



Minutes of the Governing Body held in school on
Thursday 13th February 2014 at 4.30pm

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

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

Mr Hassall welcomed all governors to the meeting.

Mr Gould, Headteacher and Mr Maddox, Governor, of Sir Thomas Boughy High School were invited to give some advice and guidance to governors after their recent Ofsted inspection.

Mr Gould gave some advice on how they managed the process in school as staff and the leadership team and Mr Maddox gave advice to governors on his experience during the Ofsted inspection as a governor. Further information from this visit will be available for governors on Frog.

Governors thanked Mr Gould and Mr Maddox for their time and valuable advice.

842. Apologies - Governors accepted the apologies received.

843. Governing Body matters

a) Membership

Mr Hassall welcomed Mrs Varney, Staff Governor and Mr Cox, Parent Governor to the meeting.

Mrs Sawyer explained that Mr Smith and Mr Blackshaw, who are both LA Governors, have sent their notification of resignation from the governing body. Mr Hassall would like to formally thank both Mr Smith for his many years as a governor at Endon High School and for his commitment and support in both his role as governor and vice-chairman and Mr Blackshaw for his valuable time as governor and chair of the Pupil & Curriculum committee. Mrs Sawyer explained the process of nominations for the vacancies which will take place in March.

b) Confidentiality

Governors were reminded that all discussions taking place during Governing Body meetings remain confidential to that meeting. In addition, minutes of the meeting do not become a public document until ratified at the next Full Governing Body Meeting, after which they must be made available for inspection.

c) Declaration of Interest relevant to the agenda – non announced

d) Register of Business Interests

Governors were reminded of the requirement for them to update the register of business interests on an annual basis. Mrs Sawyer asked governors who had not yet completed theirs to complete the form after the meeting.

Action:

e) Code of Conduct

Mrs Sawyer attached the Code of Conduct which incorporates relevant elements of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. Governors agreed to accept the document last term and Mrs Sawyer asked governors present who had not signed last term to stay behind to sign it.

844. Minutes of the Previous Meeting held on 22nd October 2013

Mrs Sawyer issued a copy of the draft minutes prior to the meeting.

Governors accepted the minutes as a true reflection of the meeting and were signed by the chairman.

a. Matters Arising from the Previous Meeting

Matters arising from the minutes which are not covered elsewhere on the agenda, or included in Committee, Headteacher or Nominated Governor Reports:

Current PAN – Mrs Gibson has contacted the LA regarding the possibility of increasing the PAN for a year so that the PAN across the school can be achieved. As more parents have applied for a place in 2014 than available, there will be an appeals process this year. LA advised Mrs Gibson to wait until this appeal meeting and then see if there are still vacancies which they then might be able to fulfil from the waiting list for Endon. Mrs Gibson will update governors next term.

b. Confidential Items

Governors were asked to identify any such material which should remain confidential so that the Clerk can exclude from the inspection copies. No items were highlighted as needing to be confidential.

845. Reports

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

Mr Drew has attended the recent meeting for Chair and Vice-Chair of Governors at Stafford to discuss the role of governors during an Ofsted inspection and to go through the governor directorate information pack. Mr Drew gave governors a copy of the reports received at the meeting for information and updated governors on his findings from that meeting.

Mr Hassall confirmed that he had been informed of discipline actions taken this term and that the suggested actions were supported.

Mr Hassall also confirmed that he had authorised the pay rise of the Headteacher's salary following a successful Headteacher Performance Management review this term.

b. Committees

The following committee draft minutes were issued prior to the meeting

• Review Committee (15th January 2014)

Mr Taylor (Chair) highlighted some key points from the meeting:

Mrs Montifroy, PE Teacher and SSCO gave a presentation to governors on her role in school and the many projects pupils were involved in at Endon and the community.

Mr Tapley, DTL Music and Mr Cartlidge, DTL Geography both gave a very positive presentation on the recent Self Review of their departments.

• Pupil & Curriculum Committee (22nd January 2014)

Mrs Wallbanks (Chair) highlighted some key points from the meeting:

The new Literacy policy was given to governors and they received a presentation from Mr Moston, DTL English and Miss Johnson on the number of initiatives been carried out in school. Mrs Woodward will become the Link Governor for Literacy.

A report was received from Miss Hill on the Student Support this term; Raise Online was discussed and reports received from Mrs Rowley; PPG was discussed; Curriculum update was given by Mr Wood and a number of policies reviewed.

Mrs Wallbanks suggested the possibility of a refresher training session for governors on Raise Online.

• Personnel Committee (28th January 2014)

Mr Drew (Chair) highlighted some key points from the meeting:

The Whole School Support Development and Training report was received from Mr Skelding; staffing update; policy review.

- Finance & Premises Committee (4th February 2014)

Mr Hamnett (Chair) highlighted some key points from the meeting:

Mr Crook, ICT Manager requested replacement of PCs in one of the computer rooms which has been bought forward on the 3 year plan; Revenue and Capital balances are solvent; a request from PE for ipads was also received; the budget was discussed and reviewed; PPG was discussed; policies were reviewed; request from Mr Tapley, DTL Music was received for the replacement of keyboards.

- Policies to be ratified by Full Governors

The following policies were reviewed at the committee meetings: Departmental Self Review, Literacy, Safeguarding, Pupil Premium, Drugs, Teaching and Learning, Health and Safety, Business Continuity Plan.

Governors asked that the Teaching and Learning policy is reviewed more frequently to reflect the changes. Mrs Sawyer confirmed that any policy can be updated and reviewed at any time.

Business Continuity Plan – Mr Overend has been an integral part of this policy. Mr Overend has agreed to come into school before the end of term to carry out a two hour case scenario training for the leadership team and key staff.

Governors accepted the changes and agreed to ratify and adopt the policies.

(Mr Overend arrived at 6.10pm)

- c. Nominated/Link Governors

The following Link Governor Reports were received:

RE – Mrs Bettany

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

The report highlights the many ways in which the department is striving to capture the interest of pupils which include visits (locally and abroad) and multi-cultural days in school. Mrs Bettany explained that she had been into school to observe a lesson and has met with Miss Steele, DTL of RE, on a number of occasions and liaises with her on a regular basis via email.

Art – Mr Hamnett

Mr Hamnett issued a report to governors prior to the meeting.

Mr Hamnett updated governors on the recent activity of the department and exam results from 2013. Mr Hamnett invited governors to visit the art rooms to see the variation of work done by students. Mr Hamnett explained that he has relinquished his role as Link Governor for the art department as he has taken on the SEN and Health & Safety Link Governor roles.

Health & Safety – Mr Hamnett

Mr Hamnett issued a report to governors prior to the meeting.

Mr Hamnett has been into school to assist Mrs Latham and Mr Crombie on their termly inspection of the school. Mr Hamnett confirmed with governors the priority of responsibility in school for Health and Safety, the first being the Governors.

Mrs Sawyer highlighted the current vacancies for Link Governor roles and asked if any governors would like to become a Link Governor to contact her at school.

846. Headteacher's Report

Mrs Gibson issued a copy of her report to governors prior to the meeting.

PAN – current Year 7 places are still down at 128. First choice places for 2014 stands at 163. Therefore, it is expected that a number of appeals will take place after 1st March.

Staffing – an internal temporary TLR 3 post for a Pupil Premium Coordinator has been advertised this week. 10% of pupils at Endon are eligible to received PPG and the Leadership Team felt that this position is crucial to monitor progress and assist with staff resources, data, etc.

School Development Plan – Louise Mallett, LA Link Officer has been into school to advise on the journey through Ofsted. As a consequence of the advice received, the SDP has been revised to reflect our current and future priorities. Aims and Objectives are now more explicit. Mrs Gibson went through the revised plan in detail with governors.

Governors asked if there was evidence of closing the gap.

Mrs Gibson explained that current data shows the closing of the gap. All initiatives available in school are being used. Every child in every year group is being compared to none PPG children. There is also a boy/girl comparison and a large amount of data, monitoring and tracking is taking place.

Governors asked if the number of boys in Year 9 (80 compared to 59 girls) underperformed could this be explained due to numbers rather than strategies used in school.

Mrs Gibson explained that each year results are different for boy/girls which could potentially swing violently depending on the number of pupils, etc.

Governors commented that the current Year 9 pupils have been a focus of interest from Year 7.

Mrs Gibson explained that there is a positive improvement in the Year 9 pupils and literacy has been extended in Year 7. Mrs Gibson explained there is clear evidence of improvement in school. Each department has received progress data and asked to look at progress, success, etc.

Governors stated that it has been an issue for many years that pupils come to Endon with high levels and it is difficult to increase the 3 grades through high school.

Mrs Gibson has asked the LA for comparison schools in Staffordshire to look at strategies, etc.

St John Ambulance Award – Endon High School has been shortlisted as one of five finalists for the Everyday Heroes award.

Nepal – in February, 13 students and 3 staff are embarking upon a trip of a lifetime to Nepal which is the next phase of our global partnership links with Kuleshwor Awas School.

School show – The Wizard of Oz will take place during April.

Mrs Gibson was thanked for her report.

847. Other Information Items – Directorate Pack

Mrs Sawyer took governors through the pack and highlighted key issues:

- Teaching & Learning GCSE English – governors are asked to note the unexpected changes to GCSE that affects students currently in Year 11.
- Music HUB – Mr Tapley, DTL Music, is currently working together with the Staffordshire Music HUB and reported at the Review meeting this term.
- The National Curriculum 2014 – Mr Wood updated governors during the recent Pupil & Curriculum meeting. Governors were made aware of the questions to consider section.
- Prevent – Governors are asked to be aware of the Prevent strategy. Awareness of Prevent and the risks is vital. Staff can help to identify and to refer to the relevant agencies if pupils behaviour suggests that they are being drawn into terrorism or extremism. Mr Overend stated that he could contact Sgt Calum Forsyth for further information.

848. Dates and Times of Future Meetings

Monday 2nd June 2014 (changed from originally planned date)

With no further business to discuss, the meeting closed at 7.00pm

Minutes prepared by: Mrs J Sawyer, Clerk

Signed as accurate and approved by Governors:

Date: