



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

<b>Parent Governor</b>		<b>Co-opted Governor</b>	
Mr L Poulton	Ap	Mr C Hassall (Chairman)	Ap
Mrs D Tideswell	p	Mr Martin Drew (Vice-Chairman)	Ap
Mr R Sproston	p	Mr J Hamnett	p
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
		Dr F Aslam	Ap
<b>LA Governor</b>		Mrs D Latham	p
Mr P Potts	p	Mr M Delf	p
		Ms J Bootheystone	P
<b>Staff Governor</b>			
Mrs K Greenwood	p	2 x vacancies	

*Also in attendance:* Mr A Skelding (Assistant Head), Mr Cartlidge, Mrs Ta Rowley, Mrs Te Rowley, Miss Hill (Assistant Head)

1. Apologies – apologies were received and accepted by governors.
2. Pecuniary Interests relating to the agenda – none announced.
3. Minutes of the previous meeting held on 23<sup>rd</sup> May 2018

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 chair signed the minutes.

#### Matters Arising

GDPR – Mr Skelding has met with the Data Protection Officer as has confirmed that we are currently at a stage in line with other schools. Schools need to ensure that they are GDPR compliant within the next 12 months. The DPO has given Mr Skelding advice and carried out a gap analysis. The school is currently looking into an Asset register.

Academy funding – Mr Hamnett asked for confirmation that both Endon and Moorside will keep their own Revenue balances and that Endon could keep their Capital balance to fund projects planned. Mrs Latham confirmed that this is correct.

#### 3a. Confidentiality

Governors were asked to identify any information from the minutes of the 23<sup>rd</sup> May, which need to be removed from the public copy. Governors agreed that there was no information to redact.

#### 4. Governor Matters

##### a) Code of Conduct

Governors were given a copy of the NGA Code of Conduct 2018-19 to agree and sign. Mrs Sawyer confirmed that the publicising of governors details is a legal requirement.



Mr Hamnett suggested that governors make it protocol to inform the Headteacher of all concerns and issues prior to any external meetings.

##### b) Terms of Reference for Panel Committees

Mrs Sawyer informed governors of a few minor changes to the terms of reference for committee meetings. Governors agreed with the amendments.

##### c) NGA Membership

Governors are reminded that the school now has Gold NGA Membership. Governors are encouraged to use the service and website.

##### d) Proposed dates of governor meetings 2018-19

Mrs Sawyer gave governors a copy of the proposed dates of meetings for 2018-19.

##### e) Training Opportunity

Mrs Sawyer reminded governors of the recent training opportunities and to inform Mrs Sawyer if they wish to attend.

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

No actions have been carried out by the Chair or Vice-Chair since the last meeting.

#### 6. Headteacher's Report

Mrs Gibson issued a copy of her report to governors prior to the meeting. Mrs Gibson highlighted a few key issues from her report:

##### Year 11

The DfE have altered the way in which the data is being calculated which means that the predicted Progress 8 figure of -0.104 reported in May has now reduced to -0.003. It is hoped that the final figure in summer will be 0.00. The GCSE exams went smoothly with only a few students missing exams due to illness. The focus has now shifted to onto the incoming Year 7. The current expected PAN for September 2018 is now 145.

##### Staffing

The school will be fully staffed in September as no further resignations have been received and staffing remains stable. Since the last meeting, a number of internal appointments have been made:

Leadership Team – Mr Cartlidge and Mrs Ta Rowley have been appointed as Assistant Headteachers for one year and will keep their DTL responsibilities, in addition to key areas of responsibility in the Leadership Team.

Mrs Owen will be returning in September from her maternity leave and Mr Buttery will be returning this September from his sabbatical. Mrs Moston will be starting her maternity leave from

September and Ms Freed who is currently covering for Mr Buttery will remain in school to fill Mrs Moston's maternity leave.

Mrs Greenwood has relinquished her role as DTL in Technology and Mr Mitchell has been appointed to replace her. As a result, technology remain in a very strong position and Mrs Greenwood will be able to support Mr Mitchell in his new role. Mr Mitchell and Mrs Gibson attended an awards evening earlier this week where the school won the award for the Best Engineered Car in the Green Engineer Car Racing category.

Mr Ingram has resigned his post from September, as he will be joining the Police force. Miss Dracup has been appointed on a one-year contract as a Personal Welfare Assistant.

#### School Development Plan

The new Leadership Team have attended a planning day to set objectives for 2018-19 which will be available to report to governors during the autumn term. The SDP will have the usual headings and will include standard items such as Health & Safety and Academy status. Mr Skelding confirmed that it had been a positive day and a further meeting is planned for 10<sup>th</sup> July. Seven core development points have been discussed and a draft SDP will be available for governors as soon as possible. Support has been arranged from Mrs Louise Brown of Challenging Education and a meeting has been arranged for 13<sup>th</sup> September in school to benchmark standards including an external validation. Mr Skelding will present governors with the plan for the future during the meeting in October.

#### Catering

The school has selected AIP Catering as the new providers from September 2018. There were five bids received and three companies gave a presentation to Mrs Gibson, Mrs Latham and members of the Student Council. A three-year contract has been signed with AIP and there will be investment into a cashless system.

#### *Governors asked if staff are typed across*

Mrs Gibson confirmed that they are and that Matriculate will manage the process. Staff will be offered training and support and a support team member will visit the school for one day every two weeks.

#### *Governors asked if pupils would be given a questionnaire to ascertain the success of the new provider.*

There are many incentives for pupils including a secret shopper and pupils will be involved in new initiatives.

Mrs Gibson stated that AIP have offered to produce termly reports for governors and attend meetings as requested.

#### *Governors asked if AIP are keen to drive down the use of plastics.*

Mrs Gibson confirmed that AIP are keen on reducing all litter including the use of plastics.

Mrs Gibson stated that Governors would be invited into school on the Year 7 Induction Day to see how the new company have settled.

#### Health & Safety Inspection

Steve Brown from the Local Authority carried out the inspection on 17<sup>th</sup> May. The overall grading has gone up to level five, which is stated as being "a continually improving H&S organisation". There

are still some improvements to be made and advice has been given on how to improve H&S in the school. Governors were given a copy of the report for information.

*Governors asked how the school was responding to the emergency invaccuation procedures.*

Mrs Gibson explained that the school is waiting for a new bell to use during the invaccuation as this has to be different from the normal school bell. Once this has been received, there will be a publicised drill and subsequent drills at different levels. It has been decided to upgrade the alarm system, which will support different bells. Mrs Latham is waiting for a quote.

#### Award

The school has won a national award for the work that is done through Spiritual, Moral and Cultural curriculum where we have achieved the Gold Standard Quality Mark. Endon High School is one of two high schools nationally who has been awarded.

#### Final farewell

Mrs Gibson would like to thank governors for their support and guidance during her time as Headteacher. Mrs Gibson stated that the governors of Endon High School are exceptional and are committed to the school.

#### 7. Business Case (ICT TLR)

[REDACTED]

*(Mrs Parrott left at 5.35pm)*

#### 8. Equality Plan

Following the SACRE review earlier this term, it has been advised that the Equality Plan needs to be reviewed to change the language regarding gender and GLBT. Mrs Gibson explained that the word "transgender" has been removed and replaced with agreed text and "sexual orientation" has been amended. Miss Axon has shared information with staff and pupils regarding the recent information received and a display board has been put up in school. An Endzone club is also run on a Wednesday after school (Freezone).

Governors agreed to the amendment of the policy and ratified the policy.

#### 9. SACRE report

During Emma Jardine-Philips' last visit to the school she asked to review the RE provision in school, which is a countrywide initiative. Staffordshire SACRE will visit every secondary school in Staffordshire to look at their RE provision. Following on from the visit, Miss Baker has been given a

copy of the report and new ideas to support the delivery of RE. Governors were given a copy of the report for information.

10. Academy update

Governors met on 21<sup>st</sup> June to confirm that they wish to set up a MAT with Moorside High School. Due diligence will commence with Moorside and Mrs Gibson has a meeting booked with Mr Clarke to go through Ofsted and Data.

11. AOB

With no further business to discuss, the meeting closed at 6pm

Minutes prepared by: Mrs J Sawyer, Clerk

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

Date: .....