



Minutes of the Governing Body held in school on  
15<sup>th</sup> February 2018 at 4.30pm

<b>Parent Governor</b>		<b>Co-opted Governor</b>	
Mr L Poulton	p	Mr C Hassall (Chairman)	Ap
Mrs D Tideswell	p	Mr Martin Drew (Vice-Chairman)	p
Mr R Sproston	p	Mr J Hamnett	Ap
Mr S Jodrell	p	Mrs J Wallbanks	p
		Ms L Adams	p
<b>Headteacher</b>		Mr R Leadbeater	p
Mrs A Gibson	P	Mrs W Parrott	p
		Mrs V Harvey	p
<b>LA Governor</b>		Dr F Aslam	Ap
Mr P Potts	P	Mr J Overend	Ap
		Mrs D Latham	p
<b>Staff Governor</b>		Mr M Delf	p
Mrs K Greenwood	Ap	Ms J Bootherstone	P

*Also in attendance:* Mr R Wood (Deputy), Mrs T Rowley (Assistant Head), Miss T Hill (Assistant Head), Mr A Skelding (Assistant Head)

Mr Drew chaired the meeting in Mr Hassall's absence. Mr Drew began the meeting by welcoming the four new governors, Mr Delf, Ms Adams, Ms Bootherstone and Mr Jodrell.

1. Apologies – apologies were received and accepted by governors
2. Pecuniary Interests relating to the agenda – Mr Drew suggested that there may be a possible pecuniary interest if the discussion of the Headteacher's recruitment is discussed.
3. Confidentiality – Governors are reminded that all discussions at the meetings are confidential and not public until ratified at the following meeting.
4. Membership

As a result of the nominations received for Mr Delf, Ms Adams and Ms Bootherstone to become Co-opted governors and only 3 vacancies, Governors agreed to change the constitution so that there are 4 parent governors and 13 Co-opted governors.

Governors ratified the decision to make the change to the constitution.

5. Minutes of the previous meeting held on 17<sup>th</sup> October 2017

The minutes of the previous meeting were issued to governors prior to the meeting. Governors agreed that they are a true reflection of the meeting and the minutes were signed by the chair.

## Matters Arising

GDPR – Mr Skelding has recently attended the Entrust GDPR training and has discussed this with the Leadership Team. Mr Skelding explained to governors that there is no clear expectations for education, however he is clear on the law regarding GDPR. Mr Skelding confirmed that he is clear on how GDPR will fit into school and the interpretations. An audit is to be carried out in school and a public statement will be required on the school's website. Mr Skelding confirmed that the GDPR law comes into place on 25<sup>th</sup> May and it is hoped that further information regarding education establishments will be available prior to this date.

*Governors asked if the school has a retention policy in place regarding keeping information.*

Mr Skelding confirmed that there is a document and explained that the school can hold information from a legal prospective e.g. safeguarding data.

*Governors asked if the policy is reviewed internally or supported from SCC.*

Mrs Gibson stated that the document is a SCC document. Mrs Gibson is waiting further information from the County Improvement Officer regarding GDPR.

### 6. Confidentiality

Governors were asked to identify any information from the minutes of the 17<sup>th</sup> October which need to be removed from the public copy. Governors agreed that there was no information to redact.

### 7. Extra-Ordinary meeting of governors held on 30<sup>th</sup> November 2017.

The minutes of the meeting were issued to governors prior to the meeting. Governors agreed that they were a true reflection of the meeting and were signed by the chair.

### 8. Headteacher's Report

Mrs Gibson issued her report to governors prior to the meeting. Mrs Gibson highlighted a number of key points to governors.

Ofsted – It is three years this February since the school's last Ofsted Inspection. Mrs Gibson stated that the school could be due for an inspection however, some school wait up to five years. IDSR data states that there are no areas of concern and no risk factors. However, the school needs to be prepared for Ofsted's next visit. A meeting has been held with DTLs and Ofsted folders will be collated for governor's information. Ofsted will only carry out a one-day inspection if the school remains Good and the sub-category does not change. However, if the sub-category changes, the school would still be judged as Good, but this would then require a further inspection after 18-24 months for a two-day inspection. Mrs Gibson confirmed that an Ofsted Inspection could be triggered by any Safeguarding risks. There is now no limit to the number of governors who can meet with inspectors.

Achievement and Progress – DC2 data will be imminent following the second set of Year 11 Mock Exams taking place this week and last.

*Governors asked what the comparison of progress and ability was on previous years.*

Mrs Gibson explained that there is a gender balance in the current Year 11 however there is a high percentage of high prior ability and therefore have been challenging. Mrs Eastwood, Progress Manager and the SLT, will be holding a Year 11 Parents information/skills evening on Tuesday 6<sup>th</sup> March. The current Year 11 is the smallest of the year groups with only 125 pupils which means that everyone in the year group is more significant regarding data.

*Governors asked how the additional mock exam period has been received by pupils.*

Miss Hill stated that pupils have accepted the process positively and can see the progress made from November to February. Therefore, it is hoped that there will be further progress by May.

*(Mr Potts arrived at 5.10pm)*

Admissions – there have been 167 first choice applications received and as a result there have been two days of appeals booked. Mrs Gibson stated that it is anticipated that the school will be oversubscribed in all year groups from September 2018 with the possibility of 143-144 in each year group.

Attendance – attendance is above target currently at 95%.

Behaviour and Sanctions – data has been received by governors at the Pupil and Curriculum committee meeting.

Curriculum – the Year 8 and year 9 pupils have begun their options process.

Staffing – Interviews will take place on 16<sup>th</sup> February for a full time Science Teacher following Mr Wood's retirement this summer. Mrs Lindsey Taylor has been appointed as the Inclusion Support Manager for 2 days per week for one year. Two resignations have been received within the SEND and an advert will be placed to replace these positions.

MINTClass – a new platform to record and register attendance has been purchased. The software will also record reward and behaviour points as information is pulled through from SIMS. Data is communicated via Firefly to inform parents of those whom have been given points and the reasons for this.

SDP update/review – Mrs Gibson gave governors an update on progress made towards the School Development Plan so far this year.

Finance/Wi-Fi and CCTV – There has been a new finance system introduced by County called Integra. Mrs Latham gave governors detailed information at the Finance Committee this term and explained the shortfalls in the package. A new wireless network has been purchased at a reduced cost which will be put in place over half-term. This new wireless system will allow the school to invest in an updated CCTV system.

Lockdown Procedures – following training attended by Mrs Gibson and Mrs Latham, a policy and procedures are required in school. At present there is no guidance from SCC and Mrs Gibson is sourcing guidance and a suitable document to use in school. Mrs Gibson explained that the procedures need to be fluid depending on the situation. Parents will be informed that this is being introduced to pupils before the practice is carried out in school.

Science Gold Mark – the science department has successfully achieved the Science Gold Mark. This achievement highlights the level of progress the department has made over the past few years.

80 years of Endon High School - this year will be the 80<sup>th</sup> anniversary of Endon High School and the two Enrichment Days at the end of the summer term will be dedicated to celebrating this. The local community will be invited.

Governors thanked Mrs Gibson for her detailed report. Governors would like to pass on their congratulations to the Science department and to the Design department who are also achieving great results in projects and competitions they are entering.

*(Mr Sproston arrived at 5.40pm)*

#### 9. Chair/Vice-Chair actions since the last meeting

The following actions have been carried out by the Chair/Vice-Chair of Governors:

New uniform skirt design authorised on 17<sup>th</sup> November 2017

The school was closed due to bad weather on 11<sup>th</sup> December 2017

The purchase of a new wireless network system was authorised on 26<sup>th</sup> January 2018

Equipment write-off authorised on 31<sup>st</sup> January 2018

Governors agreed with the actions taken on their behalf.

#### 10. Committee reports

The draft minutes of the committee meetings had been circulated to governors prior to the meeting.

##### Review Committee meeting – 10<sup>th</sup> January 2018 (Mr Leadbeater, Chair)

Department reports were received from Maths, RE and Endzone. The RE department's results are on target for 2017-18 and some concerns were raised regarding boys behaviour. The maths department achieved excellent results in 2016/17. Students from one of the Endzone clubs attended the meeting and explained to governors their involvement in the club and their achievements so far.

##### Pupil and Curriculum Committee meeting – 16<sup>th</sup> January 2018 (Mrs Wallbanks, Chair)

Governors were informed that the school's Progress 8 figure has been adjusted to +0.07 however the PPG figures dipped in 2017. Mr Wood gave a curriculum update as KS3 becomes 2 years and the GCSE KS4 becomes 3 years from September 2018. Miss Hill reported detailed information on pupil support taking place in school, including the number of safeguarding, racist incidents and exclusions made this term. Governors were informed that the LA grading of "some concern", remains, although we still await a formal letter. Most schools in the LA are graded "some concern".

##### Personnel Committee meeting – 25<sup>th</sup> January 2018 (Mrs Harvey, Chair)

Governors received a staffing update from Mrs Gibson. Mr Skelding gave governors information on staff support and confirmed that all homework is now set on Firefly.

##### Finance & Premises committee meeting – 31<sup>st</sup> January (Mr Poulton, vice-chair)

Governors received further information that Chartwells are still underperforming with an alarming deficit. Governors have agreed that the school should seek an alternative provider. Mrs Latham explained that she has met with Matriculate to discuss a tender for the catering and they have explained that the school may be too small on its own. Therefore, Moorside have been asked if they would be interested in also going to tender as they too are not satisfied with the service received by Chartwells. Mrs Latham explained that it would cost £29,000 per school to go through the process and that it is hoped a new provider could be found by 1<sup>st</sup> September 2018.

*Governors asked where the school stood if KPIs had not been met and the school disagrees with the figures presented.*

Mrs Latham confirmed that the school will not have to pick up the deficit this year and Chartwells had agreed that the school would receive £1,500 income. However, after 31<sup>st</sup> March Chartwells will charge the school.

*Governors asked if Chartwells could retain the same deal until transparency of figures is received. Mrs Latham stated that she would contact them to ask.*

Redundancy – governors discussed the remaining balance of £37,838 and the Finance committee recommended that the remaining amount is paid in full due to the possibility of interest being paid.

Governors were asked to ratify the decision of the Finance Committee – all agreed.

#### Academy Group Meetings, 25<sup>th</sup> and 31<sup>st</sup> January 2018

The Governors Academy Working group have met on a couple of occasions to go through the school's non-negotiables and ethos ready for discussion at the MAT meeting on 12<sup>th</sup> February. Mrs Gibson, Mr Drew and Mrs Latham all attended the meeting on 12<sup>th</sup> February however did not feel as though the meeting was productive. Therefore, it has been arranged for governors of Moorside and Endon meet on 5<sup>th</sup> March to discuss a way forward together leaving the option open for others to join once the MAT has been set up.

During the committee meetings, a number of policies have been reviewed and accepted ready for ratification by Full Governors:

Alcohol on School Trips; BTEC policies; Communication and Consultation in school; Equality Duty & Accessibility Plan; Induction of NQTs; Literacy; Managing Attendance at Work & Code of Practice (SCC); Support Staff Additional Hours; Business Continuity Plan; Health & Safety; Lone Working (SCC); Alcohol & Substance Misuse (SCC); Time-Off (SCC); Schools Redundancy

Governors are asked to ratify the policies – all agreed.

#### 11. Link Governor Report

Mrs Wallbanks, Link Governor for PPG, Safeguarding, IAG, PSHE issued her reports to governors prior to the meeting.

PSHE – Mrs Wallbanks has recently visited the school and seen the L4L programme in operation. Mrs Wallbanks has met with Mrs Tapley, the DTL for PSHE and reviewed the schedule for delivering PSHE in school. There is excellent teaching and learning and pupils are engaged with the subjects and content.

Safeguarding – Mrs Wallbanks has met with Miss Hill, Safeguarding Officer and they have discussed MyConcern, the new system in school to assist with recording safeguarding concerns. Miss Hill reports to governors on a termly basis however, specific information is not disclosed due to confidentiality.

*Governors asked if there was a peer review of the recorded data to safeguard the Safeguarding Officers.*

Miss Hill confirmed that there was not due to the nature of the role. Miss Hill explained that all incidents sit in isolation and all are confidential. Miss Hill stated that everyone is responsible for safeguarding and not just the Officers.

PPG – Mrs Wallbanks has met with Mr Cartlidge, DTL for PPG. There is approximately 11% of the school's cohort eligible for PPG. Mrs Gibson reports on expenditure to governors on an annual basis and a report is published on the school's website.

*Governors asked if parents have to register to acquire PPG support.*

Mrs Gibson confirmed that parents are informed how they can apply for funding e.g. free school meals, etc.

IAG – Mrs Sawyer issued a report to the Pupil and Curriculum committee this term which included an analysis of progression to Further and Higher Education of ex-Endon pupils. Mrs Sawyer also reported that the school has no NEETs for a fifth year.

12. AOB

Headteacher's recruitment – Mr Drew confirmed that a selection committee has been formed, a meeting has taken place with HR and the advert will be placed in the TES next week.

Industry Day – Mrs Gibson invited governors to take part in the Year 10 Industry Day which will take place on 16<sup>th</sup> March.

With no further business to discuss the meeting closed at 7.10pm

Minutes prepared by: Mrs J Sawyer, Clerk

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

Date: .....