



Minutes of the Governing Body held in school on
2nd June 2014 at 4.30pm

Parent Governor		Community Governor	
Mr M Cox	p	Mr C Hassall (Chairman)	p
Mr A Davies	Ap	Mr J Hamnett	Ap
Mrs P Bettany	p	Mr M Drew	Ap
Mr J Overend	p	Mrs J Wallbanks	p
		Mr N Taylor	Ap
Mrs L Mikulasova	Ap	Mr P Goldstraw	p
Mrs J Carey	Ap	LA Governor	
Mrs V Harvey	p	Mrs A Collins	
Staff Governor		Mr P Potts	p
Mrs A Varney	p	Mrs J Bridgett	P
Mrs K Monk	p	Mr R Leadbeater	p
Mrs A Gibson (Headteacher)	p		
		(P=present, Ap=apologies)	

Also in attendance: Mr R Wood, Miss Hill, Mr Skelding, Mrs Sawyer (Clerk)

1. Student Council Representation

Mr Hassall welcomed members of the Student Council to the meeting. Mr Hassall stated that governors are proud of the involvement of the Student Council in school. Mr Hassall explained that this was an opportunity for them to address the governors with any ideas and questions that the students may have. Mr Hassall stated that governors will listen and take away any questions and requests which will allow governors and the school's leadership team to get answers and responses which will be forwarded before the next meeting of the Full Governors.

The students asked governors a number of requests:

Boys and Girls Toilet refurbishment in the main building – governors asked what it was that needed refurbishing. Students stated that decoration was required and the addition of hooks in the cubicles. Miss Hill explained that the toilets were refurbished 4 years ago and pupils had an input into their design and decoration. Miss Hill also stated that pupils did not treat the toilets very well. All agreed that there was no urgency to this request and Mr Hassall suggested that this request to taken to the next Finance & Premises committee for discussion regarding finance.

Year 7 & 8 homework – students stated that there is not enough homework set in Year 7 and Year 8. Governors asked how many students had made this comment. Students stated that this was the result of 1 pupil. Mr Wood explained that there is guidance and recommendation in the school's homework policy on how much homework is to be set for each year group. Mrs Gibson stated that when the last survey was carried out, hundreds of students were questioned regarding homework and there was an overwhelming response that there is too much. Governors requested that further research is carried out with Year 7 and Year 8 pupils by the School Council.

Vending machine – students requested a vending machine in school whereby healthy snacks could be purchased. Mrs Gibson explained that there would be a conflict between the catering service that the school offer and a vending machine. She also explained that items sold by the catering staff are passed by law and are strictly controlled. Mrs Gibson also explained that all profits made by the Catering staff are invested back into the school and on

Action:

Toilet refurbishment to be discussed at F&P Mtg

Mrs Gibson to speak to Catering regarding vending machine

pupil's education. Students asked if there was a quicker way to be served snacks and if the catering department could supply a vending machine. Mrs Gibson agreed to look into it.
Local Staffordshire Bus card – Students explained that some pupils are unable to obtain the Your Staffordshire Travel Card as they live in the Stoke on Trent area. Mrs Sawyer explained that she had contacted Staffordshire County Council to ask if the school could be used as an address on student's application forms. Staffordshire County Council stated that applications need to be made from the pupil's home address.

Sports Facilities – Students asked if the sports facilities could be updated and if there was any possibility of new facilities. Governors explained that space is an issue at school and that staff have lots of ideas to increase the sports facilities. Mrs Gibson explained that governors have been looking into a long-term development proposal of a sports fitness centre.

Option choices in Year 8 – Students asked if there would be the possibility of choosing options in Year 8 ready to start studying in Year 9. Mr Wood explained that many other schools have this option for pupils and agreed that he would look into it again for Endon pupils.

Governors thanked students for their questions. Governors asked if students would be happy for Miss Hill to report back to them on behalf of the governors. Governors agreed to answer all students' questions by the end of next term and welcomed any further input from students at any time.

Mr Hassall thanked the students for their questions. Mr Hassall stated that students had come well prepared and spoke confidently to all governors. Mr Hassall explained that governors take all questions and comments from students as important and will feedback as soon as possible.

Students, Mr Porteous and Miss Hill left the meeting at 5.05pm.

Mr Hassall thanked governors for their input during the students' questions. Mr Hassall formally welcomes two new governors to the meeting, Mr Rob Leadbeater and Mrs Judith Bridgett. All governors introduced themselves to the new governors.

2. Apologies – apologies were received from Mr Hamnett, Mr Taylor, Mr Drew, Mr Davies, Ms Mikulasova, Mrs Woodward. Governors accepted the apologies of these governors.

3. Declaration of pecuniary interests – none announced.

3a. Confidentiality – governors were reminded that all discussion that takes place during a governors meeting remains confidential to that meeting.

4. Pay policy and Performance Management Policy review

Mrs. Gibson explained that these two policies that are issued by Staffordshire County Council were received towards the end of half term.

Pay Policy - Mrs Gibson took governors through the Pay policy highlighting any changes or amendments this year.

Governors agreed to ratify the policy.

Performance Management Policy – Mrs Gibson explained that this is a model County policy and that schools are expected to personalise it. Mrs Gibson has gone through the model policy and lifted section of the Endon High School policy into it. The policy has become repetitive but will be slimmed down further for next year. Mrs Gibson asked if governors would be happy for Mr Goldstraw (Chair of Personnel Committee) to review the policy and ask if Mr Hassall could then ratify the policy on behalf of governors under his power to act. All governors agreed to this action.

(Mr. Skelding left the meeting at 5.35pm)

Action:

Governors to feedback to students via Miss Hill

Policy to be ratified by Mr Hassall

5. Governing Body Matters

5a. Membership of Governors

Mrs Sawyer highlighted to governors that in addition to the two new governors, further vacancies have arisen:

Mrs Monk, Staff Governor, has come to the end of her term of office. Mrs Sawyer explained that she will email all staff to ask for nominations;

Mr Hamnett, Community Governors, has requested to continue for a further term. All governors agreed;

Ms Mikulasova, Parent Governor, has come to the end of her term of office. Mrs Sawyer explained that nominations will take place in September;

Mrs Collins, LA Governor, has come to the end of her term of office. Mrs Sawyer has contacted the local colleges to ask if there is anyone who would be interested in becoming a governor. Nominations will be sent to Stafford by beginning of July;

Mrs Varney, Staff Governor, has resigned from her governor position due to her leaving Endon High School.

All vacancies will be attempted to be filled as soon as possible.

5b. Code of Conduct

Mrs. Sawyer asked if Mr Leadbeater and Mrs Bridgett sign the Code of Conduct at the end of the meeting. Mrs Sawyer confirmed that all other governors have signed.

6. Minutes of the previous Governors meeting

The minutes of the previous meeting held in school on 13th February 2014 were issued prior to the meeting. All governors agreed that these were a true reflection of the meeting and were signed by the chairman.

6a. Confidentiality

Mrs Sawyer asked governors to highlight any confidential items that will need to be removed prior to publishing the minutes on Frog for parents. Governors agreed that there were no confidential items to be removed.

7. Matters Arising from the previous meeting

Raise online refresher – Mrs Gibson explained that this could be arranged internally through Mrs Rowley. Mrs Wallbanks agreed that this could be a useful exercise to refresh governors with their own data. Mrs Gibson agreed to speak to Mrs Rowley and arrange this training.

Business Continuity training – Mr Overend carried out this training on 11th April with key staff in school. Mrs Gibson stated that the training received was excellent and thanked Mr Overend. It was requested that there be an annual update/review. Mr Overend agreed to carry this out.

St John Ambulance Award – Endon High School had been entered in the schools category at the awards ceremony and came runners up. A certificate and award has been received.

8. Reports

8a. Chair's and Vice-Chair's Actions

Mr Hassall was informed of exclusions that had taken place and has signed off the accounts and budget for 2014/15.

8b. committee Reports

Review Committee

Two substantial department reviews were received by governors: English and History. Mr Wood explained that there is a programme of bi-annual reviews for departments. Mr Wood is looking into the possibility of an annual review of Maths and English. Mr Wood is also

Action:

Raise on-line refresher course to be arranged – AG

Governors to nominate personnel to attend Review Committee Mtgs

looking at reviewing the whole review process and trying to encourage Link Governors to be part of the departmental review process.

Mrs Sawyer stated that the Review Committee is a small committee and with the recent resignations has become smaller. Mrs Sawyer asked that all Sub-Committee members to attend each review meeting. Governors agreed that this should be discussed at next terms meetings.

Mr Wood explained that there will be no department review next term however there will be a review of Literacy and Numeracy.

Pupil & Curriculum Committee

Governors received the following at the meeting:

Student Support Report from Miss Hill which detailed information on rewards, transition, attendance and all external agencies used in school;

A curriculum update was received from Mr Wood;

The Data Dashboard was discussed by Governors and information presented by Mrs Rowley.

IAG Report was received from Mrs. Sawyer;

A number of policies were reviewed by governors.

Personnel Committee

Governors received the following at the meeting:

A new ESafety policy has been written and presented to governors;

Staffing updated received by Mrs Gibson;

While School Support Development report was received from Mr Skelding;

A number of policies were reviewed by governors.

Finance & Premises Committee

Governors received the following information at the meeting:

The budget for 2013/14 was discussed;

The draft budget for 2014/15 was received and discussed in detail. Governors stated that there will be challenges projected over the next few years. Governors are asked to approve the budget for 2014/15 – all agreed;

A number of policies were reviewed.

Policy review

The following policies have been reviewed at the committee meetings:

ESafety, Sex Education, Restrictive Physical Intervention, Charging, Pupil Grouping, Disability Equality Plan, Admissions, Behaviour and Discipline, Child Protection, Managing Violence and Aggression, Pay, Performance Management.

Governors are asked to ratify policies reviewed – all agreed to ratify.

8c. Link Governor Reports

ICT Link Governor Report – Mr Taylor

Mr Taylor's report was issued to governors prior to the meeting.

Mr Taylor's report ended with the comment that Endon High School has a very capable and willing ICT department who will lead us through the period of change and deserve the encouragement and support from the Governing Body to ensure we emerge successfully from it. Mr Taylor will be working with the department over the next 12 months to understand how we can share a common understanding of this change and ensure the team gain the support they need.

Governors thanked Mr Taylor for his report.

Maths Link Governor Report – Mrs Harvey

Mrs Harvey's report was issued to governors prior to the meeting.

Mrs Harvey recently took over the Link Governor role at the end of 2013. Mrs Harvey ended her report thanking the department for their time. She states that it was her first insight into

the Maths Department at Endon and was very impressed. Various strategies are being implemented and worked on to push every single child with their maths skills at Endon, something which we can all be very proud of.

Governors thanked Mrs Harvey for her report.

SEN Link Governor Report – Mr Hamnett

Mr Hamnett's report was issued to governors prior to the meeting.

Mr Hamnett recently took on the role of SEN Link Governor.

Mr Hamnett attended a meeting in February with Mrs Ibrahim, SENCo to understand the roles and provision of the department. Mr Hamnett has also attended a couple of training sessions to help him to understand his new role. Mr Hamnett feels that the department is well supported by the school and leadership.

Mr Hamnett was thanked for his report.

Link Governor Vacancies

Mrs Sawyer explained that there were a number of departments which do not have a current Link Governor. The following was agreed:

Design & Technology – Mr Leadbeater
 History – Mrs Bridgett
 PE – Mrs Harvey
 Science – Mr Potts
 Safeguarding – Mrs Wallbanks

Mr Potts also nominated himself as Property Link Governor.

Mrs. Sawyer thanked all governors for their support and volunteering to support departments in the very important way.

9. Headteacher's report

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

Mrs Gibson took governors through her report and highlighted a number of key points:

- A new Vision Statement has been put together by Mrs Gibson and Mr Hassall to summarise Endon High School. This will be used in all school publication, prospectus, planners, notice boards, classrooms, etc;
- PAN for 2014/15 has been confirmed as 145 by governors to help to increase numbers which fell last year due to the low birth rate nationally. Transition has already begun with Year 6 pupils;
- Staffing – Mrs Gibson updated governors on the various staffing changes this term. Mrs Gibson has spoken to the Finance & Premises committee regarding possible redundancies next year to be able to match the projected budget. Mrs Gibson and Mrs Latham have been looking into Academy status and will report their findings to the Finance committee next term;
- School SEF and Development Plan have been received but Governors. Each member of the leadership team has key areas of responsibility with these plans. The SEF is regularly updated which informs the School Development Plan;
- Premises – Mrs. Gibson continues to push the LA for a new entrance to the school which has been highlighted as a safeguarding and Health & Safety issue. A bid has been presented to LA and waiting for possible approval;
- Other news – Mrs Gibson, Mr Cartlidge and Miss Lafine took a group of 13 pupils to Nepal in February, The school show "The Wizard of Oz" took place.

Mrs Gibson was thanked for her report.

10. Strategic Governance

Following a meeting of the Governors Steering group it has been agreed for the Governors to go through a Self Review process. Mrs Wallbanks, Mrs Gibson and Mrs Sawyer will meet to

Action:

discuss the way forward for this process to take place. Governors were reminded to complete the online Governors Health check via Frog.

11. AOB

SEN Code of Practice – Mrs Sawyer issued a copy of the document received from Entrust for Governors information.

Parent View – Mrs Gibson explained that there are currently 34 submissions from parents on the Ofsted Parent View and responses are looking encouraging. The 12th and final question is “Would you recommend Endon High School” - 97% would.

With no further business to discuss the meeting closed at 7.05pm.