



Minutes of the Governing Body held in school on
17th October 2017 at 4.30pm

Parent Governor		Co-opted Governor	
Mr L Poulton	p	Mr C Hassall (Chairman)	p
Mrs D Tideswell	p	Mr Martin Drew (Vice-Chairman)	p
Mr R Sproston	p	Mr J Hamnett	p
		Mrs J Wallbanks	p
Headteacher		Mr R Leadbeater	p
Mrs A Gibson	P	Mrs W Parrott	p
		Mrs V Harvey	Ap
LA Governor		Dr F Aslam	p
Mr P Potts	P	Mr J Overend	Ap
		Dawn Latham	p
Staff Governor			
Kim Greenwood	p		

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

Mr Drew agreed to chair the meeting.

1. Apologies – governors accepted the apologies from governors and Mr Wood.
2. Pecuniary Interests relating to the agenda – none announced.
3. Governing Board Matters

Membership

Governors were informed that since the last meeting Mrs Sawyer has received a number of governor resignations: Mrs Bettany, Mrs Massey, Mr Jackson. All three governors have been contacted and thanked for their service. Mr Potts has been re-elected as the LA Governor for a further four years.

Mrs Sawyer explained to governors that she has written to all parents regarding the two Parent Governor vacancies and has received no response. Mrs Sawyer will include this in the next newsletter.

There are also two Co-opted vacancies and governors were asked to contact Mrs Sawyer if they know of anyone who may be interested in being a governor. Mrs Sawyer will also contact SGOSS to see if they have anyone registered.

Action: Mrs Sawyer to contact SGOSS and include a notice in the newsletter.

Declaration of annual Business Interests

Governors are reminded to return their annual business pecuniary interest forms to Mrs Sawyer, as this information is a requirement on the school's website.

Returns

Mrs Sawyer informed a number of governors of the need to return their completed Financial Skills matrix and Skills Audit.

Action: Mrs Sawyer to chase governors for outstanding information

Code of Conduct 2017

Mrs Sawyer gave governors a copy of the updated NGA Code of Conduct for governors to adopt for 2017. Governors agreed and all present signed.

Action: Mrs Sawyer to obtain the signatures of governors not present at the last meeting.

Committees

Governors have reviewed their committee terms of reference this term during their individual meetings. Each committee has a chair and vice-chair, which is included in the Governors Constitution. Mrs Sawyer informed governors of a number of vacancies within the various committees together with any Link Governor vacancies. Mr Leadbeater agreed to sit on the Appeals Pay Committee. Mrs Sawyer agreed to email all governors informing them of the vacancies with a view to filling them before next term.

Action: Mrs Sawyer to contact all governors with information on committee and Link Governor vacancies.

Nominated Governors

Mrs Sawyer confirmed that the school has the following nominated governors: Prevent – Mr Overend, Child Protection/Safeguarding/LAC – Mrs Wallbanks, SEND – Mr Hamnett, PPG – Mrs Wallbanks. Governors nominated Mrs Sawyer to manage the training and development of governors together with informing them of the statutory duties of information on the school's website. Governors were made aware of the vacancy for an E-Safety Link Governor.

Safeguarding

Mrs Sawyer confirmed that all governors have an Enhanced DBS, which is recorded on the Single Central Record. Mrs Gibson explained that she has carried out a spot check on the SCR.

Governors asked if DBS checks are updated after 3-5 years.

Mrs Sawyer explained that the advice received is that anyone who has continual service to the school, whether it be a paid employee or volunteer, that there is no requirement to re-new their DBS. Anyone who has a break of "service" of over three months does.

Governors suggested that it is practice that any governor who is re-elected after their four year term of office is asked to complete a DBS check and to inform them of the Update Service.

Dr Aslam informed governors that from 25th May 2018 all organisations will have to have a GDPR. Governors agreed that this requires further investigation and will be discussed at the next meeting.

Action: Governors to discuss GDPR at the next meeting.

Action: Governors to complete a DBS upon re-election.

Keeping Children Safe in Education

Governors are asked to sign that they have read and understood the Keeping Children Safe in Education 2016 and understand their responsibilities in section two.

Action: Mrs Sawyer to ensure that absent governors sign the document.

4. Minutes of the previous meeting

The minutes of the previous meeting held on 13th July 2017 were issued to governors prior to the meeting. Governors confirmed that they were a true reflection of the meeting and were signed by the chair.

Matters Arising

Safer Routes – Mrs Gibson informed governors that a survey with pupils was carried out in September. The Parish Council is now involved in the projects. During the Progress Day in December Year 9 pupils will be set a homework task on safer routes. From this, any relevant information will be passed onto the Safer Routes team.

Ofsted working group – a meeting will be organised before Christmas following the Local Authority visit and validated data being received.

Confidentiality

Governors were asked if there is any information to be removed from the public copy of the minutes. It was agreed that Mrs Gibson's statement regarding the catering is removed.

5. Headteacher's Report

Mrs Gibson issued her report to governors prior to the meeting.

Mrs Gibson highlighted a number of key points from her report:

GCSE Results 2017

It was reported at the Pupil & Curriculum committee this term that the Progress 8 results were -0.22. The adjusted figure has now been received in school, which is now +0.093. This represents a massive improvement on the previous year especially with the higher prior attainment figure that the pupils arrived at Endon with. All subjects/baskets now have a positive figure. Provisional data states that Endon High School is one of the top 8 schools in the county in Maths and English: top 5 in English and top 8 in Maths only. The raw attainment data was shared with prospective parents during the Open Evening. Mrs Gibson stated that the only negative score was in the middle prior attainer's which is a focus on the School Development Plan together with pupils being the "best that they can be".

Governors congratulated the school and its staff on their achievements. Governors are aware of the challenges over the past year with the curriculum changes and pressures on staff.

Governors asked if the news will be shared with parents.

Mrs Gibson stated that she will organise it.

Mrs Gibson updated governors on the various outcomes of the adjustment and explained that although the Progress 8 score was now positive the school is still earmarked for Local Authority

support and Emma Jardine-Phillips, School Improvement Team, will spend half a day in school on 31st October. Mrs Gibson will be asking how to raise middle prior ability attainers and sustain higher prior attainers results.

A number of re-marks have taken place this year which has been very expensive. A number of parental requests have also been received. The success rate of the re-marks is 47%. The overall total cost to the school for unchanged grades is £728.80, which is similar to previous years. Parental costs of unchanged grades is £766.30. There were some significant changes in Maths and English with 5 out of 9 grades changing in maths.

Re-moderation of coursework has also been requested. Business Studies, Child Development and Media were requested at a cost of £212 per subject. Both Business Studies and Media grades went up and Child Development remained.

Governors asked if the school had to prepare a challenge for requested re-moderation for the exam board.

Mrs Gibson stated that the school is only required to pay the fee. All DTLs have had the option to request re-marks, which are considered by the LT. The school have also requested marked scripts to assist with staff training and future planning.

Governors stated that the results of the re-marks was positive.

Admissions

142 pupils were admitted into current Year 7. Year 7 – 10 are all oversubscribed however we still have the small Year 11 group of 125. The Open Evening on 28th September was very successful and well attended. There was a positive atmosphere around the school and all departments had arranged for demonstrations. The school will receive preliminary information on the intake 2018 in December and the actual numbers on the 1st March.

(Dr Aslam left the meeting at 5.45pm)

Discriminatory Incidents

Mrs Gibson reported that there were four incidents recorded in line with procedures last academic year. Appropriate sanctions were put in place, including informing parents.

Staffing

There have been a number of new staff joining us this September. All have made an incredible positive start, each seeking opportunities to be part of the school and wanting to make a difference.

Science

Mr Mottram was appointed into the science department temporary for one term as the school was unable to appoint a physics specialist. Mr Mottram's specialism is Biology however was happy to accept the position as an NQT and teach mainly Physics. After a successful start, the school has extended his contract until the end of summer, teaching Physics, supported by the science DTL. Painsley Teaching School have offered the school 5 free of charge training days for non-physicists which Mr Mottram will be attending.

Governors asked if there was any feedback from pupils.

Mrs Gibson explained that the feedback is positive especially in Science. Two NQTs have joined the department. There is a new Science club, which is also providing to be very popular.

SEND

There are three apprentices in the SEND department who started in September and will be completing their training through Entrust.

Mr Rowley has taken on the role of SENCO and is aiming to raise the achievements of SEND pupils. Mrs Rowley and a number of Inclusion Support Assistants attended the SEN Show in London. All resources gathered at the event will be shared with the rest of the team.

(Mr Hamnett left at 5.55pm)

Pastoral Team

Miss Lafine has taken on a new role supporting the Progress Managers. Miss Lafine is working with the Year 10 boys on being role models for the future, and with a group of girls on self-esteem and self-confidence.

Support Staff

Mrs Wright, Finance Assistant, has resigned her post. Interviews for her replacement will take place on 18th October.

The Technology department are still trying to source a Technician support and an interview will take place on 18th October.

Policies

The Pay Policy and Performance Management policies have been received from Staffordshire County Council for school to adopt this term. The Pay Committee have reviewed both policies and agreed with their content. The Pay Committee will meet on 31st October to review staff Performance Management.

School Development Plan

Mrs Gibson gave governors an updated copy of the SDP.

- The first round of teacher observations is taking place which is to be a reflective exercise.
- All parents (except 2) have all signed up to Firefly.
- Department planning time has been mapped into the school calendar this year.
- Attachment Disorder training has been received by staff.
- The school is currently looking into opportunities for Mental Health training for staff and pupils.

Uniform

There has been previous concern regarding the girls' skirts as they are wearing them very short. Stockists have been asked to only sell the longer length skirts. Mrs Gibson is proposing a straight skirt with no split and has EHS embroidered below the pocket. Mrs Gibson has spoken with the Student Council and Prefect reps who were happy with the skirt.

Governors are happy for the new skirt to be phased in throughout the year. Suppliers will be asked to only supply the new style skirt however are aware that they may have stock to sell.

Social Media

The school is now using a number of social media sources to promote the school including department "tweets".

World Challenge

Following the success over the past few years, the school has signed up to take part in World Challenge in 2019 to Swaziland. Two members of staff are interested in leading the expedition.

(Mrs Greenwood left at 6.20pm)

Year 7 catch up Numeracy & Literacy premium

Mrs Gibson included the report for information.

Mrs Gibson was thanked for her report and updates.

6. Actions of Chair and Vice-Chair of Governors

The Chair of Governors has ratified the Safeguarding and PREVENT policies which were updated by the Leadership Team and put on the school's website following the review.

7. Reports

Review Committee – held on 13th September 2017 (R Leadbeater, Chair)

The committee received an update from MFL following the summer GCSE results following governors concerns over the past 18 months. Governors were informed that attainment had risen in 2017 and agreed that no further review would be required until the next department review as per the schedule. The committee also received a report from Art. The MARR policy was discussed in detail.

Pupil & Curriculum Committee – held on 19th September (J Wallbanks, Chair)

The committee received a detailed report on the GCSE results for 2016/17. Student support was discussed including the new achievement and behaviour system, exclusions and safeguarding. The PPG reports were also received which are also now available on the school's website. A number of policies were reviewed and governors looked at one of the "twenty questions for governors".

Governors were asked if the first Pupil & Curriculum committee meeting of the academic year could be moved to the first meeting of the term so that the leadership team could share the previous year's results with governors.

Mrs Gibson explained that this would be difficult due to the timing. Information would not be available for an earlier meeting as the data would not have been analysed in detail.

Governors asked if they could receive the presentation given to staff on the first day of term at the same time.

Mrs Gibson stated that she would be cautious about sending the information to governors with no context available for governors to understand and therefore may mis-represent the school if questioned.

Governors agreed that they have challenged and discussed and agree to remain with the Pupil & Curriculum committee meeting being the 3rd week of the new academic year and no information would be received before this meeting.

(R Sproston left the meeting at 6.30pm)

Personnel Committee – held on 27th September (P Potts, Chair)

Governors received the staffing update from Mrs Gibson and notification that all the new staff have settled in well and making an impact on the school. Mr Skelding informed governors of the Induction process which has been updated. A number of policies were reviewed and ratified.

Finance & Premises Committee – held on 5th October (L Poulton, Chair)

Governors received an update from Mrs Gibson that the catering in the school continues to be disappointing with a number of issues at the start of the year. Governors have agreed for the school to look at alternative provisions. Governors discussed whether the school should pay off the outstanding balance of redundancy costs before the potential of incurring interest. Governors agreed to review this next term. A preliminary design for the front entrance of the school was received which would assist with safeguarding however initial costings are approximately £100,000-£150,000. Governors discussed the possibility of a CIF bid if the school becomes an Academy. The Health & Safety report was received and discussed. A number of policy were reviewed and ratified.

(Mr Potts left the meeting at 6.45pm)

Academy update – Mrs Gibson

A meeting was hosted on 11th October and potential partner schools were invited to attend. Mr Jeff Marshall chaired the meeting. Mr Marshall gave information to all present on the possible three options moving forward: do nothing (but have a back-up plan), join an existing MAT, and create your own MAT. All those involved in a MAT now have equal partnership and governors/trustees will have to have a definitive skill set. It is important to do due diligence on other partner schools and locality for a MAT is recommended. A second meeting will be held next half term and Mr Marshall will chair the meeting. Mr Clarke, Headteacher of Moorside, has offered to host the next meeting.

Governors confirmed that they were happy for the school to move forward with Academisation.

(Mrs Tideswell left the meeting at 7pm)

Policies

The following policies have been reviewed by the committees this term:

MARR, Looked After Children, Access, SEND, Charging & Remissions, Whistleblowing, Debt Recovery, Equal Opportunities, Communication with Parents and Pupils, Time Off, Grouping, Department Self-Review, Sex Education, Performance Management, Pay, Safeguarding, PREVENT

Governors agreed to ratify all the policies reviewed.

Link Governor Report: Music – Mr Drew, Link Governor

Mr Drew issued a copy of his report to governors prior to the meeting.

Mr Drew explained that he had been involved in a number of activities in the Music department over the past term. The department have a small cohort in GCSE however have very pleasing results. Although Governors have removed the subsidy for individual instrument lessons, other than for those following the GCSE course, there is still a good uptake. There have been some staffing changes in the department this term.

Mr Drew was thanked for his report.

8. Dates of meetings 2017-18.

Mrs Sawyer gave governors a copy of the planned meetings for 2017-18 for information.

With no further business, the meeting ended at 7.10pm.

Minutes prepared by: Mrs J Sawyer, Clerk

Signed as accurate and approved by Governors: (Chair)

Date: