



Minutes of the Governing Body held in school on
24th May 2017 at 4.30pm

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

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

1. Entrust/Chartwells catering

Mr Greg Simpson and Mrs Julie Margrave from Chartwells were invited to the meeting by the Finance Committee the previous week and asked for proposals for the catering service.

Mr Simpson gave governors a copy of the proposal for Endon High School which included services they can offer and the financial proposal for 3 or 5 year deal. Mr Simpson explained that there needs to be reassurances in place for the school including guarantees and KPIs. KPIs can be tailored with the schools expectations and would be school led.

Mr Simpson confirmed that the new menu will be in place week commencing 5th June as requested. Information has been sent to the school. There will be a chef on site working with the staff to ensure quality of products which were presented at the taster session with the Student Council. Mr Simpson explained that they will seek feedback from pupils, staff and parents of the new service/menu.

Governors asked if KPIs can reference the quality of food as stated in the draft proposal

Mr Simpson stated that he will arrange to meet with key stake holders and build KPIs with the school needs which can be changed each term.

Governors asked if there was a sample price list and would there be price increases.

Mr Simpson confirmed that there was no price increase and would send a list of prices to school.

Mrs Gibson stated that Mrs Latham and herself had attended the launch a few years ago and the realisation and standard of food in school is not what had been promised.

Mr Simpson asked if we had received the Hospitality brochure in school.

Mrs Gibson stated that she has never seen a hospitality brochure and the quality of food for visitors is not of a good enough standard.

Mr Simpson stated that he will put the hospitality in place and will re-launch with the kitchen. Mr Simpson also agreed to present the hospitality to governors at another meeting.

Governors asked if Chartwells could produce a 1 year proposal for the school which would enable the school to regain trust and confidence.

Mr Simpson stated that the SLA would depend on investment available and the longer the SLA the more investment can be made.

Governors stated that they needed reassurances rather than investment in the first instance.

Mr Simpson agreed to put together a 1 year deal and stated that the Cashless System would not be able to be offered at this stage.

Governors agreed that they would prefer a better service initially to a Cashless System.

Governors asked if the school would receive monthly trading statements.

Mr Simpson stated that due to the guarantees in the SLA there would be no need for monthly trading statements as the risk would be with Chartwells.

Mrs Latham stated that nevertheless she would like to see the breakdown of sales and receive the documents.

Mr Simpson agreed that the spreadsheet would be sent to school.

Mr Simpson confirmed that KPI measures will be put in place against the contract e.g. 50% profit, 25% admin, 25% insurance/systems. KPIs would be weighted with a maximum penalty if failed during the term with 50% of the management fee being returned to the school. There would also be a clause to terminate the contract if the level of performance was not as agreed. Mr Simpson guaranteed that there would be £2000 for Year 1, 2 and 3 within a 3 or 5 year deal.

Governors asked if these guarantees could be built into a one year plan.

Mr Simpson agreed that there would be no need for guarantees as the risk would be with Chartwells not the school.

Governors asked for Terms and Conditions within the SLA to cover the school if things go wrong.

Mr Simpson agreed to send the one-year agreement by Monday 5th June which will be from 17th April 2017 until 18th March 2018.

Mrs Margrave and Mr Simpson left the meeting at 5.15pm

2. Apologies were received and accepted by governors.
3. Pecuniary Interests relating to the agenda – none announced.
4. Confidential minute (see attached)
5. Safeguarding and Child Protection policies

Miss Hill explained that the Safeguarding and Child Protection policies are due to be reviewed this term. However, the Safeguarding Lead in Staffordshire is currently reviewing and updating the policy for school for adoption which is due in September 2017. As a result Miss Hill proposed to ratify the current policies with no changes and will inform Governors next term once the information and the new policy has been received.

Governors agreed with the decision and ratified both policies.

Action: Miss Hill to inform governors when the new Safeguarding and Child Protection policies are available for review next term.

(Miss Hill left the meeting and Mrs Tideswell arrived at 5.45pm)

6. Governing Matters

Vacancies

Mrs Sawyer informed governors that Mr Belsham has given his resignation due to work commitments. As a result there are now two Co-opted Governor vacancies. Mrs Sawyer confirmed that governors do need to fill the places if suitable candidates cannot be found. However the SGOSS have sent information for Dr Farzana Aslam who would like to be considered for governor at Endon High School. Governors considered the information received and agreed that Dr Aslam would be an asset to the governing body.

Action: Mrs Sawyer to contact Dr Aslam and invite her to the next governors meeting.

Documents to be signed by governors

Mrs Sawyer highlighted that a number of governors, due to absence, have not signed a number of key documents. Mrs Sawyer gave those present the information and will continue to contact those still not complete.

Action: Mrs Sawyer to contact governors to complete documentation required.

7. Minutes of the previous meeting

The minutes of the previous meeting held on 14th February were received prior to the meeting. Governors agreed that they were a true reflection of the meeting and were signed by the chair.

Matters Arising

Mr Hassall has recently spoken with Mr Goldstraw with regards to his role as Associate Governor. Mr Goldstraw has now been removed as an Associate Governor.



8. Headteacher report

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

Mrs Gibson highlighted a number of points from her report:

Achievement and Progress

Since the first data collection point for Progress 8 staff have been making significant improvements in progress and by the end of the spring term the Progress 8 figure was -0.29 with the final push into the GCSE season. Following new national data s re-adjustment of point scores has taken place and as a result the potential Progress 8 figure is +0.109 however staff and governors remain incredibly cautious due to many unknown variables this year. Following the LA visit last term the school is classed as medium concern based on last year's data. Mrs Gibson is hoping to arrange a return visit by Mr Smith and hopes to receive suggestions of driving up standards further. Mrs Gibson stated that staff and students need to be credited for their relentless drive to raise progress. Mrs Gibson recently attended the Secondary Heads Forum and it was agreed that schools will give a generic statement to the press on results day highlighting success rather than overall results and figures.

Admissions

The school has secured 140 PAN for incoming pupils in September 2017. A further two successful appeals will mean that there will be a PAN of 142. The current total NOR is 695 due to the small Year 10 year group which is making its way through the school.

Attendance

Current attendance is 95.6% which is above the target of 95%.

Senior Students

The Head Boy/Girl and their deputies have been appointed this term and prefects have been selected and training will take place this week.

Curriculum

Governors have received a report this term explaining that the school has made the decision to move to a two year Key Stage 3 and a three year Key Stage 4 from September 2018. As a result students in Year 8 in 2018 will take their GCSE options beginning their courses at the start of Year 9. Changes to the curriculum allocation for a number of subjects have a knock on effect on the curriculum plan and associated staffing allocations. Staffing has been adjusted where possible as opportunities have arisen.

Staffing update

Governors have been informed of a number of staff changes this term and from September 2017. Mrs Gibson went through the departmental changes with governors. A number of key roles in school will also be reviewed which include a member of the Leadership Team taking on the SENCO role and the removal of both Duke of Edinburgh Award and Work Experience. Both staff in these roles will have amended duties.

Governors asked if there is capacity to absorb the SENCO role in the LT.

Mrs Gibson explained that she is looking at currently roles within the LT to ensure that there is the capacity to take on the SENCO role.

School Development Plan review

Mrs Gibson gave governors an update on the SDP to date and progress made. Mrs Gibson explained that Health & Safety had not previously been defined in the SDP however the last H&S Audit recommended that H&S was within the SDP (see point 5).

Nepal

The school continues to support our partner school in Nepal and Mrs Gibson has received news that further development of the school continues with a further two classrooms being built as a result of further fundraising from Endon High School and private donations.

Row-a-thon

The school has recently held a Charity Row-a-Thon which raised £6,600 for three charities: Nepal, Greyhound Gap and a Kenyan school at which Mr Buttery will be taking his sabbatical next year. Thanks go to Mrs Rowley for organising the event and all who took part and raised sponsorship.

Design Ventura Competition

A small number of Year 10 boys who reached the final of the Design Ventura competition attended the award ceremony in London and their design is being displayed in a high profile cabinet in the Design Museum in Kensington.

Past pupil

Governors were informed that Matthew Hollinshead who left the school last year has sadly passed away following a short battle with cancer. It has been a tragic and desperately sad time for our school community.

Mrs Gibson would like to thank governors for their support over the past year.

Governors asked what the total cost saving would be for the Duke of Edinburgh

Mrs Gibson stated that it would be approximately £6,000 which includes the licence, staffing costs and travel expenses. Mrs Gibson explained that it has been a difficult decision to end the opportunity through Endon High School however pupils will be informed of alternative locations to study the award including the local Scouts. Mrs Gibson explained that the World Challenge will continue as this is self funded.

Governors thanked Mrs Gibson for her report.

9. Committee Reports

Review Committee meeting held on 27th April 2017 (Mrs Massey chaired the meeting)

Reports were received from both Geography and D&T departments. Both departments are very successful and the staff enthusiasm comes through with the presentation to governors.

Governors are also working through the NGA 20 questions to review where governors would like to be and how to achieve this.

Pupil & Curriculum Committee meeting held on 4th May (Mrs Wallbanks chaired the meeting)

Governors reviewed the curriculum update from Mr Wood; Miss Hill reported on Student Support; information was received regarding the LA Commission review and the visit by Mr S Smith; Mrs Rowley gave governors a data update including the Progress 8 current picture. Policies were also reviewed and accepted and the P&C Committee are also working through the NGA 20 Questions for governors.

Personnel Committee meeting held on 9th May (Mrs Parrott chaired the meeting)

Governors received an update from Mr Skelding on Whole School Support and Development which includes Firefly update and training. Mrs Gibson gave a detailed report on the various staffing changes. A number of policies were reviewed and accepted and the Personnel committee are also working through the NGA 20 Questions for Governors.

Finance & Premises Committee meeting held on 18th May (Mr Hamnett chaired the meeting)

Mr Simpson and Mrs Margrave from Chartwells catering were invited to attend the meeting following a number of issues with the service received including the lack of trading accounts throughout the year and the deficit which the school was not aware of until the end of the year. During the meeting it was agreed that the deficit would be wiped out by Chartwells and asked that an invoice is raised. Mrs Latham confirmed that this has now taken place. Mr Skelding updated governors on the recent iPad purchases and the future use of iPads in schools. Governors reviewed Benchmarking information from Mrs Latham on staffing. Governors received detailed reports for the end of year budget.

Mrs Latham also went through the proposed 2017-18 budget in detail. Mrs Latham explained that there has been a £55,000 saving through staffing changes which has enabled the budget to be balanced. Mrs Latham explained that governors may need to look at the possibility of using reserves next year.

A number of policies were discussed and accepted and the F&P committee are also working through the NGA 20 Questions for governors.

Instrumental Lessons

To enable the budget to be balanced a number of areas have been reviewed including the Music Tuition and the school's subsidy. Mr Tapley and Entrust have met together with Mrs Latham to discuss the SLA for 2017-18 which will remove the subsidy from the school. Parent will therefore pay the full amount of peripatetic lessons. A number of options are available to parents and pupils which include having a group lesson or a one-to-one lesson (a 20 minute one-to-one lesson will cost £456 per year which equates to £12.65 per lesson). All GCSE students in current Year 10 will continue to receive the subsidy together with any pupils who currently receive FSM. This will be reviewed each year. The Year 7 Little Big Band will continue which will cost parents £2.78 per lesson. Entrust have agreed to manage their staffing and pupils who sign up to their services. Entrust are working closely with the school to offer an excellent service to those pupils who wish to use it.

Governors agreed with the removal of the subsidy and stated that it has been another difficult decision to remove the support to parents however understand that the school's budget needs to balance.

The Charging policy which is also due to be reviewed this term will be done so later this term following confirmation of the Music Tuition fees.

Action: Charging Policy to be updated and ratified by the end of term.

Academy Working Group meeting held on 9th May (Mr Leadbeater chaired the meeting)

Further discussions took place on Academisation. Mrs Gibson updated governors on potential partners

Governors agreed that a decision to move forward

needs to be made with the vision to convert by September 2018. A further meeting will be arranged this term.

Draft Budget 2017-18

Governors agreed to ratify the proposed budget for 2017-18 which will be signed by the Chair of Governors.

Policies

The following policies have been reviewed by governors this term: Admissions; Restrictive Physical Intervention; E-Safety; Network Security; Safeguarding; Child Protection; Social Networking for Staff; Uniform.

Governors agreed to ratify the policies.

Mrs Sawyer explained that the following policies that were due to be reviewed this term are still outstanding:

Pupil Grouping; Departmental Self-Review; SEND annual report; Sex Education

Action: outstanding policies to be reviewed this term.

Governors were thanked for their reports.

10. Link Governor Reports

Maths – Link Governor, Mrs Harvey

Mrs Harvey issued her report to governors prior to the meeting

Mrs Harvey has met with Mrs Plant, DTL Maths this term to discuss the Maths Department. Mrs Harvey stated that the department is well managed, organised, keen, focused and progress is key. The department are working through areas for development and Mrs Harvey is hoping to meet with Mrs Plant again in the autumn term.

Mrs Harvey was thanked for her report.

(Mr Jackson left the meeting at 7.25pm)

11. Governor Training Feedback

A number of governors have attended training sessions this term and Mrs Sawyer is keen to ensure that this knowledge is shared amongst governors to ensure good practice. Governors are asked to pass any training documents to Mrs Sawyer so that they can be uploaded onto Firefly for Governors:

Strategic Leadership for Governors – Mr Hassall, Mrs Tideswell, Mr Jackson attended
Assessment, Data and Accountability – Mr Jackson, Mr Drew, Mrs Wallbanks attended
Understanding Academy Governance – Mrs Sawyer, Mrs Wallbanks attended
Financial Implications of Becoming an academy – Mrs Latham, Mrs Harvey attended

Action: Governors to forward training documents to Mrs Sawyer for Firefly.

12. NGA 20 Questions Governors should ask themselves

Governors have been working through the NGA questions and governors answers this term.

Governors are reviewing their responses to the questions and asking where they wish to be and how to achieve this:

Q1: Have we completed a skills audit which informs the governor specification we use as the basis of governor appointment and interview?

Governors agree that this has been carried out and used to assess the ability, knowledge and input of a potential new governor. Mrs Sawyer suggested to governors that this exercise is carried out again as governors will have further knowledge and skills as the audit is usually completed before they have become a governor.

Action: Mrs Sawyer to issue the Skills Audit to governors to complete and update the Skills Audit document.

Governors agreed that an interview for a new governor would not be appropriate however asked if the nomination form could be updated so that governors are able to give further information. Governors also suggested that nominated governors include a copy of their CV.

Action: Mrs Sawyer to update the nomination form for new governors.

13. Governor Information

A number of documents have been uploaded onto Firefly for Governors information.

14. Date of next meeting

Mrs Sawyer suggested that governors meet again towards the end of the summer term as there will be a 5 month break between the meeting today and the next full Governor meeting. Governors would be able to receive the school's SDP for 2017-18; any outstanding policies; issues; celebration, etc.

Governors agreed that this would be a good idea.

Action: Mrs Sawyer to arrange a further Full Governors meeting in July.

Governors suggested that the hospitality from Chartwells could be a possible opportunity to sample. Mrs Sawyer agreed to arrange with Chartwells.

Action: Mrs Sawyer to ask Chartwells to cater for the meeting in July.

With no further business the meeting closed at 7.45pm

Minutes prepared by: Mrs J Sawyer, Clerk

Signed as accurate and approved by Governors: (Chair)

Date:

Full Governors meeting held on 24th May 2017

Confidential

Mrs Gibson informed governors that the school is currently dealing with a serious safeguarding issue of which the details cannot be disclosed. Governors are to be reassured that the matter is being dealt with including a meeting of the Governors Discipline Committee. If Governors are approached please pass the information to Mrs Gibson.

Governors asked if the Safeguarding Link Governor has been informed.

Mrs Gibson explained that Mrs Wallbanks is the Safeguarding Link Governor and also a member of the Governors Discipline Committee. As a result Mrs Wallbanks has not been informed of the situation. Mrs Gibson will be informing Mr Hassall, Chair of Governors, on his return from holiday.

Governors accepted the information and were reassured that the Headteacher is being supported by the Chair of Governors.

Minutes prepared by: Mrs J Sawyer, Clerk

Signed as accurate and approved by Governors: (Chair)

Date:

DRAFT