

GOVERNING BODY MEETING, Monday, 11th July 2016



Potential Attendees	Initials	Position	Comments
Peter Villiers	PJV	Co-opted Governor (Chairman of Governors)	Present
Sarah Almey	SA	Member Appointed Governor	Apologies
Tracey Amos	TRA	Head Teacher	Present
Laraine Bridger	LB	Parent Governor	Present
Pat Grimwood-Taylor	PGT	Member Appointed Governor	Apologies
Robert Hemsworth	RH	Parent Governor	Present
Paul Jarrett	PJ	Co-opted Governor	Present
Ian Newberry	IN	Parent Governor	Apologies
Hannah Pettifer	HP	Staff Governor (Non Teaching)	Present
Karen Reeves	KR	Parent Governor	Apologies
Simon Robilliard	SR	Staff Governor (Teaching)	Present
Jacqui Whiteman	JSW	Deputy Headteacher (Non Governor)	-
Lesley Wall	LW	Co-opted Governor	Present
Vacancy x 3		Member Appointed Governor	-
Vacancy x 1		Parent Governor	-
Andrew Bloodworth	ABL	SLT Member	
Rose Elliott	RE	Clerk to Governing Board	Present

GREAT TORRINGTON SCHOOL

Academy Trust

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MINUTES

2015-16/ GOV/61	Apologies	Apologies were received from PGT, IN, KR and SA; these absences were sanctioned..	I, D
2015-16/ GOV/62	Conflicts of Interest	None declared for this meeting nor for changes to the last declaration forms submitted.	I
2015-16/ GOV/63	Safeguarding Presentation	Andrew Bloodworth gave his safeguarding report for the Summer Term [copy on file]. Exclusions; these are not as high as we first thought they might become and are consistent with the previous term. There has been an increased demand on staff resources due to the need to attend MACSE and other meetings. The response to MASH referrals has changed recently and the response where action isn't being taken by MASH/Social Services is to indicate the school is responsible for ensuring pupils receive access to	I I

		<p>“early help”. Early Help is a level between school and social services. In answer to a question on what this support looks like ABL said it can be non-specific for example might be Targetted Families help or PSA. At present there appears to be a higher demand than capacity for this level of provision but we do now receive a confirmation in writing that MASH is taking no action. There has been a big jump in the level of internal referrals (GTS SGL). This is could be due to better staff awareness, more pupils feeling able to open up and parents seeking support from the school. There is some overlap (in numbers) where pupils have more than one referral for a single issue. The police reports (121a) are mainly domestic issues. Radicalism; we are now considering refining our system into levels as often there might be a concern but the threshold is not met. There is a new version of Keeping Children Safe in Education:</p> <p>https://www.gov.uk/government/publications/keeping-children-safe-in-education—2</p> <p>PJV thanks ABL for his detailed report and asks what the main issues are for next year? Greater guidance from the centre on dealing with social media problems regarding peer to peer sexting and growing impact of social media on mental health and risk of CSE. Appoint a new safeguarding governor. ABL advised that the school was interviewing for a safeguarding officer the following Wednesday.</p>	<p>C</p> <p>I</p> <p>T</p> <p>I</p>
2015-16/ GOV/64	Minutes of the Last Meetings	The Minutes for the meetings held on 23 rd May, including Part 2 Minutes and on 22 nd June 2016 were each agreed as true records and signed by PJV.	<p>D</p> <p>I</p>
2015-16/ GOV/65	Matters Arising not on the Agenda	<p>Minute 2015-16/GOV/52. Buses. TRA gave an update on her meeting with Stagecoach in her HT Report. If the buses can come to a stop or collect in the school grounds we will be able to get on the bus to set the tone for behaviour at the onset of the journey. We will hold an assembly at the beginning of term so there will be no doubt about our expectations on behaviour. Stagecoach will have spot checks by inspectors and will work with us to help everyone get on top of any problems. Unfortunately there seem to be a few who spoil things for everyone else.</p> <p>MAT. There will need to be an additional FGB meeting added to the draft calendar; this is planned for 5th September to make a final decision on GTS forming a sponsor MAT; the consultations will be completed this week and considered on 5th September.</p>	<p>I</p> <p>D</p> <p>I</p>

2015-16/ GOV/66	Decisions and Recommendations from Committees	<p>Teaching and Learning. Had recommended items to Premises and Finance for consideration. Also we request replacement governors for SA and KR who were on this Committee. LB is considering moving from Finance to T&L and RH from Personnel; all volunteers to let the Chair and Clerk know as soon as possible. This led to a discussion on recruitment of new governors see minute 70 below.</p> <p>Personnel. No recommendations. Noted Whistle Blowing Policy adopted. 6.10pm HP and SR apologise and leave.</p> <p>Premises. The Business Continuity Plan is recommended for adoption [proposed PJ, 2nd TRA]; this was agreed.</p> <p>Finance. No questions for PJ. The amount saved from staffing was mentioned [£300,000-£400,000 reduction over last few years] which had been achieved by constant review as staff leave. Reasons for the turnover were queried and answered by TRA [e.g. promotion, working nearer home, moving away; remaining staff hardworking and supportive]. We have maintained the pupil:teacher ratio although we do now have increased class sizes next year and have had to reduce the number of options available. Our worst case scenario carry forward is a deficit of £120,000. It is the recommendation of the Committee that the Budget for 2016-17, as sent out in advance, should be adopted. Proposed PJ, 2nd RH and agreed by all.</p>	I All I D I D
2015-16/ GOV/67	Report of the Headteacher	<p>TRA lead Governors through her written report that had recently been sent out [copy on file].</p> <p>Outcomes. TRA spoke of the difficulties experienced teachers and others are having for next years p[predictions as there is limited guidance and no benchmarks due to the new GCSE's. Therefore we may have erred on the side of caution with low predictions but we cannot be certain as we have no grade boundaries. Only 53% of the Year 6 have achieved secondary ready results so this does not give them or us a great start to next year. Next year a grade C (now to be a 5) will be harder to achieve as so many pupils are currently at the cusp of or below the old level 4 SATS. Indicated by the fact that they come to us sig neg as shown in Raise.</p> <p>Attendance is really high at GTS although all schools seem to be having ripple effects from recent court cases where fines have been dismissed.</p> <p>Pupil numbers. We will need to reconsider our PAN [Planned Admissions Number] next year and potentially raise it from 160 back to the 180 we had before. If we get to 10% above our PAN we can say no to registrations and might get appeals; otherwise as report.</p>	I I I

		The School Improvement Plan will be up for discussion and adoption next term.	I
2015-16/ GOV/68	Teacher Directed Time 2016-17	TRA had sent two documents in advance [copies on file]; she had consulted the unions who were happy with them. The main differences are briefings are now in the morning, there are less meetings after school, those there are take place on Mondays. This frees up time for admin in the week and means departmental meetings can focus on strategic matters; this also facilitates a better work-life balance. LW proposed this be adopted, PJV seconds the proposal which was agreed by all present.	I D
2015-16/ GOV/69	Budget 2016-17	This was agreed in Minute 66 above.	I
2015-16/ GOV/70	Governing Body Matters	<p>We have let our governor complement diminish in light of the run up to potential change from a Single Academy to a MAT. It was decided to do a new skills audit prior to seeking new governors to know which skills are needed in particular with a potential new structure on the horizon. Clerk to send out and summarise returns. NB TRA has already done a skills audit for the MAT. We will look at our delegation framework in tandem with the MAT formation early next term.</p> <p>PJV had hoped to formally say goodbye to SA and KR. He will write to them thanking them for their service at GTS. He read from the message sent by SA who could not attend due to pressure of work.</p> <p>There was also a discussion regarding whether our existing audit arrangements included governance. PJ gave details to the Clerk of the session found useful at Abbotsham. The root of the discussion was an insecurity regarding Ofsted scrutiny. TRA advised how previous Inspectors had interacted with Governors in the past. TRA also referred to the data that would be most appropriate for Governors to keep in mind; namely pupil performance data and underlying trends [presentation 26th September], School Improvement Plan Objectives [current HT Report], pupil premium [minutes and website]. We should not overlook that we received an award for our pupil premium programme. HP and SR were present for these three items.</p> <p>Committees for 2016-17. A discussion took place the result of which was that the same Committee structure would carry forward into 2016-17. IN and PJ would remain as Chairs of Personnel and Premises and Finance respectively. Lesley Wall was nominated and agreed as Chair of Teaching and Learning. Inconclusive discussion took place regarding committee membership changes.</p>	I D Ck T I I D D

		<p>PJV volunteered to be the new safeguarding governor; this was unopposed. We need someone in post at the beginning of term. He plans to attend a training course, Clerk to arrange. No other subject links were confirmed.</p> <p>The calendar for 2016-17 meetings was adopted with the amendment of the inclusion of the meeting on 5th September at 5.00 pm; Clerk to send out with minutes.</p>	<p>D Clk</p> <p>D,Clk</p>
2015-16/ GOV/71	Items Through the Chair	None.	I
2015-16/ GOV/72	Dates & Times of Next Meetings	<p>Teaching & Learning, Monday 12th September at 5.00 pm MR1, Personnel, Tuesday 13th September at 5.00 pm, HT's Office, Premises/Finance, Monday 19th September 5.00pm, HT's Office, Full Governors' Meeting, L5, Monday 26th September at 4.30pm Pay Committee, Friday 14th October, HT's Office at 9.00am UPDATE Now Monday 10th October at 11.00am in the Board Room</p>	I

The meeting closed at 8.15 pm