



## GOVERNING BODY MEETING, Monday, 5<sup>th</sup> December 2016

Potential Attendees	Initials	Position	Comments
Tracey Amos	TRA	Head Teacher	Apologies
Pat Grimwood-Taylor	PGT	Member Appointed Governor	Present
Robert Hemsworth	RH	Parent Governor (Vice Chair of Governors)	Apologies
Paul Jarrett	PJ	Co-opted Governor	Present
Lucy Meardon	LM	Parent Governor	Present
Ian Newberry	IN	Parent Governor	Present
Hannah Pettifer	HP	Staff Governor (Non Teaching)	Present
Simon Robilliard	SR	Staff Governor (Teaching)	Present
Peter Villiers	PJV	Co-opted Governor (Chairman of Governors)	Present
Lesley Wall	LW	Co-opted Governor	Present
Jacqui Whiteman	JSW	Non Governor - Visitor (Deputy Headteacher)	Present
Vacancy x 4		Member Appointed Governor	-
Vacancy x 2		Parent Governor	-
Andrew Bloodworth	ABL	SLT Member	Present
Rose Elliott	RE	Clerk to Governing Board	Present

# MINUTES

**D marks a Decision, I Information shared, R denotes a Recommendation, T is for Thanks and Initials are for Action by that person.**

2016-17/ GOV/19	<p><b>Presentation</b></p> <p><b>Target Setting Rationale</b></p>	<p>PJV opened the meeting and welcomed LM. JSW took the Governors through her presentation [sent in advance today, copy on file] on Target Setting for the academic year. A paper [copy on file and discussed at T&amp;L] had been sent in advance with the Agenda, Governors asked questions throughout. JSW drew the attention of LM in particular, as a governor new to KS3&amp;4, to the you tube progress 8 link in the presentation.</p> <p>Governors were uncertain about the apparently high level of the proposed target when there are so many unknowns. Having satisfied themselves with their questions it was stated they respected the views expressed in the paper and agreed that GTS should continue to set aspirational targets. A particular concern was that the admission of the mid phase pupils did not allow the teams sufficient time to raise levels of achievement to those consistent with standard entered pupils and there had been and continue to be, a number of these. The statistics do not take account of the progress made by these pupils. The disruptive effect of the group on the general standard of behaviour and attainment was noted. HW and ABL had explained the support provided by GTS in earlier meetings; the quality assurance structure should help identify needs for this group [see also SEF page 9]. PJV asked ABL to comment on what appeared to be a rise in the number of exclusions. ABL confirmed that there had been a number of exclusions recently; 50% of which were attributable to the mid phase entries. Governors also noted that the mid phase entries represented 9% of the year group due to the size of the cohort and that JSW predicts the new way of calculation will not favour small schools.</p>	<p>I</p> <p>C</p> <p>C</p> <p>I</p> <p>I</p> <p>I</p>
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		Governors also noted the potential impact of the retrospective realignment of the ECDL points score, at present GTS expects to continue to enter some pupils for this qualification. It was proposed [LM] that the recommendation, from TRA and T&L, for the 2017 basics [top1/3 C and B] achievement target be set at 50%; this was seconded [PJ] and agreed by all.	I D
2016-17/ GOV/20	<b>Apologies</b>	Apologies had been received from TRA [training] and RH [medical]; these were sanctioned.	I
2016-17/ GOV/21	<b>Conflicts of Interest</b>	No conflicts of interests were declared regarding this agenda and no changes to governor declarations on file; interest is defined on pages 38 and 39 of the GTS Governor Handbook.	I
2016-17/ GOV/22	<b>Minutes of the last Meeting</b>	Minutes of the meetings held on 5th September and 26 <sup>th</sup> September 2016 were reviewed. Following an amendment to the TIC TAC item of 26 <sup>th</sup> September [2015-16/GOV/70] these were both agreed as true records and signed.	D
2016-17/ GOV/23	<b>Matters Arising from the Minutes</b>	2016-17/GOV/12. <b>Excellence For All – Governance.</b> Copies of the final version with the Red, Amber, Green [RAG] had been sent to all. 2015-16/GOV/70. <b>Skills Audit</b> , most have now been returned; Clerk has summarised. It was felt the audit topics did not best suit our needs; however as there is not currently a more suitable alternative LM volunteered to purpose build one for GTS based around key questions giving pen portraits of each governor, in liaison with the Clerk. 2015-16/GOV/70 and 2016-17/GOV/09. <b>Governance review.</b> PJV reported the external review of governance had taken place; he believes it is currently incomplete so he will shortly be taking up a couple of queries with Babcock before the report is made final. It will then be sent to all.	I I LM RE PJV
2016-17/ GOV/24	<b>Governor Matters</b>	The <b>Code of Conduct</b> was signed by the remaining Governors present RH to be signed up at the next opportunity. <b>Committee Terms of Reference 2016-17</b> , Amend for new membership. It was confirmed that LM would be added to T&L and Personnel. It is proposed that Mr D Smith, should join T&L should he be appointed at the AGM, however it was agreed to hold an <b>additional FGB meeting on Wednesday 18<sup>th</sup> January at 4.30pm</b> to discuss the Committee structure, membership and any items necessary in response to the <b>review of governance.</b> <b>Governor vacancies.</b> David Pugh had advised PJ that he now feels he does not have sufficient capacity to join the governing body at this time having recently taken on a new client; we expect his official resignation imminently. <b>Training</b> – PJV had attended <b>Safeguarding</b> Governor Training on 10 <sup>th</sup> November 6pm, Exeter; LW had to postpone but will attend in the new year. <b>WRAP</b> training for those governors who missed it earlier will take later this month at GTS. <b>Farewell to PGT.</b> PJV Bade farewell to Pat Grimwood-Taylor. He thanked her for her valued service to Great Torrington School as a Governor. PGT added that she was not severing her links with the school altogether she will continue to visit as a volunteer.	I,RH, RE  All  I  T
2016-17/ GOV/25	<b>Letter from</b>	A copy of the letter from the funding agency was received and circulated to all governors with the Agenda. This letter contained several links designed to make expectations clear to all. Prior to this PJ had, with finance committee conducted a	I

	<b>Funding Agency</b>	review of the Nolan Principles and the Funding agreement and was pleased to confirm no concerns under this review.	
2016-17/ GOV/26	<b>School Improvement Plan</b>	<p>The Improvement Plan for 2016-18 had been sent to all in advance of this meeting. JSW gave opportunity for questions but advised that the Plan will now be adjusted, where appropriate, to take on points made by the inspection team in their recent visit. In particular some questions might need to change.</p> <p>Governors requested that the strengths and weaknesses of the school be clearly stated along with the actions to be taken to address weaknesses, with a timescale, associated costs, and SMART success criteria within the priority areas. The Plan as distributed was adopted as an interim plan until 6<sup>th</sup> February. Governors also requested that a bibliography be issued with the revised version. Governors were asked to make known any specific points to TRA asap to avoid the need for too many redrafts of the document.</p> <p>JSW advised Governors that any oral feedback given by Ofsted is confidential at this stage until after the official letter is received in school probably on 4<sup>th</sup> January and TRA has given her response. It is anticipated that information can then be shared with staff, governors and parents on or before 11<sup>th</sup> January by then it should be published on the Ofsted website. TRA expects to give full feedback at the FGB meeting on 6<sup>th</sup> February and some prior to that at T&amp;L on 23<sup>rd</sup> January. In summary there was nothing raised that we do not already know.</p>	I  C D All  I  I
2016-17/ GOV/27	<b>Decisions and Recommendations from Committees</b>	<p>a. Teaching &amp; Learning – Target Setting recommendations. The target was agreed see minute 19 above. Minutes sent in advance.</p> <p>b. Personnel. Minutes sent in advance.</p> <p>c. Premises. Minutes sent in advance</p> <p>d. Finance -.Minutes sent in advance. Accounts 2015-16 see next item. Finance Policy recommended for adoption.</p>	R,I  R R
2016-17/ GOV/28	<b>Accounts 2015-16</b>	A copy of the draft and proposed final Report had been sent in advance, along with minutes and notes from the Finance Committee meeting. It was proposed, [IN] seconded [LW] and agreed by all governors present that these accounts should be accepted as final at the AGM.	I D,R
2016-17/ GOV/29	<b>MAT</b>	IN gave an update from the working group. In a meeting, three weeks previously, of the three schools who had submitted a proposal to embark in a Sponsor MAT [Three Moors MAT], at the end of a long day looking at the schemes of delegation St Helens advised the other schools that they would not be going forward. The reason for their decision was unclear to GTS and came as a shock to the remaining schools; the proposal was due to go to SOGG tomorrow. TRA has written to the Diocese saying that we remain willing to work with any church primary school wishing to join. As a result of this change TRA made contact with her contact at the DfE. The picture is changing all the time as one goes along, however there is no	I

		<p>slowing in the momentum for schools to come together in MATs and the emphasis is leaning towards them being much larger. TRA had to rewrite the submission for just two schools; this has been submitted. IN added it is the DfE who will decide whether or not we can be a Sponsor MAT or a MAT.</p> <p>We will continue to speak to other schools to gauge interest, and TRA has been asked to make a presentation to a local governing body.</p> <p>IN proposed that GTS Governors continue to endorse the process. One Governor stated that they personally felt insufficiently informed to do this and communication could be improved. IN reminded Governors that there had been votes on three separate occasions to form a MAT so there is a mandate to continue, the only variation since that date is this school pulling out. A consequence of a school pulling away strengthens the delegation decisions towards GTS. Other Governors expressed the view that to proceed was in the best interest of GTS; no vote was taken.</p>	
2016-17/ GOV/30	<b>Policies for Review</b>	<p>Admissions – ABL presented the <b>Admissions Policy for 2018</b> [sent in advance of the meeting]. Once again this is a standard format. ABL advised governors that our PAN [Planned Admission Number] is 162 and currently we have 6 groups of 22 pupils. Latest estimates show our intake numbers at 25 above the original estimate which has the potential to take us above the PAN. It was agreed to adopt this Policy.</p> <p><b>Behaviour for Learning Policy.</b> ABL presented a revised Behaviour for Learning Policy he explained that it is in a new format. The key issues are:</p> <p>Detentions – there is no longer 24hours notice</p> <p>Remit beyond the school day – we can now get more involved as we have a greater obligation and powers</p> <p>Search and Confiscation – we now have greater powers regarding prohibited items</p> <p>Use of Reasonable Force – This is very rarely used, there is also a separate document on this topic.</p> <p>Governors agreed to adopt the revised Behaviour for Learning Policy. Governors also agreed the minor changes to the <b>Anti Bullying Policy.</b></p> <p><b>Finance Policy</b> – from item 27 above. The Governors agreed to adopt the revised Finance Policy as recommended by Finance Committee.</p>	<p>I</p> <p>D</p> <p>I</p> <p>D</p> <p>D</p> <p>D</p>
2016-17/ GOV/31	<b>Safeguarding</b>	<p>Our external audit of Safeguarding is to take place on 14<sup>th</sup> December. The new safeguarding Officer is working on that currently.</p> <p>Level 2 safeguarding training is scheduled for 3<sup>rd</sup> January 2017, our non-pupil day.</p> <p>Safeguarding will now have a separate tab on the website to make it more straightforward to access.</p> <p>Governors are requested to submit their passport to Jo Pateman as we need to evidence they have been seen; this is a Home Office ruling.</p> <p>In answer to a question ABL advised that the social media procedures in our e safety policy are being updated; this will come to a future meeting.</p> <p>PJV plans to meet with ABL before the end of term, LM may join them.</p> <p>LW requested that Dr Morgan from TIC TAC be asked to attend a future meeting as a follow up to minute 2016-17/GOV/70 to inform future decision making</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>C</p> <p>I</p>

2016-17/ GOV/32	<b>Items Brought Forward Through the Chairman</b>	<p><b>Governor visits.</b> All are reminded to follow the protocols in the Handbook. In particular it to advise TRA of the date time and purpose of a proposed visit so that governor needs can be accommodated with those of the school and staff, it might be necessary to amend a date due to school events. A written report should be sent to TRA/PJV within 2 weeks linked to the SIP following the SLT debrief [see format pages 40-41 of GTS Governor Handbook]. The report will then be shared with governors via the clerk and staff concerned via TRA. It is essential to be certain when visiting the school which “hat” one is wearing e.g. volunteer, parent, governor and to act accordingly. When invited into school by a member of staff it is a matter of courtesy to advise TRA and best practice to submit a visit report. These reports are deemed to be strategic links.</p> <p><b>Governor E- mail policy.</b> A question was asked regarding whether or not the Governors have an e-mail policy. Clerk to action. It was decided that we should have one that included an understanding not to contact people outside of normal working hours since many receive messages by phone which can be intrusive and unreasonable out of hours. Messages should be brief and succinct.</p> <p><b>Thanks to Staff.</b> It was proposed by a Governors involved directly in the Ofsted process that Governors pass on their thanks to staff post Ofsted. A Governor felt insufficiently informed to do so; it was agreed to thank the staff.</p> <p><b>Paper copies of documents.</b> Should a Governor require a paper copy of any document sent in advance of a meeting these can be provided at the meeting given where reasonable notice. It is appreciated they are not provided as a matter of course to avoid waste.</p>	<p><b>All</b></p> <p><b>I</b></p> <p><b>Cik</b></p> <p><b>D</b></p> <p><b>T</b></p> <p><b>I</b></p>
2016-17/ GOV/33	<b>Dates of Next Meetings</b>	<p style="text-align: center;"><b>2016 – 2017; All meetings to be held in the Board Room</b></p> <p><b>Members AGM,</b> Governors may attend but not vote, Thurs. 12<sup>th</sup> January at 9.15am</p> <p><b>Full Governors’ Meeting, Wednesday 18<sup>th</sup> January 2017 at 4.30pm</b></p> <p><b>Teaching &amp; Learning,</b> Monday 23<sup>rd</sup> January at 5.00 pm</p> <p><b>Personnel,</b> Tuesday 24<sup>th</sup> January at 5.00 pm,</p> <p><b>Premises/Finance,</b> Monday 30<sup>th</sup> January 5.00pm,</p> <p><b>Full Governors' Meeting,</b> Monday 6<sup>th</sup> February at 4.30pm</p>	<p><b>I</b></p> <p><b>I</b></p> <p><b>I</b></p>

The meeting closed at 7.05 pm