



Minutes of the Governing Body held in school on
Tuesday 22nd October 2013 at 4.30pm

Parent Governor		Community Governor	
Mr D Sargeant	p	Mr C Hassall (Chairman)	p
Mr A Davies	p	Mr J Hamnett	p
Mrs P Bettany	Ap	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	
Mrs J Carey	p	LA Governor	
Mrs V Harvey	p	Mrs A Collins	
Staff Governor		Mr K Smith (Vice-Chairman)	p
Mr R Cartlidge	p	Mr S Snow	Ap
Mrs K Monk	p	Mr R Blackshaw	Ap
Mrs A Gibson (Headteacher)	p	(P=present, Ap=apologies)	

Also in attendance: Mr R Wood (Deputy Headteacher), Mr P Potts (LA Governor), Mrs Sawyer (Clerk)

Mr Hassall welcomed all governors to the meeting. Mr Hassall congratulated the staff on the GCSE results which were outstanding. Mr Hassall also welcomed Mr Peter Potts, who has been appointed an LA Governor with effect from November 2013.

832. Apologies - Governors accepted the apologies received. Mr Hassall would like to thank Mr Snow for his hard work and commitment to the governing body the past 4 years, especially with regards to his expertise and involvement saving the school money on recent projects. Mr Hassall will email Mr Snow to thank him on behalf of the governors.

Mrs Sawyer took over proceedings for the election on Chair and Vice-Chair.

833. Election of Chair

Mrs Sawyer had asked for nominations of the chair prior to the meeting. Mr Sawyer explained that she had received two nominations for Mr Hassall. Mrs Sawyer asked governors present if there were any other nominations. As there were none, Mrs Sawyer asked Mr Hassall to leave the room whilst a vote took place. All governors were unanimous in re-electing Mr Hassall for Chair of Governors. They had also agreed that they would like Mr Hassall to continue as Chair until the end of his term of office, which would be December 2016. Mr Hassall returned to the meeting and accepted the position of Chairman for a further 3 years. Mr Hassall thanked governors for their confidence in him to continue to lead governors and support the school.

834. Election of Vice-Chair

Mrs Sawyer had asked for nominations for the Vice-Chair prior to the meeting. Mrs Sawyer explained that Mr Smith will be stepping down from his role as Vice-Chair as he will be retiring his governor position next term. Mrs Sawyer had received 1 nomination for Mr Drew. Mrs Sawyer asked if there were any other nominations. As there were none, Mr Drew was asked to leave the room. All governors present were unanimous in electing Mr Drew to become vice-chair of governors. They also agreed that they would like Mr Drew to be vice-chair until his term of office ended in October 2015. Mr Drew returned to the meeting and accepted the position of Vice-Chair for 2 years.

Mr Hassall thanked Mr Smith for his support as Vice-Chair of Governors over the past 2 years.

835. Membership

Mr Potts has been elected as LA Governor for four years from November 2014. Mr Sargeant, Parent Governor and Mr Cartlidge, Staff Governor's term of office are both due to end at the end of October 2013. Mrs Sawyer has contacted both governors to explain the process involved in both parent and staff governor nominations, elections and possibly voting procedure. Both Mr

Action:

Sargeant and Mr Cartlidge would be happy to continue should there be no other nominations made. Mrs Sawyer stated that she will go through the process for both positions later this term.

836. Governing Body Matters

a) 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.

b) School Governance Regulations

Governors were advised to note that new regulations came into effective from 1 September 2013 and changes to some Governing Body procedures and practices have been made. It is important that the Governing Body have noted the three core functions set out in the regulations. Mrs Sawyer confirmed that this document is available to Governors on Frog.

c) Governors' Handbook

Governors were advised to note that a Governors' Handbook has been produced. Governors should familiarise themselves with section 1 of the handbook which includes the three core functions. Mrs Sawyer confirmed that this has been put onto the Frog page.

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

e) 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 that they be returned as soon as possible.

f) 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. All governors agreed to accept the document and signed by all governors present. Mrs Sawyer confirmed that all governors will need to sign the document and any absent governors will be asked to sign it next term.

(Mr Taylor arrived at 5.05pm)

837. Minutes of the Previous Meeting held on 4th June 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:

- Re-Constitution – Mrs Sawyer confirmed that she had contacted Governor Services for further advice on the re-constitution. They stated that unless there is a change, i.e. the number of governors or school name, then regulations state that schools do not have to reconstitute. Therefore, Mr Hassall agreed that there was no need to change the structure of the governors which clearly works for Endon High School. Governors are mindful that this may have to be done in the future upon advice from County.
- Business Continuity Plan – Mr Overend has not yet met with Mrs Gibson and the Leadership Team/relevant staff to carry out a test of the Business Continuity Plan but assured the governors that this will take place.
- Financial Out-Turn Statement – this has now been presented to Finance and Premises committee.

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.

Pecuniary Interest forms to be returned to Mrs Sawyer

All governors to sign the Code of Conduct

838. Reports

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

1) Mrs Gibson had contacted Mr Hassall regarding the Teacher Strike which took place on 1st October. The school had to give 5 days' notice to parents that the school would not be open due to strike action. Mrs Gibson had looked to see if the school would be able to open to some students, but unfortunately was not able to offer pupils more than one hour of study throughout the day. Guidance was used from Staffordshire County Council. Letters were sent home to parents.

Mrs Harvey asked if all governors should have been told about the decision to close the school prior to the letter being sent to parents.

Mr Hassall confirmed that guidance had been followed from Staffordshire County Council and that no consultation with governors was required. Under the Power to Act, governors allow the Chair to support the Headteacher and make decisions on their behalf. Mrs Harvey agreed with the decision but commented that she would have felt happier knowing the situation before parents were speaking to her about it. Mr Hassall agreed to think about the possibility of contacting governors in future.

Mrs Gibson highlighted to governors that there was a planned National Teachers strike planned for November, but as yet the date has not been published.

Governors asked what the guidance from Staffordshire County Council stated.

Mrs Gibson explained that she was not allowed to ask staff if they intended to strike. The school cannot ask teaching staff to cover for absent striking staff and only the Leadership Team can set work for pupils to do whilst off school.

2) Mr Hassall had written off some ICT equipment during the summer term which was beyond repair.

Governors accepted and agreed with the decisions made by the chair.

b. Committees

The following committee draft minutes were issued prior to the meeting

- Extra-Ordinary Meeting of Governors (18th July 2013)

Governors met on 18th July 2013 to review the recommendations from Staffordshire County Council on the Teacher's Performance Management and Pay policies. Governors present agreed to accept the policies recommended which were required to be in place for September 2013.

Governors agreed that the minutes were a true reflection of the meeting and signed by the Chair.

- Review Committee (19th September 2013)

A presentation from Mrs Ibrahim (SENCO) was received by governors. Mrs Ibrahim's enthusiasm for the role was clear. Mrs Ibrahim will be undertaking the National Qualification starting in January 2014. An update from the Science department was received. Mr Hassall confirmed that this is still an area which governors will continue with their support and challenge. Sponsorship from KMF Engineering and Wrights Pies has been secured for the Engineering Club who are building an electric car to enter a race next year.

- Pupil & Curriculum Committee (25th September 2013)

The committee received reports regarding Progress and Achievement; GCSE results; Safeguarding report; policy reviews.

- Personnel Committee (1st October 2013)

The committee received information regarding staffing updates; Performance Management; Frog; training; policy reviews.

- Finance & Premises Committee (9th October 2013)

The committee received budget reports and information; 3 Year Modeller; Annual Health & Safety report; School Fund Accounts; Scheme of Delegation.

Mr Hamnett has become the Health & Safety Link Governor and will be working together with Mrs Latham to review the health and safety in school. Governors discussed in length the 3 year modeller for 2013-2016. Due to a low-intake of Year 7 pupils this year, no increase in budget and unconfirmed pay rises over the next couple of years, there needs to be a conscious effort to drive down costs.

Governors asked if it is correct that the school is not allowed to go into deficit.

Mr Hassall confirmed that the school would have to use the revenue and capital balances and that the school is not allowed to set a deficit budget. The school will have to make adjustments to remain solvent.

Governors asked at what point the money followed the pupil.

Mrs Gibson confirmed that the budget for April 2014 would be set on the October 2013 census.

Mr Potts asked regarding the number of pupils who are eligible for pupil premium.

Mrs Gibson confirmed that a full report would be discussed at the next meeting.

Governors discussed their concerns that should cuts be made to the budget, that the school is able to maintain its high standards of education.

Mr Potts asked if there was a staff Age Profile.

Mrs Gibson confirmed that there is little staff turnover and that there is a large number of young staff in school.

Governors asked if there was a reason for the drop in Year 7 intake this year.

Mrs Gibson confirmed that this was due to a drop in the national low birth rate which has left an approximate 15 pupils less this year. There is an annual income of £4,500 per pupil. Mrs Gibson has received a number of requests from Year 7 parents for a place at Endon. The school is actively looking at ways to promote Endon to parents in the Stoke on Trent area.

Mrs Gibson will contact the LA to ask if we would be able to take on more students than the PAN of 140 next year to balance the low Year 7 numbers and to balance the whole school PAN.

Mrs Gibson
to contact
the LA
regarding
whole school
PAN

- Policies to be ratified by Full Governors

The following policies were reviewed at the committee meetings: Appointments; Leave of Absence; Visitors and Outside Agencies; Admissions; MARR; First Aid; Attendance.

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

c. Nominated/Link Governors

The following Link Governor Reports were received:

- Mr Blackshaw – Link Governor PE

Mr Blackshaw had met with the PE department last term to attend a departmental meeting. Mr Blackshaw was very impressed with the organisational structure of the team and the various intervention strategies used.

- Mr Snow – Link Governor Technology

Mr Snow attended the Technology focus group meeting with Mr Wood last year. Mr Snow thanked Mrs Hughes for all her hard work and dedication and welcomed Mrs Greenwood to the role of DTL Technology. This will be the last Link Governor report from Mr Snow as his term of office has ended with the governors. A new link governor will be appointed next term.

Mr Taylor (Link Governor to the ICT department) commented that he had attended a meeting with Mr Skelding earlier in the week and will be reporting to governors next term.

839. Headteacher's Report

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

GCSE Results 2013

93% achieved 5+ A*-C

72% achieved 5+ A*-C including Maths and English. This figure has risen as a result of a number of re-marks – some as significant as 9 marks different.

71% achieved 1 A*-A

A high amount of intervention especially in Maths and English has resulted in these impressive results.

Tracking of Progress

Mrs Rowley has been tracking the progress of the vulnerable groups using SISRA and all DTLs have completed a mini DRaise document which has helped them to identify trends and patterns e.g. boys out-perform girls massively in IT, however, girls generally out-perform boys.

There is concern regarding the current Year 11 cohort who seem to be very apathetic. There are some high achievers however, these pupils tend to be quiet and do not shine because of the more verbal pupils in the cohort. Pupil reviews have taken place with the Leadership Team and head of year who have discussed their aspirations and how to achieve them. A motivational speaker will be invited (a past pupil who also has a story to tell).

Governors asked if pupils are tracking their own progress.

Mrs Gibson confirmed that they do. She also confirmed that intervention meetings have taken place together with progress assemblies and IAG. Careers appointments have also been booked.

On 29th September, Mr Gove announced that a student's first attempt at GCSE will count in league tables for schools with immediate effect. Based on this change a discussion has taken place regarding the Maths and English GCSE entries planned for November this year. It has been decided that the B population will continue to take their exam in November and the remaining A population will be starting both English Literature and English Language ready for the summer entry exams. The November entry paper will be used with the A population as a mock paper. Mrs Gibson confirmed that she had written to her Professional Association ASCL to express her concerns over the rules being changed at this very late stage in the course and has expressed that her views are communicated directly to DfE and Mr Gove.

New initiatives

A new Year 7 test has been introduced – CAT (Cognitive Abilities Test); Online reading tests for year 7-9; Accelerated Reading scheme for all Year 7 and selected groups from each year group.

Governors asked how the groups were chosen

Mrs Gibson confirmed that the groups were the weaker readers of the school. However, pupils can opt into the scheme.

Mrs Harvey commented that boys often find it harder to pick up a book and that they might be embarrassed to do so or to go to the Library.

Mrs Gibson confirmed that the whole of Year 7 are part of the scheme. A Readathon is also planned and any sponsorship raised will go towards buying books for the library where there is a gap in literature required for ages and ability, with a particular focus on the boys.

Discriminatory incidents

There have been 2 incidents in 2012-13 which have both been reported to the LA.

Curriculum

There is a personalised curriculum for KS4 pupils which includes a number of alternative provisions e.g. college and/or work placements.

Staffing

2 new staff have joined this term; Mrs Greenwood, DTL Technology and Miss Pointon, English teacher. A further appointment has been made this term; Mr Alex Ansell, who will replace Mr Weller as Assistant ICT Technician. Mr Ansell will begin on 4th November on a temporary position until July 2014, in the first instance.

School Development Plan Interim Review

Time and resources are being invested into the whole school literacy and numeracy initiatives and we have been pleased to host an Assistant Headteacher from Painsley Academy who had heard about the leading work we are doing.

The effective approach to dealing with incidents of bullying has resulted in gaining the Staffordshire Anti-Bullying pledge last term which follows various strategies led by Miss Hill and Miss Axon.

Attendance and punctuality was already a focus for the school. However, the government has changed the rules whereby parents are no longer able to request up to 10 days authorised absence for holidays during term time, except for exceptional circumstances. Mrs Gibson had contacted the 3 local primary feeder schools to ask how they were handling the situation as no central guidance had been given. Mrs Gibson also wrote to the Local Authority asking them to lobby the Government about

tackling holiday companies over huge discrepancies in the costs of holidays in term time. Letters have been sent home to parents to explain.

Governors asked if unauthorised absence looks worse for the school or the child.

Mrs Gibson explained that a college will ask the school for a child's attendance record so this may affect their choices at FE/HE. Mrs Gibson also confirmed that schools have to publish their absences.

Kirkland Rowland Surveys

A summary report and a more detailed report of the parent findings have been published on Frog and shared with staff.

Mrs Gibson was thanked for her report.

840. Teaching and Learning

a. The National Curriculum Review

Governors were advised to consider how the school is developing the curriculum in the light of the forthcoming changes, whether it fulfils requirements, how the impact of the changes will be monitored and how parents and carers are being kept informed of developments. The information pack suggests some questions that governors might ask. Mr Wood has attended a conference run by Entrust. Mr Wood confirmed that new programs of study have been given to departments and DTLs are looking at and discussing the new curriculum and good practice. Mr Wood also confirmed that the questions stated in the Directorate pack for governors are the same questions that the school is already asking.

b. Use of Pupil Premium

Governors should note also that from 1 September 2013, schools will be held to account for the attainment of their disadvantaged pupils, the progress made by their disadvantaged pupils and the in-school gap in attainment between disadvantaged pupils and their peers. This will also link with the RAISE online report to be received this term. A full report will be received during next term's meeting.

Full report for Pupil Premium will be at the next meeting

841. Safeguarding

a. Safeguarding Policy

Mrs Sawyer confirmed that the Safeguarding policy is currently being updated and amalgamated with the Child Protection Policy. This will be reviewed by governors next term.

Safeguarding policy to be reviewed next term

b. Working Together to Safeguard Children

Governors are reminded that Working Together to Safeguard Children 2013 replaces the following documents which should no longer be referred to:

- i. Working Together to Safeguard Children, 2010
- ii. The Framework for the Assessment of Children in Need and their Families 2000
- iii. Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (2007).

Governors confirmed their compliance.

c. Chelsea's Choice

Mrs Sawyer confirmed that this information had been passed to Miss Hill who is looking into the possibility of inviting Chelsea's Choice into school as this subject is being covered in L4L.

Mrs Wallbanks asked if there was the possibility of governors being invited into school should the production take place.

Mrs Gibson feels that too many adults present may have a negative impact on the pupils. However, the link governors for PSHE and Safeguarding would be invited.

842. Health, Safety and Wellbeing

Mrs Sawyer confirmed that the school follows the Health & Safety regulations in school. A number of staff have been first aid trained. School has nominated Mr Hamnett as Link Governor for Health and Safety and will be working alongside the school Health & Safety committee for support.

843. Policies and Procedures

a) Statutory Policies

Governors were advised that an updated DfE guidance is available and to ensure that all statutory policies are in place and reviewed in line with requirements. Mrs Sawyer confirmed that she had

checked the document and that the school has the necessary policies in place and that they are reviewed within the time frame suggested.

b) Privacy Notices

This has been put on the school's website and sent to all parents with the Newsletter issued in September 2013.

844. Admission Arrangements

c) Changes to the in Year Application Process

Governors are advised to note the changes applicable from 1 September 2013. In year applications can be made directly to the Headteacher. Mrs Gibson confirmed that she had received a number of applications and is following the admissions code.

d) Consultation on Proposed Admission Arrangements 2015-16

Governors are asked to comment on their proposed Published Admission Number for 2015-16. Governors agreed to keep the PAN at 140. Mrs Gibson will sign and send the proforma to Schools Admissions before the 10th January 2014 deadline.

845. Other Information Items

a) Training

Mrs Sawyer copied governors an email received from Governor Services regarding Saturday training dates which are being trailed.

b) Prize Evening

Governors are reminded that the annual Prize Evening will take place on Thursday 24th October.

846. Dates and Times of Future Meetings

13th February 2014; 2nd June 2014 (changed from originally planned date)

With no further business to discuss, the meeting closed at 7.15pm

Minutes prepared by: Mrs J Sawyer, Clerk

Signed as accurate and approved by Governors:

Date: