



Minutes of the Governing Body held in school on
Wednesday 17th October 2012 at 4.30pm

Parent Governor		Community Governor	
Mr D Sargeant	Ap	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 C Cooper	
Mrs L Mikulasova	Ap	Mr P Goldstraw	p
Mrs J Carey	Ap	LA Governor	
Staff Governor		Mrs A Collins	Ap
Mr R Cartlidge	p	Mr K Smith (Vice-Chairman)	p
Mrs K Monk	p	Mr S Snow	p
Mrs A Gibson (Headteacher)	p	Mr R Blackshaw	p
		(P=present, Ap=apologies)	

Also in attendance: Mr R Wood (Deputy Headteacher), Mrs T Rowley (Assistant Headteacher), Mr A Skelding (Assistant Headteacher)

Action:

787. Apologies

Apologies for absence were received and reported to the Governing Body. Governors decided to accept those apologies.

788. Governing Body Matters

a) Declaration of Interest

No-one attending the meeting declared an interest in respect of anything covered at the meeting.

b) Membership

A number of Governors Membership pending changes were discussed.

• Mr Taylor – Parent Governor

As Mr Taylor is no longer classed as a Parent Governor and no vacancies exist Governors discussed and agreed that they would like Mr Taylor to stay as an Associate Governor until a vacancy exists.

Governors discussed and agreed that Associate Governors should be sparing and under exceptional circumstances. Any nominations will be discussed and agreed by all governors.

As a Parent Governor vacancy now exists, Mrs Sawyer will send a letter to all parents.

• Mr Hassall – Community Governor

Governors agreed to appoint Mr Hassall as a Community Governor for a further four years.

• Mr Smith – LA Governor

Notification has been received from Governor Services as Mr Smith's LA Governor position is due to end in March 2013. Mr Smith has agreed to continue as a governor for a further 12 months. Mrs Sawyer has sent the nomination to Governor Services.

c) Election of Chair

Mr Hassall left the room. Mrs Sawyer asked for nominations for the chair of governors and all were in favour of Mr Hassall continuing as Chair of Governors. Mr Hassall returned to the meeting and accepted the offer. Mr Hassall asked governors to confirm their agreement for Mr Hassall to continue to have the Power to Act. All agreed.

Mrs Sawyer
to inform
Parents of
governor
vacancy

Action:

Governors to return annual pecuniary interest forms

Election of Vice Chair

Mr Smith was nominated and all agreed for Mr Smith to continue as Vice-Chair of Governors.

d) Annual 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 requested that they be returned as soon as possible.

789. Minutes of the Previous Meeting held on 29th May 2012

The Governing Body approved the minutes of the previous Full Governing Body Meeting as a correct record and were signed by the Chairman.

790. Matters Arising from the Previous Meeting

Financial Skills Matrix – Mrs Sawyer will re-send the matrix to governors requesting that they complete and return as soon as possible.

Safeguarding policy – The policy was reviewed in May 2012 and governors agreed to ratify the policy.

Emergency Actions Card – this policy no longer exists at Staffordshire County Council and has been replaced with the Coping in a Crisis policy. Mrs Gibson, Mrs Latham and Mr Overend have been reviewing the policy for ratification at the next meeting.

Confidentiality

The Governing Body identified items on the minutes of 29th May 2012, which is to be recorded in the minutes as confidential matters in the public document.

791. Reports

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

Mr Hassall reported to Governors that he has written off a number of pieces of equipment which is no longer used or repairable.

Mr Hassall has supported the Headteacher with a recent fixed term exclusion.

Governor accepted and agreed to these decisions.

b. Committee Reports

The following committee draft minutes were submitted prior to the meeting:

• Review Committee (12th September 2012)

Three department reviews were received during the meeting.

Extended Schools with Miss Johnson – governors were advised of the number of clubs running, how many pupils were attending and that all staff were committed. Mr Hassall agreed that the Extended Schools programme is a credit to the school.

RE with Miss Steele – tremendous results.

Science with Mr Mainwaring – good GCSE results. There were issues raised with the pupil voice feedback which was discussed at the meeting. An action plan was asked for by governors which will be reviewed at the next meeting.

• Pupil & Curriculum Committee (20th September 2012)

The recent GCSE results were discussed. 95% achieved 5+ A*-C grades with a target of 86%. 67% achieved 5+ A*-C including Maths and English. Technology, Maths and RE all had fantastic results.

The curriculum changes to GCSE exams were discussed. These will affect the current Year 7 pupils in 2015/16.

A number of policies were reviewed. It was agreed during the meeting that the way that policies are reviewed needs to be looked at with the possibility of governors being assigned to review policies together with the leadership team. Mrs Gibson will look at the number of policies together with statutory guidance and will report back to governors next term.

- Personnel Committee (26th September 2012)

A staffing update was received.

A number of appointments are pending. Site Technician position has been advertised and will be interviewing next week; Cover Teacher position will be advertised after half-term.

A number of policies were reviewed.

- Finance & Premises Committee (11th October 2012)

A presentation from Mr Plant, DTL ICT was received who requested the purchase of new ICT software primarily for the ICT department but explained that this will be useful for all staff and lessons throughout the school.

Governors had asked during the meeting for further information on costs to the school. Mr Skelding confirmed that there is only one cost of £5,480. RM are waiving their £2,000 fee as they would like to use Endon as a pilot school for this software installation. A training programme is not available from RM or Adobe however; Mr Skelding feels that there is sufficient knowledge in school to have an internal training session. All governors agreed to the purchase.

The budget was discussed in detail.

Mrs Gibson had discussed with governors her idealistic vision for the school with the possibility of a fitness suite for use by staff and the community. Governors agreed that they would like Mrs Gibson to formulate a plan for the future to be presented at the next meeting.

The lettings were discussed and it was agreed that they are very out of date and will be increased from January 2013.

A number of policies were reviewed.

c. Policies to be ratified which have been reviewed by the various committees

Governors agreed to ratify all policies discussed at the various committees:

Charging, Health & Safety, Equipment management, Playing Field Safe Movement policy, Grievance, Capability Procedures for Headteachers, Capability Procedures for teachers, Discipline, Lone Working, Management of Violence and aggression, Whistleblowing, Appointments, Alcohol on school trips, support staff additional hours, Freedom of Information, Confidentiality, Communication with parents, Communication with pupils, Performance management, Complaints, Safeguarding; Able, Gifted & Talented; Exams; Reporting; First Aid; Medical Needs; Medication; Accidents; Trips & Visits; Careers; Admission of hard to place children; Admissions; Equal Opportunity; Photography; Access; Race Equality.

d. Link Governors

The following Link Governor Feedback:

- Mr Overend – Geography (Mr Overend tabled a report for governors)

Mr Overend has met with Mr Cartlidge, DTL Geography, on a number of occasions and has discussed the role of link governor. Mr Overend attended a Geography department meeting and met with the other members of the department. Mr Overend has received invitations to a number of Geography events plans. Mr Overend discussed the GCSE results and the Geographical Association award achieved this year.

Governors thanked Mr Overend for his feedback.

- Mr Drew – Music

Mr Drew apologised that he did not have any feedback to give to governors. Mr Drew is working together with Mr Tapley and will report at the next meeting.

792. Headteacher's Report

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

GCSE Results were excellent after some concerns were raised as a result of the position after the Mock GCSE exams of 48%, including maths and English. Actual results were 95% (67% including maths and English), which was a massive improvement in the 5 months period..

Raise On-line is due out on 9th December. Mrs Rowley has set up a departmental raise on-line so that DTLs can analyse data on a subject level as well as whole school. Staff will be able to identify

specific groups of pupils. The areas of focus are middle prior attainment groups and the percentage A*/A grades.

The current Year 11 group are a large group of 149 pupils. Expectations are high and intervention is taking place with a small group of pupils. Core Subject intervention is planned in school.

Poor behaviour is now being logged on Frog. Ofsted expect schools to demonstrate in a formal way and have a proactive response. Behaviour has always been logged but now a new Frog system has been set up for all staff. This new electronic form gives the staff the opportunity to look for trends and analyse statistics. Governors asked if pupils or parents would see the reports on behaviour. Mrs Gibson confirmed that they would not. However, parents will be made aware if they are to be reported.

There have been links established with Reaseheath College and a number of Year 10 pupils are attending the college weekly as part of their GCSE studies.

Mrs Palmer is working with all DTLs on the implementation of literacy across the school and has introduced ERIC (everyone reading in class) which happens once a week.

Mr Woolliscroft has begun to audit departments for the numeracy across the school initiative.

A new PSHE programme: L4L has started this term with the leadership of Mrs Tapley. There is now some joined up thinking across the school; assemblies, FLD, registration time. All staff help to deliver the program.

A School Development plan has been put together and mapped alongside the Ofsted criteria.

A couple of awards have been achieved this term: Geography Quality Mark and Let's Get Cooking (Technology).

There have been a number of school events which had not been planned prior to September start. Due to bad weather during the summer term, it was decided to have a whole school Sports Day early in September. This allowed the new Year 7 pupils to take part and build up relationships with their peers. The Tour of Britain cycle race planned route came directly in front of the school. It was decided that the whole school would support the racers and lined the street. Governors thanked the school staff for their flexibility in being able to accommodate late changes.

Mrs Gibson was thanked for her report.

793. School Improvement: Self-Evaluation Summary

An Ofsted document has been uploaded onto Governors Frog for information. Mrs Gibson will put together a summary of the four sections from Ofsted for the school's SEF.

794. Consultation on Proposed Admission Arrangements 2014-15

Governors received a copy of the proposals for admission arrangements for 2014-15 prior to the meeting. Mrs Gibson highlighted the proposed changes with governors. Governors discussed the criteria in detail and all agreed that they would not be happy with the sibling rule above the catchment rule. Governors are mindful that these proposed changes could impact negatively on the local community and end up with a significant amount of Stoke pupils. Governors agreed that the proforma will be completed by Mrs Gibson and Mr Hassall and returned to Admissions with governor comments.

795. Other Information Items

Information on the following items is included in the Governor Information Pack.

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New Constitutional Arrangements & Instruments of Government

3

Governors are advised to note the information on page 3 of the Information Pack about the arrangements which came into effect on 1 September.

School Term and INSET Dates

4

The Governing Body should note the school term and holiday dates set by the Local Authority for 2013-14. Governors may wish to note that it has been agreed at the Primary and Secondary Heads Form that Monday 21st July 2014 should be a fixed Inset Day leaving the school to determine the remaining 3 days.

Discriminatory Incidents

5

The Governing Body is advised to:

- Receive an annual report from the Headteacher
- Confirm that a return has been made to the Local Authority

<ul style="list-style-type: none"> Put arrangements in place to enable the Governing Body to monitor incidents and responses to them. 	
Safer Recruitment Training	5
Governors are advised to ensure that the school meets at least the minimum requirements in respect of safer recruitment training. There are currently 5 members of the Governors with up to date training in this area. The Headteacher is almost always present during the interview process.	
Safeguarding Self Evaluation Checklist	5
Governors may wish to consider making use of the checklist referred to on page 5 of the Information Pack. The checklist has been forwarded to Mrs Monk (Link Governor) and Miss Hill.	
Disclosure and Barring Update	6
There are a number of changes affecting disclosure and barring (CRB) which it is important that governors are aware of. Further information has been uploaded onto Frog for Governors. Members of staff who use the system in school are aware of the changes.	
Serious Case Reviews	7
For information - The Governing Body may wish to consider how best to ensure that lessons learned from these reviews are applied in school.	
Pupil Records and School File Audit	8
Governors may like to consider what arrangements are in place to ensure their statutory obligations are met in respect of record keeping and transfer.	
Mrs Sawyer confirmed that all information is transferred from school as requested	
Scheme of Delegation	10
Governors are advised that they must make arrangements to approve a revised scheme of delegation for their school in the autumn term. Mrs Latham has updated the schools scheme of delegation and presented to the Finance & Premises committee 11.10.12	
School Fund	10
The Governing Body is asked to accept and approve the enclosed audited accounts for 2011- 12. School is still waiting for the accounts from external auditor. These will be presented to the Finance & Premises committee next term.	
School Funding Reforms	11
Governors should note that Headteachers and Chairs of Governors were contacted at the beginning of term about the consultation. Governors are advised to note the information provided and consider the consultation response. Mrs Gibson has received consultation and has responded.	
Privacy Notice 2012-13	12
It is recommended that governors confirm that proper arrangements are in place to conform with requirements. All parents and pupils have been given the Privacy Notice 2012-13 via the school's newsletter in September 2012. It has also been put onto the school's website.	
Performance Management and Capability Policies	13
Governing Bodies are advised to wait for the outcome of further national and local consultations before revising their Performance Management or Capability Policies.	
District Conferences - LA officers are attending secondary head district meetings, when invited.	15
Education Support Services Update – for information	15
Ofsted – documentation uploaded onto Governors Frog	17
Complaints – section 45 of the Education Act 2011 (see attached for information)	17
Governors are advised to ensure that their complaints procedures reflect this change. The Complaints policy will be reviewed and updated to include the information received.	
Equality Act 2010 – to be ratified by Governors. 1 or 2 sections are to be selected and published on the school's website. Governors agreed to ratify.	18
NSPCC and ChildLine – for information	18
Staffordshire Healthy Schools – Endon High School has registered for this award	19
Tackling and Preventing Bullying – Priority on SDP. Bullying policy to be reviewed and updated in accordance to guidance. Further information for governors has been uploaded onto Frog.	20
Outdoor Education – for information	20
Tracking and Monitoring Attendance – Priority on SDP. Further information for Governors has been uploaded onto Frog	21
Behaviour Management in Schools – information uploaded onto Governors Frog	21
Pupil Exclusion – new guidance has been put onto Governors Frog for information.	22

Mrs Sawyer will let governors know if training becomes available	
Staffordshire Education Exclusion Review Panel – for information	22
Special Educational Needs Reforms – further information for governors has been uploaded onto Frog	24
Statutory Guidance for Schools - Careers Guidance – attached for information. Endon has secured support for pupils with SYPS (Staffordshire Young Peoples Service)	26
Looked After Children – Proforma attached for information	27
Children Missing Education – information uploaded onto Governors Frog	27
Elective Home Education – for information	27
Governor Training and Development – attached for information. All training can be booked through Mrs Sawyer, Clerk	28
Briefings for Chairs and Vice-Chairs – Chair can access this information via the Staffordshire Intranet	28
Governor Information Updates – Mrs Sawyer keeps Governors Services up to date with any changes.	28

796. AOB

Mr Davies has sent an email to Mrs Sawyer and Mrs Gibson on the uniform and the school's policy. Mrs Gibson has replied to Mr Davies confirming that the uniform policy is adhered to and reviewed frequently. There are weekly clamp-downs on uniform by all staff with targeted areas to address each week.

Mr Hassall and governors would like to congratulate all staff on the fantastic results this year. Pupils have achieved better than expected and this is a credit to the hard work and dedication of staff. Mr Hassall asked Mrs Gibson to forward governors' thanks to staff.

Mr Drew advised governors of two former pupils who have gone on to study at Cambridge University.

Mr Hamnett thanked Mr Snow for his involvement in the kitchen refurbishment. Mr Snow has spent a number of hours at the school negotiating with key staff. Thanks also go to Mr Crombie and Mrs Latham.

Mrs Sawyer confirmed that Mr Taylor will no longer be able to chair the Review committee meetings due to his Associate Governor status. Therefore, governors were asked if they would like to chair the committee or nominate a governor. Mr Hassall asked and nominated Mr Drew who gladly accepted.

797. Date and Time of Future Meetings: 12th February 2013, 4th June 2013

With no further business to discuss the meeting closed at 7.30pm.

Minutes prepared by: Mrs J Sawyer, Clerk

Signed as accurate and approved by Governors:

Date: