

## GOVERNING BODY MEETING, Tuesday, 2<sup>nd</sup> October 2018



Potential Attendees	Initials	Position	Comments
Tracey Amos	TRA	Headteacher	Present
Robert Hemsworth	RH	Parent Governor	Present
Paul Jarrett	PJ	Co-opted Governor (Joint Vice Chair of Governors)	Present
Lucy Meardon	KLM	Parent Governor (Joint Vice Chair of Governors)	Present
Ian Newberry	IN	Parent Governor (Chair of Governors)	Present
Simon Robilliard	SR	Staff Governor (Teaching)	Present
Jacqui Royse	JSR	Deputy Headteacher (Non Governor, SLT Representative)	Present
Douglas Smith	DS	Member Appointed Governor	Apologies
Peter Villiers	PJV	Member Appointed Governor	Present
Lesley Wall	LW	Co-opted Governor	Present
Lucy Fitzgerald	LF	Member Appointed Governor	Present
Sam Meeson	SM	Member Appointed Governor	Present
Annette Yates	AY	Co-opted Governor	Present
Rachel Higgs	RHI	Staff governor	Present
Jo Pateman	Clk	Clerk to Governing Board	Present

# MINUTES

2018-19/ GOV/1	Apologies	Apologies had been given by Doug Smith, Susanne Kiff and Andrew Bloodworth these were sanctioned.	I,D
2018-19/ GOV/2	Conflicts of Interest	None	I
2018-19/ GOV/10	Results Data	<p>JSR presented an overview of the results data to governors. A copy of her PowerPoint presentation is available in the governor's folder on the T drive. Early indications show our standard pass rate as 60% for 4s and 28% for a 5s. The new GCSEs are not helping disadvantaged pupils and girls did better in 9s</p> <p>Q – Does the style of questioning favour girls? Yes, extended prose questions favour girls.</p> <p>Science was an issue across the whole country, a lower grade was added as so many pupils dropped off. This was a weak cohort and a quarter were mid-phase from Year 9 and above.</p> <p>Q – Will this happen again? It can't, we have shut down the year groups apart from Year 7.</p> <p>Q – Does the government set absolute standards or look at the results first? They look at the results first the 1-9 aren't based on criteria grading, it's a non-referencing system with massive fluctuation in progress because you are tied down to the vagaries of the</p>	<p>I</p> <p>Q</p> <p>I</p> <p>Q</p> <p>Q</p>

		<p>intake, not the criteria. This makes it incredibly hard for staff to predict grades. English did very well, however maths did not match this. English 84% 4+ and 56% 5+, maths 63% 4+ and 36% 5+.</p> <p>Q – Why was maths low? We are analysing this and working closely with the maths department moving forward. The style of questioning in maths has changed significantly, it has moved away from doing simply maths to a very complex problem which requires knowledge of various different types of maths. Our pupils have found it incredibly hard, the department are working hard to remedy this.</p> <p>Q – Do year 11s who don't achieve maths standard have to re-sit? Yes they do.</p> <p>SAR joined at 9.15am.</p> <p>Q – Is further education understanding? Feedback from pupils is that they are being told by colleges that they only need to get a 4 and can even re-sit English and maths. We need to change the mindset of pupils only aiming for a 4.</p> <p>Positives – 33% of pupils got at least 1 x 7 to 9 /A or L2 distinction  Attainment 8 is 45.14  Est progress 8 is approximately -0.12.</p> <p>Q – How does that compare to other schools in north Devon? A few have done well, other schools are looking significantly worse, a few haven't declared at all. A number of consistently good schools have 'fallen off' this year and Ofsted have been told not to use this years' data. JSR is running a thorough analysis of our results. We will look at this from every angle and decide what needs to be done. Some schools have had outliers removed, and we haven't. JSR will report back in December.</p> <p>Q – Why are schools being treated differently? GTS will be contacting the DfE.</p> <p>Q – Would the data be different if the outliers had been removed? That is one of the things we will be looking at and reporting back to governors.</p> <p>Q – Is this more the cohort or subject knowledge? We have asked staff to do one of the GCSEs in their subject area, this is in recognition that it is the first time for many delivering the new GCSEs and they haven't pitched it right to achieve the higher order marks. Staff have got to raise their game in terms of subject knowledge and break down the idea of maths do maths etc. maths is threaded through all subjects. We also saw some A level questions in GCSEs. We are running cohort analysis looking at low, middle and high in each year. This will give us a basic prediction for each year group. We are looking at the impact of the makeup of each cohort.</p> <p>Q – How do this year 11 compare? They are stronger, more engaged, less behaviour issues, no influx of mid-phase but it's the same exams. This year have had the 3 year short at it where the last year had a 2 years.</p> <p>Q – There is a lag, the raise from primary will hit GTS in 2 to 3 years and in another 6 to 7 years the raise from KS1 will affect GTS? Yes, they've put new GCSEs in at secondary schools but the raised level of curriculum hasn't yet reached us from the primary schools.</p> <p>Q – What are you doing for year 11s now? We've had exam review meetings, discussed with HoF and subject leads to really analyse results and put in support for this year now. We are looking at predicted final grades, we need to know exactly what they are going to get so we can target the intervention.</p> <p>Highlights – there were a number of pupils who did really well, JSR took governors through results. Resistance materials did really well and are looking as the best in north Devon and possibly Devon. Our pupils did really well in vocational courses and we will look at adding more.</p> <p>Q – Do the practical/vocational exams count towards our results? Yes they do.</p> <p>JSR took governors through a residuals presentation and how subjects are performing against each other.</p> <p>SAR – left at 10am</p>	<p>I Q  Q  Q Q  Q  Q Q Q  I  Q I I</p>
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		JSR left at 10am IN apologised for not already having introduced Rachel Higgs and welcomed her to the meeting as our new staff governor.	I
2018-19/ GOV/3	Minutes and Matters Arising	The minutes of the last meeting were reviewed and agreed as a true reflection of the meeting. Matters arising – MAT due diligence will be covered later in the meeting. Social media letter – PJ put together a statement on appropriate social media use in the summer. This has not yet been sent to parents. The clerk to email a copy to all governors to be reviewed and agreed. Q – Does the Bluecoat Primary School have issues too? Have they been contacted? Agreed as a good idea, TRA to contact Angela Fleming.	D I A Q
2018-19/ GOV/4	Election of Chair and Vice Chair	IN had been nominated as Chair of Governors, he left the room whilst governors voted. IN was voted back in as Chair of Governors. LM and PJ had been nominated as Joint Vice Chair, governors voted and both LM and PJ were voted back in as Joint Vice Chairs.	D D
2018-19/ GOV/5	Committee matters	The Teaching and Learning committee requested that governors be linked to faculties. This was discussed and decided as follows: <b>Connections</b> – Robert Hemsworth and Paul Jarrett, <b>Solutions</b> –Lesley Wall, <b>Expressions</b> - Sam Meeson and Doug Smith, <b>Foundations</b> – Lucy Fitzgerald. <b>Pastoral</b> – Lucy Meardon, <b>Pupil premium</b> – Annette Yates, <b>Safeguarding</b> – Lucy Meardon, <b>SEN</b> – Peter Villiers.  The clerk will contact staff and advise which governors have been linked to faculties. The clerk to check visit protocols from the governor’s handbook. Governors should check what areas their faculties are to work on, (from the SIP). Governors to inform TRA (via JMP) when they have arranged to visit GTS. Governors decided to meet again and decide a cycle of visits for the year. RHI advised from a teaching perspective that it would be good to know when governors wanted to visit and what they wanted to discuss so that staff could be prepared.  A governor’s day will be held on the 14 <sup>th</sup> November. This will be a ‘visioning day’ for governors to map out a cycle of their visits and put in a timetable for the next academic year.  Update from the resources committee on teachers’ pay which has been agreed as 3.5% uplift for MPS, 2% for UPS, 1.5% for leadership. Governors must ratify the pay decision. Governors discussed, voted and agreed to ratify the pay decision.	I D  A A I  D  I D
2018-19/ GOV/6	Actions review	Parent survey to remain open and add to future agenda. The rest of the actions were completed.	A
2018-19/ GOV/7	DCC update on new primary provision	MPS, the building arm of DCC, have visited GTS and looked at the building. There is a need for extra primary provision in Torrington and an option is to have an all through school on the GTS site. Q – Will there be any improvement for the GTS buildings? As a suggestion we would be looking for a new Science DT block, increased dining room facilities and better provision for sports and changing facilities. Q – What is the time scale? It is likely that a new all through school will open within the next 5 years. Q – How would it fit in with the academy? It would be part of the academy. RHI left at 10.54am	I Q Q Q I
2018-19/ GOV/8	SIP	TRA apologised to governors, the first draft of the SIP is not yet ready but the full version will be presented to FGB in December.	I
2018-19/ GOV/9	Parent evenings	Governors discussed their presence at Parent Evenings and asked what they would be trying to achieve? During the review of governance it stated that governors should have an understanding of and listen to the views of all of the stakeholders in the school, including parents. PJ suggested attending the parent forum may be more appropriate however it was decided that governors should attend parent evenings as they would have access to all parents, rather than a small group, which would increase engagement with the parent body.	

		<p>Q – Can questions be added to the questionnaire given to parents at parent evenings? Who produces the questionnaire? Jacqui Royse, changes are made depending on which year group and the focus of the questions. The clerk will forward a copy of the questionnaire to all governors.</p> <p>Governors agreed that Lucy Meardon and Lucy Fitzgerald would attend the forthcoming Year 11 parent evening and be stationed at the exit to speak with parents whilst they were completing questionnaires. Governors agreed to hold a visioning day during which they would decide upon governor questions to add to the parent questionnaire. AY left at 11.06am.</p> <p>IN suggested that given the important of the results data, Jacqui Royse should be asked to do a brief overview in Teaching and Learning and a full report to FGB. Governors discussed and agreed.</p>	<p>Q</p> <p>D</p> <p>I</p> <p>D</p>
2018-19/ GOV/11	MAT update	<p>An application for GTS to join the Dartmoor MAT went to the Headteacher' Board in September and has been approved. GTS is aiming to join in February 2019 rather than trying to rush through before Christmas. Due diligence and a consultation period with staff and parents will now begin.</p> <p>A due diligence team has been agreed of RH, PJ, IN and LW. PJ has the due diligence framework, governors need to agree which areas they will take responsibility for and contact Okehampton to arrange meetings at the school to run through the framework.</p> <p>Q – What happened to a representative from the MAT coming to speak to all governors? There was a meeting but not to all governors, apologies if this was not extended to all.</p> <p>Q – The only information on the MAT so far is from my own research online, can we agree to communicate with all governors and agree a structure for those involved to report back to the full governing body? Yes, we will add a MAT folder to the Governors folder on the T drive. Also there are minutes from a meeting in December.</p> <p>Q – Can we schedule in a regular update about the MAT and ask that the due diligence team report back to the rest of the governors, if we are to make decisions on the MAT we must be fully informed.</p> <p>IN informed governors that he had spoken with Daryll Chapman last week. GTS has just been audited, the Dartmoor MAT are about to be audited. They are a new MAT with 16 schools and Daryll has asked for GTS to wait until the DMAT audit is over before beginning the due diligence process.</p> <p>Q – Earlier we discussed that preparation for the new GCSEs starts in primary schools, how can this be achieved? An all through school would help. It's difficult to ask the primary schools to think more about what we need, an all through school could create an ethos running through from 5 years to 16, the whole curriculum would join up.</p> <p>IN left at 11.20 am and returned at 11.28am</p> <p>Governors continued to discuss dates for due diligence. As finance is an important aspect it was agreed that LM would join the due diligence team. The due diligence team agreed to meet on the morning of the 10<sup>th</sup> October at GTS.</p>	<p>I</p> <p>I</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>I</p> <p>Q</p> <p>I</p> <p>D</p>
2018-19/ GOV/12	ESFA	<p>Annual letter sent to all governors – PJ highlighted a new requirement for financial performance to be an agenda item for FGB and not just resources, also half year finance updates must go to FGB. Governors discussed and agreed to add the finance report to each FGB agenda. Susanne Kiff will continue to be invited to Resources to present the report, PJ will present to all governors at FGB meetings.</p>	<p>I</p> <p>D</p>
2018-19/ GOV/13	Academies Financial	<p>All governors had previously been emailed a copy of the Academies Financial Handbook 2018 which is also available on the T drive. All governors are to read the document, PJ has Ragged the documents previously and will do so again.</p>	<p>I</p> <p>A</p>

	Handbook 2018		
2018-19/ GOV/14	References	Reminder to all governors to submit two referees to the clerk by Tuesday 16 <sup>th</sup> October 2018.	I
2018-19/ GOV/15	Finance report and budget	PJ reported that the school is now looking at a £64k deficit as opposed to the original figure of £120k deficit. This is an incredible accolade to the school and a direct result of how hard everyone has worked to cut costs.  Q – What made the biggest difference to the budget? Staffing costs are 80% of the budget, TRA has always kept the budget in mind and has cut staffing costs whenever possible, for example not replacing the school business manager but promoting from within. We are hoping to have a balanced budget next year!	I  Q I
2018-19/ GOV/16	Items through the chair	A letter had been received via the clerk from DCC advising that each school should have a governor specifically linked to children in care. Governors discussed and agreed to ask Annette Yates as she is also the link governor for pupil premium.  IN informed the governing board that TRA had decided to resign with effect from 31 <sup>st</sup> December 2018. The governors thanked TRA for her contribution to the school. A lengthy discussion followed over possible options for replacing TTRA. It was decided to advertise an internal vacancy for an Acting Headteacher from 1 <sup>st</sup> January 2019 to 31 <sup>st</sup> August 2020. This would provide stability for the school, staff and pupils during a possible period of great change e.g. MAT, all through school etc.  Governors agreed on a timescale for an internal position, TRA is due to inform all staff of her retirement on Monday. An internal advert will be sent to all staff on Tuesday with a closing date of the 16 <sup>th</sup> October. Interviews will be held on Friday 9 <sup>th</sup> November. An interview panel was decided of Lucy Fitzgerald, Lucy Meardon, Annette Yates, Robert Hemsworth and Ian Newberry. Candidates will also be asked to prepare a presentation to the full governing board, SLT and SMT. Governors agreed to meet again on the 18 <sup>th</sup> October to shortlist applications and agree on the final interview questions and presentation. A pay scale of leadership L25 to L29 was agreed.	I, D  I D  I  D
2018-19/ GOV/17	Dates of next meetings	Teaching & Learning Tuesday 20 <sup>th</sup> November 2018 Resources Tuesday 27 <sup>th</sup> November 2018 Full Governors' Meeting Tuesday 4 <sup>th</sup> December	I

The meeting closed at 1pm

### Action Log

WHO	WHAT	BY WHEN	Reference
Clerk	Contact AY to check she is happy to be link governor for CIC as well as Pupil Premium	03/10/18	2018-19/GOV/16
Clerk	Create a timeline for the Acting Headteacher recruitment process and forward to all governors	03/10/18	2018-19/GOV/16
Clerk	Create a MAT folder in the Governors folder, add the due diligence framework and Staying in Control of your Schools future	31/10/18	2018-19/GOV/11
Clerk	Obtain parent questionnaire from JSR and pass on to all governors	31/10/18	2018-19/GOV/9
Clerk	Add JSR to next FGB meeting for analysis of exams	04/12/18	2018-19/GOV/10
Clerk	Add finance update to each FGB and finance report to FGB half yearly	04/12/18	2018-19/GOV/12

Signed as a true record ..... Committee Chair