

GOVERNING BODY MEETING, Tuesday, 3rd October 2017



Potential Attendees	Initials	Position	Comments
Tracey Amos	TRA	Head Teacher	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
Hannah Pettifer	HP	Staff Governor (Non Teaching)	Apologies
Simon Robilliard	SR	Staff Governor (Teaching)	Present
Douglas Smith	DS	Member Appointed Governor	Present
Peter Villiers	PJV	Member Appointed Governor	Present
Lesley Wall	LW	Co-opted Governor	Present
Vacancy x 2		Member Appointed Governor [2 Appointments pending]	-
Annette Yates	AY	Co-opted Governor	Present
Vacancy x 2		Parent Governor	-
Rose Elliott	Clk	Clerk to Governing Board	Present

MINUTES

D marks a Decision, **I** Information shared, **R** denotes a Recommendation, **Q** highlights a Challenge, **C** marks a completed item, **O** signifies Ongoing and Initials are for Action by that person.

2017-18/ GOV/01	Apologies	Apologies had been given by HP [compassionate]; these were sanctioned.	I,D
2017-18/ GOV/02	Conflicts of Interest	Potential conflict of interest declared by AY for MAT item dependant on content of discussion; no other conflicts declared. All Governors reviewed and signed their declaration forms for the new academic year.	I I
2017-18/ GOV/03	Minutes of the last Meeting	Minutes of the meeting held on 18 th July 2017 were reviewed, amended in two places then acceptance as a true record, and agreed for adoption.	I,D
2017-18/ GOV/04	Matters Arising from the Minutes	None.	I
2017-18/ GOV/05	Actions from	2016-17/GOV/61. DS had attended new governor training last week.	I

	the last meeting	<p>2016-17/GOV/90. The date for the training with HROne is Monday 9th October, am.</p> <p>2016-17/GOV/91. Funding meeting delayed to 20th October.</p> <p>2016-17/GOV/91. PAN in recommendation from Resources.</p> <p>2016-17/GOV/91. No information received for inclusion in future HT reports.</p> <p>2016-17/GOV/94. Signed ToRs on file.</p> <p>2016-17/GOV/99. PJ had spoken to Dave Young, to date verification not received in school.</p>	I I
2017-18/ GOV/06	Summary of Exam Results	<p>JSR gave a presentation, copy on file, which was an update on that delivered at T&L Committee. JSR apologised that she had in part given slightly misleading information at T&L but now had stronger detail pertaining to the LMH shape. It was noted that FFT [Fisher Family Trust], DfE and Ofsted all use different calculations which had led to this amendment of the data.</p> <p>Target setting. JSR explained the potential for a 10% drop due to year group specifics; which all will be working to avoid becoming a reality. The proposal was for Basics at 4+ to be 70% and 5+ at 45%. A discussion followed around the need for aspirational targets.</p> <p>A Governor asked how the staff predictions compared to these proposals. They are 77% and 55% English and Maths staff attained their predictions this year in spite of the unknown situation regarding the new schemes. This year we will at least have data from one year although one cannot predict the effect of future national data.</p> <p>A Governor mentioned the need to understand the difference between predictions and targets.</p> <p>It was proposed [KLM], 2nd I[N] and agreed that the targets as proposed should be adopted. PJV apologises and leaves 10.40</p> <p>Governors recorded that overall the staff and pupils had produced a commendable set of results so well done to them; although of course the focus must now be to raise the lower end. Some information was shared about reasons behind the low results in specific exams and actions taken to improve going forward. IN enquired if we had baseline information to enable projections to be reasonably accurate. There are also structural and pedagogic changes that have been made. Progress made in recent years was also noted especially in Music, Drama, Catering, Geography and Science. 10.40am PJV arrives</p>	I I I Q I Q D I I I
2017-18/ GOV/07	Safeguarding	<p>TRA reported an issue in a Science lesson which she had been fully investigated immediately and risk assessments revised for future practice on stock control.</p> <p style="text-align: right;">LW, RH arrive</p>	I
2017-18/ GOV/08	Excellence for All	<p>A useful exercise had been carried out by those present at the free form meeting using this framework.</p> <p>IN asked if there is sufficient evidence that we do not rely too heavily on one person in Financial matters? It was broadly agreed we have ensured that information is available to all to be confident in this area but questions should be asked for clarification if any governor is unsure. All Governors were requested to complete their assessments of where</p>	I All C All

		GTS sit and what data is necessary to evidence a placement; this to be submitted at the training date if possible. SR apologises and leaves to attend a parent consultation 11.20am.	I
2017-18/ GOV/09	Committee Matters	Chairs of Committees were confirmed as T&L LW, Vice Chair AY and Resources PJ. DS to be approached to become Vice Chair, the latter agreed subject to his agreement. The recommendation from Resources Committee to amend the PAN for Year9 to 124 was agreed.	D D D
2017-18/ GOV/10	SIP Monitoring	Exam results reviewed above. TRA had not received any questions in advance. It was noted that there are matters for monitoring by all governors not just those specific to committees.	I
2017-18/ GOV/11	MAT Update	TRA reported she had written to Clare Docker at the DfE expressing disappointment with progress to date especially in light of the needs of surrounding schools. There followed a telephone meeting with Clare Docker. AY reported that she plans to meet with local primary school contacts who apparently have specific concerns about joining a MAT which they would perceive to be secondary led and seek to address their concerns. We may still have the opportunity to set up independently as a sponsor or join an existing MAT close to our ethos and values.	I I I I
2017-18/ GOV/12	Review of Meeting with Geoffrey Cox	This took place on the same day as our Resources meeting which was a little disruptive. TRA, IN and PJV met him; he brought a photographer. There 15 minute walk around the school had been arranged; he was not keen to do this. The MP eventually agreed to be our advocate and requested a letter be sent to him with the supporting points for a new school listed as neither the MP nor his photographer/assistant took any notes. The letter will be sent but this has been done before without response. Last year we had 687 on roll we now have 730. Pupil number projections show that in 5 years the school will be more than bursting at the seams and it takes that long to bring a new build into use. MP did not accept the invitation to Big Bang.	I I I
2017-18/ GOV/13	Policies for Review	The Pay Policy was recommended for adoption by Resources Committee, a copy had been made available in advance which highlighted an outstanding decision on expenses. It was agreed to continue not to reimburse the expenses in question [paragraph 7.7.2. TRA has consulted with the current Union Representative. The Policy as presented was agreed for 2017-18 . The Admissions Procedure is not yet available however the proposal to increase the PAN determined in item9 above. PDPM Policy and Procedure needs further work. The Finance Policy was recommended for adoption by Resources Committee; this was agreed . The Depreciation Policy had been adopted at Resources; the Risk Strategy and Management is scheduled for review	I I,D I,D I I D I I

		at the next Resources meeting. Governors' Expenses Policy was agreed for adoption and it was agreed to readopt the Governor Code of Conduct document for the coming year; this was signed by those present.	D D
2017-18/ GOV/14	Governor Membership	It was agreed that IN will write to the proposed Member Appointed Governors to give a deadline for acceptance or withdrawal. He will also speak to the potential parent governor.	I,IN
2017-18/ GOV/15	Governor Visits	None since last meeting. LW volunteers to attend a Science session and observe lab capacity in session. PJ and IN will plan a premises/H&S walkabout.	I
2017-18/ GOV/16	Governor Training	Review of Governor Training needs for 2017-18. IN had asked what training Governors felt they need or would like for the coming year? We have three NGA conference attendances in our subscription. PJV proposes to attend an SEND event. Reminder Training Date for HROne session Hearings (e.g. Discipline, Capability) am 9th October. IN had attended a further Chair's Training session. DS had attended the Babcock New Governor session. The GEL courses are no longer included in the Governance Consultancy subscription, but you may wish to register on the Better Governor site, if you have not already done so, using the school postcode. This will give you access to the premium content, which includes webinars and new governor training. https://www.bettergovernor.co.uk/ . Either KLM or Clk plan to attend the Governor update on 9 th November in Barnstaple.	I I I I
2017-18/ GOV/17	2017-18 Meetings schedule	A corrected Calendar of meetings had been sent in advance this was adopted for 2017-18, copy on file.	D
2017-18/ GOV/18	Items Brought Forward Through the Chairman	The membership of the Pay Committee was confirmed as IN, PJ, KLM and PJV [Chair, Vice Chairs and Members]. Terms of Reference to be amended from Resources Committee members, clerk to action. Revised ToRs agreed for Pay Committee, Chair to be appointed at each meeting. HP had reported to IN the successful outcome of her bid for £5,000 from Tesco. Thanks to everyone, especially parents who had supported this initiative. TRA reported that this year GTS will be supporting the Arms Around the School national event organised by the parent group Save Our Schools. There should be an aerial photograph later to commemorate and publicise.	I I I
2017-18/ GOV/19	Dates & Times of Meetings	2017 – 2018; Meetings will normally be held in the Board Room Pay Committee Friday 13 th October 2017, 9-4 HT Office Teaching & Learning, Tuesday 21st November, 9.30-11.30am Resources, Tuesday 28th November, 9.30am -12.30pm	I

		Full Governors' Meeting, Tuesday 5th December, 9.30-11.30am	
--	--	---	--

The meeting closed at 1.00 pm

Action Log

WHO	WHAT	BY WHEN	Reference
Clk	Scan Business Interest forms to Business Manager.	Today	2017-18/GOV/02
PJ	Approach DS re appointment as Vice Chair Resources	Next meeting	2017-18/GOV/09
TRA, IN,PJ	Compose and send letter to MP	Next meeting	2017-18/GOV/12
KLM, Clk	Confirm 9 th November attendee	ASAP	2017-18/GOV/16
All	Bring completed Excellence for All matrix to HROne training	9 th October	2017-18/GOV/08
LW,IN,PJ	Fix date for Visits	Ongoing	2017-18/GOV/15
IN	Sign Pay Committee ToRs	13 th October	2017-18/GOV/18
IN	Speak to potential Parent Governor, write to pending appointees	ASAP	2017-18/GOV/14