



Minutes of the Governing Body held in school on
23rd October 2018 at 4.30pm

Parent Governor		Co-opted Governor	
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
Headteacher		Mr R Leadbeater	P
Mr A Skelding	P	Mrs W Parrott	P
		Dr F Aslam	p
LA Governor		Mrs D Latham	p
Mr P Potts	p	Mr M Delf	p
		Ms J Bootheystone	P
Staff Governor			
Mrs K Greenwood	Ap	2 x vacancies	

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

1. Apologies – were received and accepted by governors

Chair and Vice-Chair arrangements

Mr Drew explained that Mr Hassall has requested a review of Governance leadership following his absence this term due to ill-health. Mr Drew proposed that both Mr Hassall and Mr Drew co-chair the Governors until the next Full Governors meeting in February 2019. Governors agreed to this proposal. Mr Drew also explained that as a result of this arrangement a temporary vice-chair of governors would also be required. As no-one present offered to support this role, it was agreed that Mrs Sawyer would email all governors following the meeting.

Action: Mrs Sawyer to email governors for a temporary vice-chair until February 2019.

(Mrs Parrott arrived at 4.45pm)

2. Pecuniary Interests relating to the agenda – none announced

3. Membership

Mrs Sawyer explained that there are two Co-opted governor vacancies. Mrs Sawyer asked governors if they would like to continue to try and fulfil the vacancies or to review the constitution of governance with the opportunity to reduce the number of governors. Governors agreed that they will continue to recruit into the vacancy positions.

(Mr Jodrell arrived at 5pm)

Annual Pecuniary Interests

Mrs Sawyer asked governors to return their annual pecuniary interests form and reminded governors that this is a legal requirement and that the information needs to be published on the school's website.

Code of Conduct 2017-18

Governors were asked to sign the Code of Conduct for 2017-18.

4. Minutes of the previous meeting

The minutes of the previous meeting held on 4th July 2018 were received and reviewed by governors. Governors accepted that they were a true reflection of the meeting and signed by the chair.

Matters Arising

GDPR – Mr Skelding informed governors that the GDPR Asset Register has been purchased and Mr Cartlidge, Assistant Headteacher has taken on the responsibility. The school is still working towards being GDPR compliant by the end of the academic year. The school has now completed the gap analysis.

PAN – Mr Skelding confirmed that the PAN for 2018/19 is 145.

Awards Achieved – Mr Skelding highlighted a number of awards that the school has achieved since the last meeting in July: Science Gold Award, Secondary Quality Mark in Geography and the Gold Music Award.

Confidentiality

Governors were asked if there were any items to be redacted for the public copy of the minutes of 4th July 2018. Governors asked that section 4a and point 7 were redacted.

Action: Mrs Sawyer to redact the information highlighted by governors on the public copy.

5. Headteacher Report

Mr Skelding issued a copy of his report to governors prior to the meeting. Mr Skelding explained that he would like to know what the governors would like the Headteacher report to consist of. Mr Skelding explained that he had written his report this term as an update from discussions at each of the committee meetings and to update governors on various key issues in school.

Term 1 Priorities

Mr Skelding highlighted the key priorities for staff and the school for the first term of his Headship.

These are:

Take ownership of the context;

Establish a heading;

Set the tone;

Raise the bar;

Look to the future.

A presentation on these priorities was given to staff on the first day of term and a copy had been included in the Headteacher report for governors.

Governors asked Mr Skelding to clarify "taking ownership of the context"

Mr Skelding explained that he has inherited the school from the previous Headteacher which include an updated curriculum, GCSE results, pending Ofsted and the MAT process.

Reviewing our Core Purpose

By the end of the first term, the school community will have been asked to reflect on what Endon High School stands for and what they feel the shared values will be. A presentation will be made to staff and governors in January with the outcome of the activity.

Visible Consistencies

Consistencies have focused on building positive relationships; have high expectations of every pupil; greet pupils at the door; highlight praise and never negative behaviour.

Communication, collaboration and challenge

A number of changes have been made on how we communicate in school. The Leadership Team meet weekly for strategic meetings however also meet three times a week to maximise operational effectiveness and team work. Middle Leaders meet to build a team ethos.

Proud, prepared and productive

Progress Managers wrote to all parents/carers and held assemblies at the start of the year to establish a raft of high expectations including having the right equipment to learn and uniform expectations.

Benchmarking

Challenging Education attended early September to conduct a collaborative review helping to benchmark where we are, our strengths and areas for development.

(Mrs Parrott left at 5.30pm)

GCSE results 2018

Earlier this term it was reported to governors that our Progress 8 figure was -0.157. We have recently received the adjusted figures and our Progress 8 figure currently stands at -0.13.

Examination re-marks

Exam re-marks are very expensive and costs have risen from previous years. However, all feel that it was an essential task to request some re-marks. This was in addition to parental requests for re-marks which are paid for by the parents. If grades go up, then the fee is refunded. As a result, this year a total of 36 applications were made and 11 grades were changed which is a 33% success rate. This cost the school £826.10 and £1,128.70 to parents.

Admissions update

The school admitted 145 students in September to replace the 125 who left in July. The overall number on roll is currently 709. The Open Evening held earlier this term was a successful evening. Initial details of the number of first choice application will be received in early December with actual places being offered on March 1st 2019.

Curriculum update

The Year 9 students have begun their GCSE KS4 program this term and for the final year, current Year 10 have begun their two year KS4 program. Year 7 pupils have been placed into broad mixed ability groups with some degree of banding.

Staffing update

Since the report to the Personnel committee three members of staff have been appointed. Miss McCraight and Mrs Rushton have been appointed as Science Technician's on a job share arrangement and Mr Baynes, a former pupil, has been appointed as ICT Technician. Interviews will be taking place at the end of this week for a temporary part-time PE/Science teacher from January.

Pay Policy and Appraisal Policy 2018

Staffordshire County Council have still not issued the Pay Policy for 2018-19. The appraisal process for teaching staff is currently taking place. Any recommendations for movements will be brought to the Pay Committee who will meet on 5th November.

Development/Improvement Plan priorities update

Priorities are beginning to form a long-term plan and a process of review and reflection will continue throughout the term. Priorities will be mapped into categories, including strategic and operational improvement goals.

Governors asked Mr Skelding to clarify "improving the mindset of boys"

Miss Hill stated that an analysis of boy's behaviour has taken place and boys are often negative compared to girls and there's a need to redress the balance. Staff need to encourage boys to be better role models for each other and be visible achievers. Miss Hill explained that this is reflected nationally and not an Endon High School issue. Boys are being encouraged to take leadership opportunities and male staff are also asked to be good role models. Pivotal have been invited into school on 3rd December to do a presentation to staff on Behaviour.

Governors thanked Mr Skelding for his report.

5a. Reviewing our Core Purpose, Vision and Values – exercise

Governors were asked to complete the survey which has also been given to pupils, parents and staff. Questions to consider are "what does Endon High School mean to the Governors and what is the core purpose. What do governors want pupils to take forward after Endon High School and if there is a "brand" that they want for the school. What are Governors proud of and what do they want to ensure remains at the school".

Governors took 30 minutes to complete the exercise and Mr Skelding will share the results in January.

Action: Mr Skelding to update governors on the results of the survey in January 2019.

(Mr Potts left at 6.40pm)

6. Nominated Link Governors

Mrs Sawyer explained that there are two vacancies on two different committees and two Link Governor vacancies. Mrs Boothstone agreed to be on the Appeals Discipline committee and Mr Poulton agreed to be on the Appeals Pay committee. Mrs Sawyer confirmed that she will email governors to ask for the Link Governor vacancies to be filled.

Action: Mrs Sawyer to email governors regarding Link Governor vacancies.

7. Review of Committees

Extra-Ordinary meeting held on 21st June 2018

The meeting was held to clarify the position in terms of moving forward with creating a MAT. Governors re-affirmed that they wish to continue to create a MAT with Moorside High School.

Pupil & Curriculum meeting held on 28th September 2018

Governors received a Data report which included the headline figures for 2017-18, Progress 8 and predictions for 2018-19. Governors also received a report on Student Support including attendance, exclusions, and safeguarding, bullying and racist incidents.

Academy Group meeting held on 3rd October 2018

Governors met with Moorside governors to appoint Trustees and Members. The role of the CEO was briefly discussed. There still remains a legal and HR skills gap within the Trustees however governors discussed and agreed that these are service areas which can be bought in to. A further meeting has been arranged for 8th November where due diligence will be discussed. Governors confirmed that these meeting have been supported by Jeff Marshall.

Personnel meeting held on 4th October 2018

Governors received a staffing update which included information regarding new staff, returning staff, staffing changes internally and staff who have resigned their positions this term. Due to Mrs Rowley's absence Mr Skelding gave governors a brief indication of the training plan for 2018-19. Mrs Rowley will report fully to governors at the next Personnel meeting. Governors agreed that staff's wellbeing needs to be discussed regularly and to be aware of the pressures of a work/life balance. Governors have asked Mr Skelding to include this in his termly report.

Finance & Premises meeting held on 11th October 2018

Governors received an update on the new catering company and issues which have arisen since September. Governors received a number of finance reports and Mrs Latham explained any variances and current balances. Governors briefly discussed the Teachers' Pay Award proposal and asked that this was agreed at the Full Governors meeting.

Teacher's Pay Award

Governors had requested that Mrs Latham produce a number of scenarios on costings for governors to discuss and agree. Mrs Latham gave governors a copy of this report. Mrs Latham explained that a 2% pay raise for all teachers had been added to the budget for 2018-19. However, the government have suggested different pay increases for different pay grades. Mrs Latham explained that a Teachers' Pay Grant will be received in school for the next two years and all pay increases will be back dated from 1st September. Governors reviewed the three scenarios and unanimously agreed that an increase of 3.5% for all teachers on the MS pay grade, 2% for all teachers on the UPS grade and 1.5% for the Leadership Team.

Scheme of Delegation

Under the Scheme of Delegation Governors were asked to authorise Mrs Rowley being able to authorise orders up to £10,000 if the Headteacher was unavailable as the school currently has no Deputy Headteacher. Governors agreed to this arrangement.

Ed Psyc

Mrs Latham confirmed that the school will receive 6 x 3 hour sessions from the Education Psychology Department.

Review committee meeting held on 17th October 2018

Governors received a presentation from the Positive Contributions Coordinator. Governors also received departmental DSEF documents and presentations from Science and PE. Governors have some concern within the PE department and have asked for a further review next September.

Policy Review

A number of policies were reviewed during the various committee meetings and governors are asked to ratify the following:

Admissions, E-Safety, Pastoral Care, Trips & Visits, Accidents, More Able, Internal Verification and Assessment, Safeguarding, SEND, Confidentiality, Freedom of Information, Exams, Business Continuity Plan, Performance Management (Appraisal), PREVENT

Governors agreed to the amendments and ratified the policies.

8. Link Governor Reports

Art (Mr Delf, Link Governor)

Mr Delf has met with Mrs Preece this week and states the headline figures of the department in his report. Mr Delf stated that the exam results continue to be exceptional. Mr Delf explained that Mrs Preece feels that there is a shortfall in the department's budget and feels unable to purchase goods during the exam period due to when the budget is allocated. Mr Delf also informed governors that the Art department is in need of further ipads however Mrs Preece does not have the funds within her department budget.

Mrs Latham stated that Mrs Preece is able to purchase throughout the year and that Art department's budget this year was higher than previous years. Mr Skelding explained that there is an ipad plan within the ICT plan however the overall school budget has prevented any significant ipad purchases. However, all DTLs now have an ipad. Mrs Rowley agreed to speak with Mrs Preece and will loan the department a number of ipads from the SEN department in the short term. Mr Skelding stated that the quality of teaching in the department is very high and Mrs Preece manages the department effectively and efficiently.

Geography (Miss Adams, Link Governor)

Miss Adams met with Mr Cartlidge and produced a report for governors. The Geography department has achieved the Secondary Geography Quality Mark earlier this year. A number of field trips take place over the year to support the curriculum. The uptake of pupils taking GCSE Geography remains strong and the GCSE results reflect the success of the department.

(Mr Leadbeater left at 7.35pm)

Link Governor Training

Mrs Bootheerstone recently attended a training session for Link Governors and has shared the information with Governors. Further information is available on Firefly. Mrs Bootheerstone stated that although the information was primarily for primary school governors, she found the information informative and useful.

Training

Mrs Sawyer informed governors that there are a number of training courses available and to contact her for bookings.

9. Safeguarding

An updated Keeping Children Safe in Education document has been received this term and governors are asked to sign that they have read and understood section 2 of the report. Mrs Sawyer has put the report onto Firefly for Governors and those present at the meeting signed to confirm that they have read the document.

10. Education

Gatsby Careers Quality Mark – Mrs Sawyer gave governors information regarding the new Governments Careers Strategy and requirements placed on governors. Mrs Sawyer confirmed that the school will be working towards the quality mark which all schools have to have achieved by 2020.

11. Admissions

Governors are asked to consider the PAN for 2020/2021. The school's PAN is currently set to 140 and should governors wish to review and increase this number, there is a 6 weeks' consultation period. Governors agreed that 140 is the correct PAN for the size of the school and agree for it to remain.

12. AOB

No other business was discussed.

13. Meeting dates for 2018-19

Mrs Sawyer gave governors a copy of the planned meeting dates for the academic year.

The meeting ended at 8pm.

Minutes prepared by: Mrs J Sawyer, Clerk

Signed as accurate and approved by Governors: (Chair)

Date: