



LGBM2 19/20

MINUTES OF THE LOCAL GOVERNING BODY MEETING HELD
ON 20th November 2019 AT 6.40 P.M.

Governors Present:

Melinda Tilley (MT) (Chairman)
Paul Ray (PR) (Vice Chair)
Kevin Turner (KT) (Community)
Colin Proffitt (CP) (Head Teacher)
Jane Braddy (JB) (Parent)
Kathleen Thomas (KTh) (Staff)
Vanessa Curran (VC) (Parent)
Christopher Preece (CPre) (Parent)
Michael Mayes (MM) (Community)

Absent:**Apologies:**

Malcolm Sperrin (MS) (Parent)
Alex Bond (AB) (Community)
Gaby Hinsliff (GH) (Community)
Joe Bettle (JB) (Deputy Head)

Additional Attendees:

Hattie Clay (HC) – Clerk
Joe Winter (JW) (Deputy Head)
Mirielle Drayton (IT Lead)
Tara Whenray (Drama Lead)

The meeting opened at 18.40 and was **quorate**.

1	Chairman's remarks MT welcomed all Governors to the meeting. She highlighted that as a new chairman, she would like the meetings to be as efficient as possible. MT also reminded everyone that the Governors are all volunteers and as such should not be expected to meet onerous demands which fall outside the remit of governance.	
2	Apologies for absence Apologies received from Alex Bond, Gabby Hinsliff, Malcolm Sperrin and Joe Bettle.	
3	Welcome new members, visitors or staff presenting MT welcomed Vanessa Curran and Christopher Preece as new parent governors. Michael Mayes was also welcomed to the meeting. Michael has nominated himself for the role of community governor.	
4	Declaration of any personal or business interests None declared for this meeting	



5	<p>Resignations/vacancies</p> <p>The vacancies for the two parent governors have now been filled by VC and CPre.</p> <p>Michael Mayes has put himself forward for the role of community governor. A ballot was held and MM was formally appointed for the role of community governor.</p> <p>Kevin Turner's term of office expires on 16th December 2019. KT confirmed he would like to remain on the board for another term. A ballot was held and KT was formally re-appointed for the role of community governor.</p> <p>CP invited all governors into the school any time to visit and see the school in action.</p>	
6	<p>Agree minutes from 18th September 2019- Agreed.</p> <p>These were approved and signed</p> <p>Review action tracker – No outstanding actions.</p>	
7	<p>Governor link roles, responsibilities and visits</p> <p>Subject lead roles were assigned to the Governors as follows:</p> <p>Science – Christopher Preece Languages – Vanessa Curran Humanities – Jane Braddy English – Gabby Hinsliff (not present at meeting) IT/Business – Kevin Turner Art and Music – Melinda Tilley DT – Christopher Preece Maths – Paul Ray PE – Michael Mayes</p> <p>PR completed a visit report focused on the sixth form and the aim of growing the sixth form. This was a positive visit and PR commented that he learned a lot from this.</p> <p>JB completed a Pupil Premium (PP) review visit. JB commented on the good behaviour she witnessed in the school whilst visiting.</p> <p><u>Governor Question</u></p> <p><i>How frequently are Governors expected to conduct subject visits?</i></p> <p>This will vary dependant on the subject and the teaching staff involved.</p> <p>The Governors asked for the Maths lead and the Head of Careers to attend the next meeting</p>	CP
8	<p>Convene Pay Committee</p>	



	The Pay committee has been arranged for Thursday 28 th November	
9	Safeguarding There was no Safeguarding concerns raised.	
10	Health and Safety The school have had a recent Health and Safety Audit. The report came back that the school were 81% compliant. There are 111 outcomes to resolve, which may take some time but these are mostly small matters. AB attended the school this week to review the audit and to help the school produce an action plan. <u>Governor Question</u> <i>What are the cost implications for these rectifications?</i> There isn't a huge cost involved as a result of the audit, however there has been a recent inspection on the extraction fan in the DT room and this is likely to need replacing, which will cost the school approximately £8,000 <u>Governor Question</u> <i>The Governors asked AB to feed back the outcome of his report.</i>	AB
11	Subject Leads from Drama and IT Mirelle Drayton presented the report for IT This is a core subject at KS3 and an optional subject at KS4. There was previous volatility in the staffing levels in this department but this is now much more stable. The results in computer science are on par with national average. The results in Creative iMedia are currently below average, so this is an area of focus for the department. The uptake for this subject has also previously been low, so this is also a focus. The department are focussing more on the recall of the students and has adopted the same model as the DT department in producing workbooks to monitor progression throughout each pupil's school life. The marking policy has also been developed so that it is now much more explicit. There are now bi-weekly meeting between teaching staff to share ideas and learning. <u>Governor question</u> <i>We note that you have two new rooms for IT – how are the old rooms faring?</i> One of the old rooms now has an interactive whiteboard, so is a much easier room to teach in. classes are sometimes split so that they have some lessons in the old rooms and some in the new rooms. Students do not seem to mind.	



Governor Question

Are there equal numbers of boys and girls?

No, the subject is much more male dominated. This is something the department would like to work on to encourage more girls to take the subject. This is included in the development plan for IT.

Governor Question?

Is IT considered to be an academic subject, and therefore attracting high achieving pupils?

Computer science is very much an academic subject but Creative iMedia is less so.

Tara Whenray presented the report for Drama

There have been a number of changes in staffing in this department. The grades in this department have generally been good. Dance has recently been added as a GCSE option and uptake for this is good. The visible leaders system has worked well, with A level students helping out across other lessons. The results for Drama dropped last year to 59% (previously 80%) which was disappointing. The department have done a lot of work to try and rectify this, including pulling apart the coursework and ensuring that more revision based work is set for homework, rather than knowledge based work. This ensures that all of the knowledge based work is completed in school, with the support of the teaching staff. The big performance assessed unit has also been moved from the beginning of year 11 to the end of year 10. This allows more time in year 11 to focus on the written elements.

Governor Question

What type of dance is being taught?

Mainly contemporary, although there is a choreography element, which allows different dance styles to be incorporated

Governor Question

Some of the coursework must have been strong – were these strong elements left in?

Yes, the coursework was re-designed but the really good elements remain.

Governor Question

Does the department link in with other departments, for example the English department when working on Shakespeare?

Yes, the department have discussions with the English department to try and co-ordinate the way that Shakespeare texts are taught. Sometimes the Drama department may teach first, so that students have an understanding of the



	characters before they look at the language and sometimes this is done the other way round but both departments discuss this together.	
12	<p>Adoption of Policies The following policies were reviewed and approved by the board:</p> <p>Data retention Teacher Pay Policy SEND Staff Disciplinary Complaints Scheme of Delegation</p>	
13	<p>Head Teacher Report Governors received this in advance of the meeting. CP highlighted that the school were pleased with the exam results. The initial progress 8 score for the GCSE results was 0.26 which put us in the 'above average' category for schools. This was however lowered to 0.2, the result was affected by including two students in the calculation. One student went off roll in May and by another student who was advised not to sit exams due to severe Mental Health problems. Both of these counted against the school's figures despite CP appealing this decision with the DfE.. This still however put us at the top of the average category in the county. Our A level results improved significantly this year which was pleasing.</p> <p>The school has grown rapidly in recent years and remains very popular. Although this is clearly a positive thing, it creates challenges for the school.</p> <p>Staff stability is good and this can be demonstrated by the relatively low turnover of staff and a high retention rate.</p>	
14	<p>Review of School Development Plan The Governors reviewed the Governor Development Plan (SDP).</p> <p><u>Governor Question</u></p> <p><i>Is there a timetable for updates to the Governors on the SDP?</i></p> <p>The leadership team tend to rag rate the SDP mid-way through the year. Staff appraisals also tie in with the SDP, so these elements are reviewed at this point.</p> <p><u>Governor Question</u></p> <p><i>The SDP is currently rated with "met" "part-met" and "not met" – are we able to add commentary to these ratings so that Governors have an idea of why these ratings have been given?</i></p> <p>Yes, comments will be added alongside the ratings at the end of the year.</p> <p>It was decided to review the SDP again in March, to assess where we are. The Governors will also use the SDP as a template to use when conducting Governor Visits.</p>	CP/JW/JB
15	Approve Pupil Premium Grant Report 2018-19	



	The Governors approved this report	
16	Annual Pupil Premium Plan 2019-20 The Governors approved this.	
17	Approval of Report on Safeguarding Children 2019/20 JW explained that the Report is now online but the portal for the completion of this has not yet been released. This should be brought to the next meeting.	
18	<p>Approval of SEND report 2019/20 The Governors approved this report.</p> <p><u>Governor Question</u></p> <p><i>Has the number of SEND students risen?</i></p> <p>Yes, the number of SEND students has risen by approximately 15-20%</p> <p><u>Governor Question</u></p> <p><i>Why do you think this is?</i></p> <p>The criteria for SEND children has expanded recently. The concern for the school is that there have been no additional resources to support this increase. The numbers of EHCP Children (Education, Health and Care Plan) are also increasing.</p> <p><u>Governor Question</u></p> <p><i>How are the SEND children supported?</i></p> <p>These children are usually supported by Teaching Assistants. Often, Teaching Assistants develop their career within the school and so the school are then left with a deficit in Teaching Assistant staff. The school has tried to recruit additional Teaching Assistants but has been unsuccessful for the first part of the term. There are now four additional Teaching Assistants, who started in November.</p>	
19	<p>Good news items The under 16s Rugby Team made it to the final of the County Cup</p> <p>An ex-student of the school will be representing Great Britain in the Olympics for Windsurfing in Tokyo in 2020.</p> <p>JB commented that Netball is now available for boys at the school, which is really positive.</p> <p><u>Governor Question</u></p> <p><i>Are there any events for Governors to attend in the lead up to Christmas?</i></p> <p>Not really, the prize giving ceremony which previously involved the entire year has now been scaled down so that only pupils achieving prizes are invited to attend.</p>	



20	Any other Business Governors thanked Maria Button for her comprehensive report about the sixth form.	
20	Dates of next meetings 22 nd January 2020 6 th May 2020 15 th July 2020 3 rd February 2020 Trust Chairs and Finance Governors Meeting 4 th June Summer Governors Seminar 18 th March 2020 10 th June 2020 (Approve 2020/21 Budget)	

Meeting closed at 8:15

[HC 21/11/2019]