



Minutes of the Governing Body held in school on
25th March 2015 at 4.30pm

Parent Governor		Community Governor	
Mr M Cox	p	Mr C Hassall (Chairman)	p
Mr A Davies	Ap	Mr J Hamnett	p
Mrs P Bettany	Ap	Mr M Drew (Vice-Chairman)	p
Mr J Overend	Ap	Mrs J Wallbanks	p
Mrs J Woodward	Ap	Mr N Taylor	Ap
Mrs V Harvey	p		
		LA Governor	
Staff Governor		Mr P Potts	Ap
Miss L Lafine	p	Mrs J Bridgett	
Mrs A Gibson (Headteacher)	p	Mr R Leadbeater	p
		(P=present, Ap=apologies)	

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

Mr Drew chaired beginning of the meeting.

1. Apologies were received from: Mr Taylor, Mr Davies, Mrs Bettany, Mr Overend, Mrs Woodward, and Mr Potts. Governors accepted the apologies. Mrs Sawyer confirmed that the meeting was quorate.

2. Ofsted Report

The report was sent to governors on the day the report was released to the school.

Mrs Gibson stated that she was delighted with the outcome. Endon High School is a strongly Good school with very strong features, the right decision was made and a positive report was received.

Mrs Gibson explained that the day before the Ofsted visit she attended a meeting with the Local Authority and local Headteachers who had recently gone through an inspection. Mrs Gibson explained that this was incredibly valuable. Mrs Gibson received the phone call from the Lead Inspector at 12 noon on Tuesday 24th February. Over the following 2 days various meetings took place including a Data meeting whereby Mrs Rowley was asked for progress not attainment data. Mrs Rowley worked extremely hard to get the data into a format which the inspector seemed to prefer. Mrs Gibson and Mr Wood attended the Team Meeting at the end of the first day. Two development areas were identified which will move the school towards outstanding: The use of assessment data to stretch and challenge students and ensuring that all teachers use the marking policy consistently. Both are already areas of development in school. Mrs Gibson explained that they would have liked behaviour to have been graded outstanding. It was explained that the only reason that it was not, is that pupils need to constantly display a love for learning and a thirst for knowledge. The most comprehensive outstanding area was safeguarding and this was reflected in the report. Inspectors were impressed with the role of governors, not only the team on the day but also the wider governing body which is reflected in governor minutes with challenge embedded. This is also reflected in the report. 139 Parent View responses were received and inspectors stated that it was the most positive parent view they had ever seen. Another strong aspect is the moral, cultural, social and spiritual curriculum which is embedded throughout school in lessons, activities, corridors, etc. Inspectors met with pupils and one pupil was quoted as saying "we're one big happy family" (page 6 of the report).

Governors wished to thank all the team involved during the process.

Mrs Gibson also thanked governors, teachers and support staff. Staff worked hard and showed empathy in the many hours prior to the visit.

Mrs Gibson stated that the report clarifies where the school needs to go and the factors to achieve outstanding which are well defined and achievable.

Governors thanked Mrs Gibson.

(Mrs Harvey arrived at 4.45pm)

3. Governing Body Matters

a) Changes to Membership since the last meeting.

Governors had nominated and accepted Mrs Jenny Wallbanks to continue as a Community Governor during the Extra-Ordinary meeting which took place on 22nd January 2015.

b) Confidentiality

Governors were reminded that all discussions are confidential until the next meeting where minutes are discussed and ratified.

c) Declaration of interests relating to the agenda

Miss Lafine stated a pecuniary interest in the staffing re-structure which was discussed at the Extra-Ordinary meeting held on 22nd January 2015.

d) Code of Conduct

Mrs Sawyer asked governors who were absent at the last meeting to sign the Code of Conduct.

e) Instrument of Governors

Mrs Sawyer gave governors a copy of the proposed constitution which has been previously discussed.

Governors had previously agreed that the number of governors should remain at 20. Governors agreed that all categories of governors should be consistent in their term of office and agreed that this would be 4 years. Mrs Sawyer explained that once the proposal was agreed, this would be forwarded to Governor Services at Entrust for approval and elections could take place at the next meeting. Governors agreed with the proposed constitution and also agreed that this would be in place for 22nd May 2015 following the next Full Governors meeting. Vacancies would hope to be filled during the summer term using the Skills Audit governors have completed to fill any gaps.

Mr Hassall explained that as part of the reforming of the governing body he would like to add a proposal in view of the volume of work presented to governors which is delegated to committees with increased responsibilities. Mr Hassall explained that a limited number of governors attend committee meetings due to various reasons. He explained that there is a need to look at a way to ensure better representations at all committee meetings. Therefore, Mr Hassall suggested that the Review Committee become a full committee meeting together with the 3 other committee meetings and ask that all governors commit to attending 2 committee meetings each, each term. It is hoped that each committee would have 10 governors if full attendance is achieved however, still have enough governors in attendance due to absence. Mr Hassall explained that there is a need to do justice to staff who attend and decisions being made at meetings.

All governors agreed to accept the proposals presented.

4. Minutes of the previous meeting

The minutes of the previous meeting held on 6th November were received by governors prior to the meeting.

Governors confirmed that they were a true reflection of the meeting and were signed by the chairman.

Matters arising

Vending machine – Mrs Gibson confirmed that she had met with Entrust Catering. They have looked into a healthy vending machine and all agreed that it was not viable.

Raise online training – Mrs Rowley confirmed that she would arrange training for governors on request.

Curriculum changes – Mr Wood explained that he would be able to update governors further on curriculum changes at the next committee meeting. However, Mr Wood explained that there have been changes made to the Year 9 option choices this year reducing pupils' choice to a 3 option block. This has allowed additional time in English and Maths. Year 9 have accepted the changes and choices are being collated. This is the right move forward towards Progress 8.

Governors commented that pupils may have historically suffered as a result of multiple GCSEs and that Universities are looking at GCSE results. Governors feel that this is a better move for pupils and a more solid foundation.

Governors asked if computing is replacing ICT.

Mr Wood explained that Computer Science is a Progress 8 subject. The school has started to build Computer Science into KS3 moving in September 2015 to GCSE ICT which is a slightly different course currently on offer. There will be a review to offer Computer Science to Year 9 pupils next year.

Governors asked if there were any vulnerable areas for staff to re-train and diversify their teaching.

Mr Wood explained that changes happen year on year and staff are aware of the need to be flexible depending on what is required.

Governor Training – Mrs Sawyer confirmed that the online training for governors will be purchased this term and Mrs Sawyer will inform governors when it is live. Mrs Sawyer also confirmed that the school has signed up for National Governor Association which is an online area for governors to seek advice, support and guidance.

a) Confidential items

Governors went through the minutes and highlighted an area of point 7, staffing, to be removed from the public document.

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

5. Headteacher's Report

Mrs Gibson issued her report for the meeting planned on 24th February which was postponed due to the Ofsted Inspection. Therefore, as the report was historical, Mrs Gibson updated governors on changes since the report was put together.

Admissions – there has been 141 places allocated for September 2015. 2 days of appeals are booked for later this year. The current NOR is 705 which is 5 over school PAN. Mrs Gibson continues to receive requests from parents for places across the school which are oversubscribed except for Year 8.

Progress 8 – the staff are getting a good handle on Progress 8 and information has been received from the DfE. Schools need to make informed choices giving more time to Maths and English.

Staffing Re-structure – the 1st and 2nd meeting of the Selection Committee have taken place and the process continues.

Staffing update

- Miss Steele, DTL RE will take early retirement this summer. Miss Laura Baker has been appointed. Miss Steele is a remarkable member of staff and will be a tough act to follow. However the new member of staff will be able to build and compliment what Miss Steele has achieved over the many years at Endon High School.
- DTL Science, currently Mr Wood is acting DTL Science. This position has been advertised and Miss Tanya Emery has been appointed.
- Mr Alderman, Technology teacher will take early retirement this summer. Interviews take place later this week for his replacement.
- Miss Wagstaff has resigned her position at the school following a long-term absence. There will be a need to recruit a replacement for September 2015.
- Mr Hopkin approached Mrs Gibson to ask if the school would support a 1 year secondment so that he could teach abroad. This was agreed and therefore a vacancy has arisen which will be filled for September.
- Progress Managers position will be available for next academic year which will be reviewed and advertised internally.

School Development Plan – the school has achieved the Dyslexia Friendly status this week. We had the assessment on Monday and we have quality provision for pupils with dyslexia. Mrs Ibrahim and the team have gone beyond the criteria. Mr Hamnett, Link Governor has met with Mrs Ibrahim and staff have embraced the strategy and put in hard to work to achieve this status.

Premises – as the bid for the technology block was unsuccessful, Mrs Gibson has met with the LA who agreed that the roof on the Technology block will be replaced this summer together with repairs to a leaning wall, both paid for by the LA.

Nepal – our Nepal visitors will be arriving this weekend until Easter Tuesday. There will be a community event held in school on Thursday 2nd April at 12.30 and governors are invited to attend. Entrust will be catering and the BBC is sending a crew. The school has invited supporters who have helped to raise funds to enable pupils and staff from Nepal to visit. There will be further fund raising to help to build a Science and ICT building in Nepal.

Flexible Learning Day – our next FLD is Monday 30th March with the theme Careers. Y10 will have an industry day and governors are invited to attend.

Governors thanked Mrs Gibson for her report.

7. Reports

a) Chair Actions

Mr Hassall has been involved in disciplinary decisions; written off items of equipment; signed the Section 188 Notices; signed the Headteacher annual pay review.

Governors agreed to these decisions

b) Committee meetings

Review Committee met on 13th January 2015

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

Governors received a Science update; the Self Review process was discussed; and a PPG report was received.

Pupil & Curriculum Committee met on 22nd January 2015

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

Subject Ambassadors will be invited to the next Curriculum meeting; Raise Online was discussed in detail; PPG was discussed and Mr Cartlidge has been appointed as temporary PPG Coordinator. Since the meeting Mrs Rowley, Mr Cartlidge and Mrs Wallbanks have attended a training course on closing the gaps nationally.

Extra-Ordinary meeting of governors met on 22nd January 2015

Miss Lafine left the meeting whilst governors went through the draft minutes of the meeting.
It was agreed that the Section 188 Notice were to be issued; the Selection committee have met on 2 occasions and the 3rd meeting is planned for 21st April; the outcome will be at a later date as an appeals panel and date has been arranged for 3rd June. HR have supported throughout and attended the 2nd meeting for guidance.

Miss Lafine returned to the meeting

Personnel, Finance and Premises Committee met on 12th February 2015

Governors were given a copy of the draft minutes.

School is still viable however moving forward management need to be more vigilant and changes need to be made. Student numbers are healthy however the school is limited to its intake due to the size of the building.

Bad Debt – governors were asked to write-off a debt of £9.40 from 2 years ago. Governors agreed.

Mrs Sawyer highlighted to governors that the minutes of the Personnel committee meeting which met on 1st October 2014 have yet to be signed as Mrs Bridgett was the only governor who attended the meeting and has not attended a meeting this term. Mrs Sawyer will pursue.

c) Policies

A number of policies have been updated and reviewed at the various committee meetings:

Admissions; BTEC policies; Literacy; Pupil Premium; Trips and Visits; Safeguarding; Alcohol on school trips; Communication and Consultation in school; Managing attendance at work; Business Continuity Plan; Health & Safety; Attendance; Initial Teacher Training; Support Staff additional hours

Governors agreed with the decisions of the committees and accepted the policies for ratification.

The policy Support Staff Additional Hours policy has been updated. A member of the Teaching Assistant team has requested that this was reviewed as they felt that Teaching Assistants were not supported in the policy. Therefore, Mrs Gibson, Mrs Ibrahim and Mr Skelding have reviewed the policy and added a section for Teaching Assistants.

Governors agreed to this change and accepted the policy for ratification.

d) Link Governors

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

Mr Wood explained that the review cycle has been reviewed and a continual review of each department will take place throughout the year. DTLs will still be invited to attend the Review Committee meeting to give an update on the present situation of the department. Mr Wood has a meeting with the DTL of Technology and PE who will be presenting to governors next term.

Link Governors will be asked by DTLs to attend meetings and encourage staff to contact link governors to update them with information on what is happening and future plans for next development so that governors can have a strategic input.

Governors will be asked to report on a bi-annual basis as before.

Governors asked if they could be advised on what to put in their report and asked if there was a template that they could use during meetings with staff.

Mrs Sawyer and Mr Wood agreed to forward information to governors.

8. Governors information

Information from the Staffordshire County Council's Ebag has been put together for governor's information and discussion.

- Statutory Guidance, Keeping Children Safe in Education
- Schools Information Governance
- Code of Conduct for Penalty Notices

Code of Conduct for Penalty Notices

Miss Hill has attended a meeting and updated governors. Miss Hill explained that Staffordshire County Council is dealing with attendance in their own way. There are changes taking place and making it easier to fine parents £60 each depending on attendance, etc. At a Primary Heads meeting recently there were many contradictions received from the LA. Miss Hill has met with the head of LST to clarify what school is supposed to do. They explained that the EWW will not get involved until there are a minimum of 20 lates.

Governors asked what the school is advising parents.

Miss Hill explained that the school has an attendance policy. There is no national or local guidance on authorised or un-authorised absence and each school is managing it differently on a case by case basis. However, the number of holidays taken in term time has reduced.

Governors asked what we can decide as a school

Miss Hill explained that the school needs to follow the Staffordshire County Council rules.

Miss Hill explained that the school wants to work alongside the primary schools to ensure consistency across the feeder school for parents.

Miss Hill will update governors as she receives further information.

Appendixes

A number of appendixes have been copied to Link Governors for action or information.

1. Monitoring Health & Safety in your school – Mr Hamnett, Link Governor has received a copy
2. Ofsted Updates – for information
3. Staffordshire Alcohol and Drugs Project – Mrs Wallbanks, Link Governor has received a copy
4. Staffordshire SEND Family Partnership – Mr Hamnett, Link Governor has received a copy
5. DfE Advisory Group on Governance – for information
- A. Governors Handbook: Summary of changes January 2015 – for information

9. Strategic Governance

The Governors Handbook notes, that "governing bodies, not Headteachers, should determine the scope and format of the termly report. This will mean that they receive the information they need in a format that enables them to stay focussed on their core strategic functions".

Mrs Gibson explained that she essentially uses the Ofsted headings for her report however is open to change the report as governors see fit. Governors agreed that there is no need for change and are happy with the report and its detail. Governors agreed that they will ask for more information if they feel it is required.

10. Any other Business

Mr Hassall thanked governors and staff for their attendance and apologised for the delay in the meeting. Congratulations and thanks to staff for an exceptional grading by Ofsted.

With no further business discussed the meeting closed at 7.25pm.

Minutes prepared by: Mrs J Sawyer, Clerk

Signed as accurate and approved by Governors: (Chairman)

Date: