for the summer. However Levels of Progress are above national average.

Product Design – Levels of Progress are above target in both Year 10 and Year 11.

Construction – this is the last year that Construction has been offered as an option to pupils.

Food – Levels of Progress are above average for Year 10 and Year 11 and there is an expected 67% A*-C this year.

New equipment has been purchased for the department which has excellent leadership.

Governors wished that thanks be passed to Mr Mitchell for his success in the JCB award this term.

(Mrs Rowley left the meeting at 7.20pm)

9. Governors 20Q

Q2: How well do we understand our roles and responsibilities, including what it means to be strategic?

Governors agreed that they have strategic vision with is covered at the various committee meetings. This is recorded in the minutes of the meetings. Training is received and comprehensive information is also received. The development of Link Governors of the past 5 years has been a good example of this. Governors have a Skills Audit which is used when recruiting new governors. Governors have been at the heart of discussions involving strategic engagement of all staff in evaluation their own performance and the progress of pupils.

Q4: Is the size, composition and committee structure of our governing board conducive to effective working?

This was reviewed and discussed 12 months ago when governors went through the re-constitution.

Q20: How much has the school improved over the last three years, and what has the governing board's contribution been to this?

The recruitment of good teachers has ensured this which was reflected during the Ofsted Inspection last year. A number of awards have been achieved and the school has been nominated for more. There is good measure of improvement which is challenged at governor meetings. There are Link Governors for all departments who offer support and guidance.

10. Governor information

- A number of items were given to governors for information including:
Admission arrangements for 2017/18;
- NJC Pay Award 2016/17 Living Wage;
- The School Governance and DBS checks for Governors – Mrs Sawyer confirmed that all governors at the school have an enhanced DBS certificate;
- Keeping Children Safe in Education – governors are asked to sign that they have read and understood Section 2 of the document;
- School funding;
- Governor Training.

Action

Governors are asked to sign Section 2 of the Keeping Children Safe in Education document which will be kept in school with the Governors Code of Conduct and Annual Pecuniary Interests.

11. Date of next meeting

This will be confirmed once the school calendar has been set for 2016/17.

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: