



Minutes of the Governing Body held in school on  
Tuesday 4<sup>th</sup> June 2013 at 4.30pm

| <b>Parent Governor</b>     |    | <b>Community Governor</b>  |    |
|----------------------------|----|----------------------------|----|
| Mr D Sargeant              |    | Mr C Hassall (Chairman)    | p  |
| Mr A Davies                | Ap | Mr J Hamnett               | P  |
| Mrs P Bettany              | p  | Mr M Drew                  | Ap |
| Mr J Overend               | Ap | Mrs J Wallbanks            | p  |
| Mr N Taylor                | Ap |                            |    |
| Mrs L Mikulasova           | Ap | Mr P Goldstraw             | p  |
| Mrs J Carey                | p  | <b>LA Governor</b>         |    |
| Mrs V Harvey               | p  | Mrs A Collins              | p  |
| <b>Staff Governor</b>      |    | Mr K Smith (Vice-Chairman) | p  |
| Mr R Cartlidge             | p  | Mr S Snow                  | p  |
| Mrs K Monk                 | p  | Mr R Blackshaw             | p  |
| Mrs A Gibson (Headteacher) | p  | (P=present, Ap=apologies)  |    |
|                            |    |                            |    |

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

Mr Hassall welcomed all governors to the meeting

806. Apologies - Governors accepted the apologies received.

807. Membership

Mrs Sawyer explained that the only membership changes are the nominations for an LA Governor following Mr Snow's term of office coming to an end next term.

808. Declaration of Interest – none announced

809. Confidentiality – governors were reminded that all discussions that take place during the meeting are confidential.

810. Skills Audit

Governors were reminded to return their completed Skills Audit to Mrs Sawyer as soon as possible. Mrs Sawyer will then carry out an analysis of the results.

811. Committee Structure and Nominated Governors

Governors were sent information prior to the meeting regarding the possibility of a re-constitution. Mr Hassall explained to governors that the minimum number of governors under the new constitution is 7 with no maximum numbers. Mr Hassall asked Governors what they thought the best number of governors would be. All agreed that the current number of 20 governors works well for the school and the breakdown of the committee members. All governors agreed for Mr Hassall and Mrs Sawyer to work together to discuss a way forward and the changes that would be required. Mrs Gibson asked that governors are mindful of the number of parent governors and governors who are parents as this limits certain committees e.g. discipline. Further discussion will take place at the next meeting.

812. School Governance Regulations (page 4 of the Information Pack)

Governors were advised to note that the new regulations come into effect from September 2013.

813. Minutes of the previous meeting held on 12<sup>th</sup> February 2013

The minutes of the previous meeting hold on 12<sup>th</sup> February 2013 were received prior to the meeting and accepted as a true record. These were signed by the chairman.

814. Matters Arising

- Business Continuity Plan testing – Mr Overend will come into school this term to carry out training including scenarios testing.

Action:

Re-  
Constitution  
to be  
discussed  
further

- Criteria for Admissions – Mrs Sawyer updated governors on the planned admissions criteria. In line with the consultation document received last term, changes have been made to the determined admission arrangements for September 2014 intake. Children with older siblings already in the school will take priority over children resident in the catchment area. Governors noted the changes.

#### 815. Chair/Vice Chair Power to Act

Mr Hassall has received copies of exclusions made in school and has supported Mrs Gibson with staffing issues this term. Governors accepted the decisions made by the Chairman.

#### 816. Committee Reports

##### Review Committee met on 24<sup>th</sup> April 2013

*A draft copy of the minutes was given to governors prior to the meeting.*

In the absence of the Chairman, Mr Hassall who was present at the meeting updated governors on the discussions at the meeting.

Reports were received from Mrs Tapley on L4L (Learning for Life), Mr Eastwood on MFL and Miss Hughes on Maths. Governors also received an update from the Science department. Governors asked Mrs Gibson if there has been an update from Mr Mainwaring. Mrs Gibson confirmed that she and Mr Wood had met with Mr Mainwaring to discuss how to move the Science department forward.

##### Pupil & Curriculum Committee met on 1<sup>st</sup> May 2013

*A draft copy of the minutes was given to governors prior to the meeting.*

Mr Blackshaw briefly updated governors on the discussions at the committee meeting.

- A curriculum review was given by Mr Wood.
- The Data Dashboard was discussed.
- A new marking policy, MARR (Marking, Assessment, Recording and Reporting) was discussed.
- Targetted Services – Mrs Gibson explained the changes proposed by Entrust and is attending a meeting later this term to feedback the concerns from the Moorlands Headteachers.
- A report on IAG for 2012-13 was received.
- Pupil Support – Miss Hill reported to Governors the various support given to pupils in school and reported no Child Protection referrals.
- Policy review had taken place.
- British Heart Foundation competition winner was awarded his prize in school by Mrs Karen Bradley MP during a special assembly.

##### Personnel Committee met on 9<sup>th</sup> May 2013

*A draft copy of the minutes was given to governors prior to the meeting.*

- Mr Goldstraw updated governors on the discussions of the Personnel Committee.
- Mr Skelding updated governors on Frog, NQTs and Staff training.
- Mrs Gibson gave a staffing update.
- HR Policies were reviewed. Mrs Gibson explained that the Performance Related Pay policy was still not ready and was under review by Unions. Mrs Gibson explained that the policy would need to be ratified by governors prior to September and therefore an extraordinary meeting will have to take place. Mrs Sawyer will contact governors as soon as a date has been arranged.

##### Finance & Premises Committee met on 14<sup>th</sup> May 2013

*A draft copy of the minutes was given to governors prior to the meeting.*

- Mr Hassall chaired the meeting and therefore explained to governors the discussions at the meeting.
- The Budget for 2012-13 was reviewed.
- The draft budget for 2013-14 was received and discussed. All governors present agreed to accept the budget which needed to be ratified by full governors.
- Policies were reviewed.
- Zurich Insurance Assessment which had been carried out in school was reviewed and recommendations discussed. Governors are mindful of the security issues which is a priority. Mrs Gibson explained that the school realises that there is a potential security issue of the site. Mrs Gibson explained that she has a meeting with Entrust later this term and will discuss her plans for the school and the security issues. Governors expressed their concern that once a point has been raised on an Insurance assessment and not carried out that the insurance would be void.

Mr Hassall thanked the Chairpersons for their reports.

#### 817. Approval of School Budget

Governors were asked to approve the school budget for 2013-2014 which was reviewed at the recent Finance & Premises committee on 14<sup>th</sup> May 2013. Governors proposed, seconded then all agreed to approve the school budget.

#### 818. Policy ratification

The following policies were reviewed at this term's committee meetings:

Harassment and Bullying; Discipline; Grievance; Alcohol and Substance misuse; Uniform; Child Protection; Coping with a Crisis in School.

Governors agreed to ratify the policies.

#### 819. Nomination of Health & Safety Governor

Following the recent Zurich Insurance Risk Assessment governors were asked to nominate a Health & Safety Link Governor. Mr Hamnett agreed to take on the role as Link Governor for Health and Safety.

#### 820. Link Governor Feedback

##### SEN Link Governor – Mrs Monk

*Mrs Monk tabled a report for governors.*

Mrs Monk has completed the Staffordshire County Council Self Review document for Safeguarding. From this exercise Mrs Monk put together a summary for governors on the findings. Mrs Monk explained to Governors the overall findings which were excellent. Mrs Monk explained that whilst the school meets all the legal requirements, there are one or two areas where information and awareness could be more accessible to parents and staff. Mrs Monk and the SEN team are looking to address these issues.

Governors thanked Mrs Monk for her report.

#### 821. Headteachers' Report

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

- Mrs Gibson began to explain to governors how Karen Bradley MP and Mr Michael Gove MP came to visit the school. Mr Gove was in the local area visiting another school and had asked Mrs Bradley if there was any school that she suggests he visits. After Mrs Bradley's visit to present the British Heart Foundation award she had also met with the Student Council and thought that Mr Gove would like to meet with them also. Mr Gove came into school and met with the Executive Student Council for half an hour before his next appointment.
- The school put on a leaver's meal and celebration afternoon for all Year 11 pupils. Mrs Eastwood led presentations from form groups to their tutors.
- We have received details from Admissions regarding places allocated for Year 7 cohort in September 2013. At the moment we have not filled our 140 available places which is a reflection of the low birth numbers nationally. Two transition days are planned for the current Year 6 pupils and Mrs Eastwood, who will become their Progress Manager, will be visiting them in their primary schools this term.
- The School SEF and Development Plan has been received separately by governors. This is based on the four Ofsted sections: Attainment, Behaviour and Safety, Quality of Teaching and Learning and Quality of Leadership and Management. Key priorities have been identified for 2013-14 in each of the four areas.
- An initial costing has been received for the plans to update the Technology block and site security. Costings are far beyond the reach of the school's own finances. Therefore, Mrs Gibson has invited the Chief Executive of Entrust together with Mike Osbourne-Town to visit the school to establish what support there may be from the LA.
- Mrs Gibson updated governors on the wealth of enrichment opportunities for students across the year groups which include STEM activities and a Multi-Cultural Day.

Governors thanked Mrs Gibson for her report.

#### 822. Data Dashboard

Governors are asked to receive and review the information from the Data Dashboard (*page 4 of the Information Pack*). This has been reviewed and discussed at the Pupil & Curriculum committee meeting this term.

### 823. Revised Safeguarding Guidance

Mrs Sawyer sent Governors the Working Together to Safeguard Children guidance from The Department for Education and Safeguarding Lessons Learnt from a Staffordshire School's Perspective document prior to the meeting. Governors were reminded that they have a responsibility for ensuring safeguarding arrangements are in place in school and should confirm the new guidance is being followed. Mrs Sawyer confirmed that the SEN department and SENCo had also received these documents. Governors agreed that the school is up to date with the Safeguarding responsibilities and that all updates are being followed.

### 824. Notification from the Disclosure and Barring Service

Governors were advised to note the proposals notified by the DBS in respect of the filtering of old and minor convictions and cautions. Mrs Sawyer went through the information in the Governors pack to ensure governors knew what information was being removed.

### 825. Financial Out-Turn Statement

Mrs Sawyer confirmed that this information is still not available for governors.

### 826. Schools Financial Value Statement

Mrs Sawyer confirmed that the SFVS was submitted to the Local Authority before 31 March 2013.

### 827. Certification of HR Forms for Headteacher

Governors were advised to note the regulations in respect of variations to Headteacher's contracts and make arrangements to ensure that the regulation is complied with. This is currently carried out in school by Mr Wood, Deputy Headteacher. Governors agreed to continue for Mr Wood to carry out this requirement.

### 828. Other Information Items

*Governors were issued a copy of the Information Pack prior to the meeting.*

Mrs Sawyer had highlighted important points for governors and also highlighted any action to be taken.

- Improving Schools through Parent View: Governors discussed the use of Parent view and agreed that they would not inform parents of this tool as they feel this could be open to abuse. Mrs Gibson explained that a recent survey was carried out by an external company, Kirkland Rowland which also asked questions that the Parent View would.

Mrs Gibson gave governors a brief indication of the findings of the survey carried out this term. All Parents, pupils and staff were asked to complete a questionnaire. 403 parents gave an excellent overall performance score of 83% while among the parents whose children were not in their first year at the school 24% said the school had improved over the last year while only 4% thought that the school's performance was worse. Of the parents of new pupils, only 3% felt that the school had not lived up to their expectations while 26% said the school was better than they had expected it to be. 97% of parents said that they would recommend the school to another parent. Mrs Gibson explained that she was pleased with the outcome which was outstanding. Praise will be passed where due and information will be shared with parents. Mrs Gibson confirmed that there is a lot of information which has come out of the exercise which will be used to move the school forward. Governors asked if this Ofsted would take the survey into account during their inspection. Mrs Gibson confirmed that they would.

- Use of Pupil Premium: All governors are expected to have a full understanding of what pupil premium funding is received, what the money is being spent on and what impact it is having on those pupils for whom the funding is received.
- Advice on School Attendance: School is aware of the changes to the school attendance and updated information as advised.
- Religious Education Inquiry: Governors received the recommendations from the inquiry by the Party Parliamentary Group on Religious Education. This document has also been sent to the Head of RE and the Assistant Headteacher who is the line manager.
- Year 7 Catch-up Premium for Literacy and Numeracy: For information - secondary schools have to inform parents if their child is eligible for this additional funding
- Raising the Participation Age: The attached leaflet has been sent to parents via the school's newsletter and email system.
- School Funding: Governors noted the increase in funding for 2013-14 and bear in mind that the amounts included in the budget are indicative.

Action:

Mrs Sawyer  
to advise  
governors on  
dates for  
next years  
mtgs

- Safeguarding Children Public Awareness Leaflet: this information has been forwarded to parents via the schools newsletter and email.
- School Based Complaints: school has a complaints policy which was reviewed and ratified by governors in October 2012. The next review of this policy is due in 2015
- Safety in Science Experiments and Demonstrations: all risk assessments are carried out by DTLs in school on an annual basis.
- Governor Training and Development: Governors are reminded that training can be booked through J Sawyer, Clerk. Attached is an update of training available. Governors were also advised that the Governors on-line Modern Governor training should be available later this term.

829. Confidential Items

The Governing Body is requested to identify any items on this agenda which it requires to be recorded in the minutes as confidential matters, none were highlighted.

830. Date of next meeting

Mrs Sawyer will confirm these with governors once the next academic year's calendar has been completed.

831. AOB

Extra Ordinary Meeting of Full Governors

Mrs Gibson reminded governors that there will have to be a one-off meeting called for all governors to ratify the Pay Performance policy once approved by Unions. Mrs Gibson is attending a workshop and County meeting next week for further support and information. Mrs Sawyer will contact governors as soon as possible to arrange the meeting.

Appointment of Chairs of Committees

Mr Hassall explained that governors were required to nominate Chairs of Committee next term. However the next full governors meeting takes place after the committee meetings. Therefore Mr Hassall proposed that the current chairpersons continue with their duties next year. All agreed to continue and all other governors agreed to this proposal.

With no further business to discuss the meeting closed at 6.55pm.

Minutes prepared by: Mrs J Sawyer, Clerk

Signed as accurate and approved by Governors: .....

Date: .....