



Minutes of the Governing Body held in school on
Tuesday 12th February 2013 at 4.30pm

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

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

Mr Hassall welcomed all governors to the meeting and introduced Mrs Vicky Harvey as a new Parent Governor. Mrs Harvey has a financial background and will join the Finance and Premises committee.

798. Apologies

Apologies for absences were received and accepted by the Governing Body.

799. 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 changes were discussed.

Community Governors

Mr Cooper resigned from his post of Community Governor due to relocation. Therefore all governors had agreed to nominate Mr Taylor as Community Governor. Mr Taylor accepted.

LA Governors

Mr Smith has been notified of his success in becoming an LA Governor.

Parent Governors

With the movement of Mr Taylor a Parent Governor vacancy had become available. A letter was sent to all parents and a ballot took place which Mrs Harvey was successful.

Associate Governors

Mrs Sawyer explained to governors that she had received notification from two people interested in the role of governor at the school. Mrs Sawyer explained the background of the two people to governors who discussed the role of Associate Governor. All governors agreed that there was no need to extend the number of governors and felt that the best way was to contact the two people to explain that there were no vacancies and that their details would be saved should changes happen within the constitution.

Mrs Gibson explained the difficulties that have arisen from the number of parent governors we have at the school. This is not necessarily Parent Governors but governors who are parents. It is difficult to ask governors to sit on discipline panels, who are parents. Mrs Sawyer explained to governors that there is a new constitution for schools. At present school are only required to change the constitution

Action:

Action:

Mrs Sawyer to gain further information on new constitution arrangement

of their governing body if there is a change to the school e.g. the name of the school. However, Mrs Sawyer has received information that all schools may be asked to change their constitution from September 2013. Mrs Sawyer agreed to gain further information for the next meeting.

c) Confidentiality

Governors were reminded that all discussions that take place during a Governing Body meeting remain confidential to that meeting. In addition, minutes of this meeting do not become a public document until ratified at the next Full Governing Body Meeting.

800. Minutes of the Previous Meeting held on 17th October 2012

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

801. Matters Arising from the Previous Meeting

802. Confidentiality

The Governing Body identified items on the minutes of 17th October 2012, which is to be recorded in the minutes as confidential matters in the public document.

(Mr Overend arrived at 5pm)

803. 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; has been notified and assisted with disruptive pupils; [REDACTED]

Governors accepted and agreed to these decisions.

b. Committee Reports

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

• Review Committee (9th January 2013)

Two department reviews were received during the meeting.

Art – continued strengths over many years.

ICT – fairly new DTL, excellent results in 2012.

Science feedback – [REDACTED]

• Pupil & Curriculum Committee (17th January 2013)

Governors discussed the possibility of reviewing the option choices for the future; Raise Online; Pupil Premium; policy review.

• Personnel Committee (23rd January 2013)

A staffing update was received; the Teacher Appraisal Policy was discussed; policy review.

• Finance & Premises Committee (29th January 2013)

A number of items were discussed at the meeting: Budgets; Pupil Premium; Benchmarking; SFVS; Terms of Reference; policy review.

Governors have been asked to review the SFVS which was agreed and signed by the chairman. Mrs Sawyer explained that the terms of reference had been updated for the Finance and Premises committee. An invitation to each committee member will be put on the agenda to attend the Finance and Premises meeting.

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

Governors agreed to ratify all policies discussed at the various committees: Induction of Teachers and Support Staff; Medical Needs; Equality Act; Inclusion; SEN; Information, Advice and Guidance; Health & Safety.

Action:

Test of validation to be carried out in school

d. School Business Continuity Plan

Mrs Latham and Mrs Gibson have met with Mr Overend to go through the School Business Continuity Plan. Mr Overend has suggested that the document be ratified for use and has agreed to come into school to assist with a test of validation. Governors accepted the document and agreed with the test. The document was signed by the chairman.

e. Teachers Appraisal Policy

The Staffordshire Teachers Appraisal policy has been agreed at the local joint Consultative Committee (JCC) and is commended to schools for adoption. However this policy has not been agreed by all Unions (NASUWT have not agreed to it). Mrs Gibson has looked at the new policy and the schools current policy and feels that Endon High Schools policy is more than up to date as this has matched the Teacher Standards for some time. Targets for Performance Management are linked to training together with the reflective journal that staff complete. Governors voted to accept the proposal to stay with the Endon High School Teachers Appraisal Policy. All agreed and the policy was ratified.

f. Policy Review

Governors were asked to agree to their responsibilities in reviewing policies together with the leadership team. All agreed.

(Mr Hamnett arrived at 5.35)

g. Link Governors

The following Link Governor Feedback:

• Mr Davies – English

Mr Davies issued a document to governors prior to the meeting. Mr Davies explained that the English department has had some staff changes. There will be an interview for the DTL position in March as Mr Moston was appointed temporarily for one year. There are a significant number of recent initiatives the department are involved in, included ERIC (everyone reading in class), Staffordshire Moorlands Spelling Bee and reading tests of Y8 and Y9. Mr Davies has been involved with Pupil Voice, lesson observations and information discussions.

Governors thanked Mr Davies for his feedback.

• Mr Drew – Music

Mr Drew issued a report to governors prior to the meeting. Mr Drew explained that the school is privileged to have Mr Tapley and Mr Woolliscroft leading the Music department. There is a lot of passion in the department for the subject. Grades remain above the national average and the peripatetic staff have a great impact too. The department have done many performances over the year for school and the community.

Mr Drew was thanked for his feedback.

804. Headteacher's Report

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

A letter has been received from Ofsted. Due to the fact that the school has sustained its performance since its last Ofsted the earliest date for the next inspection would be summer 2014.

Admissions for September 2013 are down on previous year's first choice places, reflecting a county wide drop in Y6 places. It is anticipated that numbers will increase again in 2014.

There are a number of staff appointments pending or have been made this term: Mrs Ibrahim has been appointed SENCO. The DTL English post is being advertised with an appointment to be made before Easter. The Leadership team have discussed the creation of a new post to support the work of the pastoral team, especially with vulnerable people. Mr Bourne has been appointed as temporary Cover Teacher until summer 2013. Mr Goodfellow has been appointed as Site Technician together with Endon Hall Primary school. Mrs Clare Montifroy has been appointed PE Teacher on a permanent basis.

Progress Day took place this year on 6th February. A high percentage of 92% of parents attended the day. Further analysis is to be carried out over the next few weeks which will be reported to governors.

Governors asked if work was set for pupils on Progress Day. Mrs Gibson explained that work was set on Frog with a programme of work for L4L which meant that they have to complete the work. KS4 pupils were asked to complete coursework and revision.

Mrs Gibson also reported on the School Development Plan and Raise Online.

Mrs Gibson was thanked for her report.

805. Governor Information Pack (Booklet)

a) Code of Conduct

(Page 3) All governors have signed the code of conduct. The next review date is September 2013.

b) Improving Governance

(Pages 3 and 4) Governors are asked to consider the Department for Education's five core objectives to improve governance including the core functions for governing bodies set-out by Ofsted.

c) 2015 Key Stage 4 Performance Tables

(Page 8) Governors are asked to consider and/or note information about the qualifications that will count in the 2015 performance tables. An article and FAQ was attached for further information.

d) Allegations Against School Staff

(Page 9) The Department for Education has published revised statutory guidance. Governors are advised to note changes to the previous guidance.

e) Information Schools Must Publish

(Pages 14 to 16) New regulations place an obligation on maintained schools to publish more details and specific information on the internet. Governors are advised to ensure that regulations are being complied with. Mrs Sawyer confirmed that the schools prospectus is published on the schools website.

f) Other Information Items

Additional information relating to each of the items was forwarded to governors prior to the meeting.

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806. 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.

807. Date of next meeting – Tuesday 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: