



Minutes of the Governing Body held in school on
6th November 2014 at 4.30pm

Parent Governor		Community Governor	
Mr M Cox	p	Mr C Hassall (Chairman)	p
Mr A Davies	Ap	Mr J Hamnett	Ap
Mrs P Bettany	Ap	Mr M Drew (Vice-Chairman)	p
Mr J Overend	p	Mrs J Wallbanks	p
Mrs J Woodward	Ap	Mr N Taylor	p
Mrs V Harvey	Ap		
		LA Governor	
Staff Governor		Mr P Potts	p
Miss L Lafine	p	Mrs J Bridgett	P
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), and Mrs Sawyer (Clerk)

Mr Drew welcomed governors to the meeting and confirmed that he would be taking governors through the first 4 agenda items before passing over to Mr Hassall. This is as a result of a recent Self-Review meeting whereby succession planning was mentioned and the need to involve the Vice-Chair of Governors further.

Mr Drew welcomed Miss Lafine, Staff Governor to the meeting.

1. Apologies – apologies were received from Mr Davies, Mrs Bettany, Mrs Woodward, Mrs Harvey and Mr Hamnett. Mr Skelding also sent his apologies as was attending a parents meeting. Governors accepted the apologies of these governors.
2. Declaration of pecuniary interests – none announced.
3. Governance
 - 3a. Confidentiality – governors were reminded that all discussions that takes place during a governors meeting remains confidential to that meeting.
 - 3b. Membership – Mrs Sawyer updated governors of any changes to the governing body since the last meeting. 4 vacancies have arisen as a result of the terms of office ending and a resignation. Governors will need to decide whether to replace the vacancies in conjunction with the re-constitution.
 - 3c. Register of Business Interests – governors were asked to complete the annual Pecuniary Business Interests form and return to Mrs Sawyer.
 - 3d. Code of Conduct – Mrs Sawyer explained that the policy remains the same as the previous year and asked all governors present to sign the Code of Conduct. Absent governors will sign the document during the meetings next term.
 - 3e. Committee Vacancies – Mrs Sawyer explained that there are a number of sub-committee vacancies following the recent departure of governors.

Pay Committee – Mr Hamnett was nominated and accepted.

Action:

Appeals Pay Committee – Mr Potts was nominated and accepted.

Appeals Discipline Committee – 2 vacancies. Both Mrs Bridgett and Mr Taylor were nominated and accepted.

Headteacher's Performance Management – 2 vacancies. Both Mr Drew and Mrs Wallbanks were nominated and accepted.

3f. Link Governors – vacancies for a link governor for the MFL department and a new link governor for PPG have arisen.

MFL – Mr Cox agreed to take on the position.

PPG – after some discussion, it was agreed that Mrs Wallbanks nomination would be accepted as this links in with her role as Safeguarding Link Governor.

3g. Instrument of Government – Mrs Sawyer explained to governors the requirement for all schools to re-constitute their governing bodies by 1st September 2015. Mrs Sawyer issued governors with a number of documents to assist with the discussion.

The requirements for all maintained schools are:

At least two parent governors;

The Headteacher unless the Headteacher resigns as a governor;

One, and only one, staff governor;

One, and only one, local authority governor; and

As many additional co-opted governors as considered necessary.

There is no upper limit to the number of governors a school may wish to have as their governing body.

Mrs Sawyer gave governors a copy of a proposed re-constitution that Mr Hassall and Mrs Sawyer had discussed prior to the meeting for comment and discussion. Mrs Sawyer explained to governors that anyone who moves category would have to begin their term of office again i.e. a further 4 years term of office from the date of confirmation of the re-constitution.

(Mr Overend arrived @ 5pm)

Governors suggested the need to ensure that there is enough governors to cover committee meetings.

Associate Governors

Mr Hassall stated that he had received an email from Mr Goldstraw stating his difficulty in attending governor meetings at present due to work and family commitments and therefore offered his resignation from the Governors. Mr Hassall stated that Mr Goldstraw is a valuable asset to the governing body and therefore, wished to offer him the position of an Associate Governor. Mr Hassall explained the role of an associate governor to governors present. Governors suggested that there may be a need to look at skills gaps if associate governors are to be considered.

Mrs Sawyer also stated that the 3 nominations put forward to the LA for the recent governor vacancy, which was not fulfilled due to the planned change to the constitution, are still very interested in becoming a governor at Endon High School.

Governors agreed to accept Mr Goldstraw as an Associate Governor.

Mrs Sawyer agreed to email all governors with the information on the re-constitution and timings, etc. Governors agreed that there is a need to be mindful on the agreed number of governors and feel that the current 20 is suitable for Endon. Mrs Sawyer agreed to source a Skills audit for governors to complete to see if there are skills gaps and to then consider replacing the recent 4 vacancies.

Action:

*Mrs Sawyer
to email info
to governors*

*Proposal for
re-
constitution
to be
discussed
and agreed
at the next
mtg*

Mrs Sawyer and Mr Hassall will put a proposal together for governors at the next meeting which will need to be agreed in order that this can be sent to Governor Services for approval ready for September 2015.

Action:

4. Minutes of the previous Governors meeting

The minutes of the previous meeting held in school on 2nd June 2014 were issued prior to the meeting. All governors agreed that these were a true reflection of the meeting and were signed by the chairman.

6a. Matters Arising from the previous meeting

1. Mrs Gibson confirmed that the pupil toilets had hooks applied, doors mended and deep cleaned. There is not a high priority for decoration.

Vending machine – Mrs Gibson has asked Entrust catering if they do a Vending machine as part of the catering service. Mrs Gibson is still waiting for confirmation.

Miss Hill has met with the Student Council since the last meeting.

4. Performance Management policy ratified by Mr Hassall as agreed at the last meeting.

7. Mrs Rowley will arrange Raise online training for governors after the publication of Raise on Line in December

6b. Confidentiality

Mrs Sawyer asked governors to highlight any confidential items that will need to be removed prior to publishing the minutes on Frog for parents. Governors agreed that there were no confidential items to be removed.

Mr Hassall took over the Chairing of the meeting and thanked Mr Drew.

5. Headteacher Report

Mrs Gibson issued a number of reports together with her Headteacher's report prior to the meeting: School Development Plan 2014-15; School Development Plan Summary 2014-15; SCC School Improvement – Initial Evaluation visit.

Summary

There was a slight dip in results for 2013-14. Many interventions took place and the outcome was better than was expected following the mock exam results. 65% achieved A*-C including Maths and English (previously 64%-74%). The main issue was progress and not attainment. The 3+ LOP (Levels of Progress) floor standard is 73% and 63% was achieved in maths and English.

Achievement - there has been an improvement in MFL. German results have significantly improved with 75% achieving A*-C grades. PPG students' performance has improved however still need to further close the gaps.

No official NEETs (Not in Education, Employment or Training) again this year and the previous cohort (2013) still have no NEETs.

Current Year11 forecast more confident.

Curriculum changes – Mr Wood is currently working though a Mastery curriculum which is work in progress. Further information will be given to governors at the next meeting.

Pay Policy and the Performance Management Policy are both in place and staff are using these to move up the pay scale. The Pay Committee meeting will take place on 10th November and will be looking at the recommendations to move staff which is not automatically done now.

LA Visit

Mrs Gibson received a phone call from Louise Mallett, our County Improvement Manager at the start of the term as a result of our dip in results for progress in Maths and English which has fallen below national floor standards and therefore put in a High Concern category.

Mr Wood to update governors on the new curriculum model

Louise and Simon came into school and did a mini Ofsted. Joint observations took place and they interviewed Mrs Gibson, Mrs Rowley on data, governors, Miss Hill on students, and Mr Skelding on Performance Management. One to one meetings also took place with both the DTL for Maths and English. Mrs Gibson wanted to show the Authority that although data shows a high concern for Endon High School, there is not high concern. Following on from the meeting the findings were reported back to SCC. On Friday Mrs Gibson received notification that the LA have had time to reflect and felt that as a result, in 3 of 4 categories Endon is a strong good. The school needed to go through the process and stated that behaviour was outstanding. Mrs Gibson has received a letter that the school is now a medium concern. Louise will be back at the start of December and there will be a similar process.

Governors asked if the report is automatically sent to Ofsted.
Mrs Gibson stated that she will check.

Mrs Gibson stated that Ofsted could still turn up at any time. Louise will come into school during the Ofsted inspection. Both Louise and Simon have been doing a lot of visits and stated that if all were as enjoyable as Endon's then this would make their roles easier. Mrs Gibson stated that she wanted them to see it's all about the pupils and not necessarily just about data.

Mrs Gibson has received an email from the Secondary Heads Forum requesting that a County Commissioner has been asked for representation to meet regarding the new categorisation. Mrs Gibson will update Governors following the meeting.

SCC Improvement - Initial Evaluation visit report
Mrs Gibson gave governors a copy of this report and took governors through each point updating them on actions taken since the meeting.

A review of key priorities relating particularly to 2014 results with Headteacher – these key priorities are all embedded in SDP

Observations of teaching and learning including sampling of pupils' work and discussions with pupils. Some observations included prolonged periods of talking by teachers; slow pace of learning; use of TAs.
The school are in discussion with departments. The Marking MARR policy is still being developed and refined. The school now has a Purple Pen of Progress whereby pupils write in purple to further their own progress and Improvement. Anyone not fully engaged or clear as to the process can attend training organised by Mr Skelding.

Discussion with Governors
Governors discussion strongly suggested the need for a PPG Link Governor. Key questions governors should know – e.g. how do they know data is accurate? Do we understand data? How do we know assessments are accurate? It was felt that governors were knowledgeable.

Discussion with Middle Leaders
Middle leader discussions took place with HOD for Maths and English. Feel that the right members of staff are in the roles.

Evaluation of current internal data including PP
Spoke about current data as well as previous data. The way data is analysed is best practice and the team took away document as model of best practice. As a result Mrs Rowley is continuing to be asked to go to speak to other schools relating to data

Use and impact of pupil premium funding.
This is a large focus for school and a very important one. Suggested using the Sutton Trust model. Mrs Gibson explained that it's not just about academic improvement but also as opportunities that pupils may not get outside school. Mrs Gibson confirmed that PPG reports are published on school website.

Performance Management and Target Setting

Action:

Happy with the process, as progress is key. Every member of staff is now responsible for progress.

Overall evaluations in 3 areas and things we need to do to secure Good judgment.

Next steps

Mrs Gibson confirmed that staff have done or are doing what is required. However, there are some inconsistencies in pupil's exercise books. Book trawls have taken place. Louise and Simon are returning again on 5th December. Governors will be emailed with their availability. Mrs Gibson has updated the SDP and copied for governors

Mr Drew asked the question regarding levels of progress and the data coming into school from the primaries regarding incoming grades.

Mrs Gibson stated that if pupils come in with level 4 they have a level 4. There is a lot of hard work in primary schools to get results which is only the same as what any high school would do to get their GCSE results and Further Education providers could say same thing. Even though our CAT4 exam data shows a different picture, we can only deal with incoming data.

Mrs Gibson was thanked for her reports.

Action:

6. Reports

6a. Chair's and Vice-Chair's Actions

Mr Hassall was informed of an exclusion that had taken place and equipment write-off. Governors agreed with these actions.

6b. committee Reports

Personnel Committee

The Personnel Committee met on 1st October 2014. The meeting was not quorate however, it was agreed that the meeting should go ahead.

A staffing update was received from Mrs Gibson;

Mr Skelding explained the new Performance Management process;

Governors reviewed a number of policies.

Finance & Premises Committee

The Finance & Premises Committee met on 8th October 2014.

The budget for 2014-15 was discussed;

A Three Year Model was received from Mrs Latham. Mrs Latham produced two versions, each which carry a deficit in the budget for 2015-16;

ICT and Buildings 3 year plan was received;

The PPG reports were discussed.

The outcome of the meeting was that governors need to be mindful of current finances and projections.

Review Committee

The Review Committee met on 15th October 2014

Governors reviewed a proposal to revise the Department Self Review. It was agreed that a "dashboard" be available and regular reviews through the year. This would make it a more current document. Need to look at link governor roles and the schedule of department review.

There is a need to be more fluid - work together with the processes in school;

Governors received a Numeracy report.

Pupil & Curriculum Committee

The Pupil & Curriculum Committee met on 21st October 2014

Governors discussed the GCSE results for 2013/14;

A Trips and enrichment report was received and governors agreed that there is a large breadth of opportunities for pupils;

PPG reports were received and discussed;

A Curriculum update was discussed and the school may need to look at option process;

A number of policies were reviewed.

Policy review

The following policies have been reviewed at the various committee meetings this term: Induction of NQT; Communication with parents and pupils; Support Staff additional hours; Whistleblowing (County policy); Whistleblowing policy to Safeguard and Promote the welfare of children (County policy); MAPP (new County policy); Time Off policy (new County policy); Debt Recovery (new policy); Network ICT policy; Access; Equal Opportunities; Gifted & Talented (new policy); Looked After Children (new policy); Equality Plan.

Governors agreed to ratify the policies reviewed.

6c. Link Governor Reports

D&T report – Link Governor Rob Leadbeater

Mr Leadbeater has met with Mrs Greenwood (DTL Technology) on couple of occasions. Mrs Greenwood has a clear passion for the department. Mrs Greenwood is keen to enhance pupil perception of D&T. There is a clear boy and girls split in the subjects offered. A laser cutter would like to be purchased however, are aware that funding is limited. There is currently a KMF Young Engineer of the year competition and a 3D printer is being used.

Governors thanked Mr Leadbeater for his report.

Governors asked if the department could use facilities elsewhere.

Mrs Gibson confirmed that SOT 6th Form College organise an annual visit for the Product Design class to use the equipment in the college.

Governors suggested that it might be worth speaking to FE places to see if old or unused equipment is available for the school to have or purchase.

Governors discussed that D&T has always been an area for the less academic. However, skills in the D&T area are invaluable. The present job market is desperate for engineers. School needs to look for opportunities to inspire pupils.

7. Staffing

At the recent Finance & Premises Committee meeting, the 3 year modeller has been received and it shows that there may not be a secure financial projection for Endon High School with staffing being a significant proportion of the budget.

[REDACTED]

[REDACTED]

[REDACTED]

Action:

[REDACTED]

(JB left @ 6.55pm)

Governors asked if the school can raise money through events/lettings.
Mrs Gibson explained that this would not be a sustainable solution.

Mrs Gibson explained however, that there is currently the opportunity to hire out the sports field. The school has been approached by a team who are looking at hiring the field for football. They have a structured system in place including managing the car parking. This could generate £5,000 per year.

Governors asked if the school became an Academy who owns the sports field.
Mrs Gibson stated that the playing fields are owned by Staffordshire County Council. Mrs Gibson explained that she has done a huge amount of work to see if academies are the way forward. Background work has been done, however, need to focus on Ofsted. Mrs Gibson confirmed the possibly to look at Academy status again in future.

Mrs Gibson stated that there is a need to carry on with the process of looking at staff reduction. Governors will need to have discussed and confirmed the need to reduce staffing and to issue the Section 188 notice by 5th February 2015. There will also be some consultation with unions.

3 governors are required for the Selection Committee. Governors will be given information to help to select post/s to make redundant. An additional 3 governors will be required for an Appeals Committee. Staff governors are not able to be part of the committees.

Governors suggested use skills process to select governors for each committee.
Mrs Gibson confirmed that there will be an LA representation at all meetings.

Selection Committee

Mr Overend and Mr Cox volunteered to be on the committee.
Mr Potts and Mr Taylor volunteered to be on the committee if no-one else came forward.

Appeals Committee

Mr Drew and Mrs Wallbanks volunteered to be on the committee.

Governors suggested that there be a reserve for both committees in case of absence etc.

Mrs Sawyer agreed to email all governors to ask of those absent from the meeting if they would be able to be part of the process.

Mr Hassall clarified the points raised

Mr Hassall confirmed that all discussion would be confidential and asked at what point staff will be informed.

Mrs Gibson confirmed that DTLS are aware of situation. Mrs Gibson will speak to staff when required later this term. Mrs Gibson agreed to keep governors updated.

8. Safeguarding

Discriminatory Incidents

Mrs Gibson confirmed that Governors receive an annual report via the Headteacher's report.

Safer Recruitment Training

Mrs Sawyer confirmed that there are currently 3 governors who have the Safer Recruitment training which will run out in 2017.

9. Other Information Items (Staffordshire County Council & Entrust)

Action:

Consultation on Proposed Admission Arrangements for 2016/17
Governors agreed to continue with the PAN of 140 for 2016/17 intake.

Governor Training Programme
Mrs Sawyer gave governors a copy of the training available via Entrust and advised to contact her to book.

Governors Information Pack
Governors received a copy of information for school and governors which has been put together by Mrs Sawyer using the Ebag via Staffordshire County Council on a weekly basis.

10. Strategic Governance

10a. Governors Healthcheck responses:

Safeguarding – *“The school’s single central record is kept under review and updated when necessary”*

Mrs Sawyer confirmed that the Schools Single Central Record is held in school and updated on a regular basis. This record includes the details of all staff, governors, volunteers and supply that come into school.

Team Work – *“Governors different experiences and skills are recognised and used”*

Mr Hassall confirmed that during the initial meeting of all governors, their skills and experience is used to place governors on the committee where they could be most useful.

10b. Governors Day Feedback

Mrs Sawyer thanked all governors who attended the recent Governors Day and gave a copy of the feedback to all governors for information. Mrs Sawyer asked governors if they would like this event to be arranged on an annual basis. Governors agreed that the day was useful however, not sure if it would be on a regular basis. They agreed that different themes may need to be looked at. Mr Hassall thanked Mrs Sawyer for organising the day.

11. Date of future meetings

24th February 2015

21st May 2015

With no further business to discuss the meeting closed at 7.40pm.

Minutes prepared by: Mrs J Sawyer, Clerk

Signed as accurate and approved by Governors: (Chairman)

Date: