

FULL GOVERNING BODY MEETING MINUTES

Company Registered Number: 8932893

Chair: Andrew Dodge

Clerk: Rebecca Wilson (RW)

Date of meeting: 6th December 2022 at 8:00am

Venue: Remote meeting

Attendance:

Name	Governor	Other	Present / Apologies / Absent
Rajiv Chandra (RC)	Co-opted Governor		Present
Andrew Dodge (AD)	Appointed by Trust		Present
Victoria Eadie (VE)	Appointed by Trust	Also a Member	Present
Fran Heaphy (FH)	Staff Governor		Present
Jo Killingley (JK)	Parent Governor		Present
Andrew McCaffer (AM)	Appointed by Trust		Apologies
Wendy Smith (WS)	Appointed by Trust		Present
Heidi Swidenbank (HS)	Ex-officio	Headteacher	Present
Eileen Sheedy (ES)	Appointed by Trust		Present
Birinder Tember (BT)	Parent Governor		Present
Kate Biant (KB)		School Business Manager	Present
Greg George (GG)		Finance Director	Present

The meeting was declared quorate.

Agenda item	Action
<p>1. Apologies for absence</p> <p>Apologies were received and accepted from AM.</p>	
<p>2. Declaration of interest</p> <p>No Governor declared an interest that may conflict with the meeting agenda.</p>	
<p>3. Minutes of previous meeting (4 Oct 22)</p> <p>The minutes were approved as a true and accurate record of the meeting and were signed by the Chair.</p>	
<p>4. Matters arising/actions</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> - Deputy Headteacher. AD confirmed that the <u>newly appointed Deputy Headteacher will join the meeting in January to introduce herself</u>, and in her role as DSL. - Exclusions Policy. AD confirmed that the Exclusions Policy had been reviewed and added to the school website. 	<p>RW (Agenda)</p>
<p>5. Committee Terms of Reference</p> <p>The Board agreed both Committee Terms of Reference, noting that there had been no updates.</p>	
<p>6. Companies House Annual Return</p> <p>It was noted that the Annual Report was agreed at the AGM.</p>	
<p>7. Membership – Parent Governors</p> <p>AD referred to the paperwork that had been circulated regarding the Parent Governor election process, and confirmed that <u>RW will work with GG to manage these vacancies in January.</u></p>	<p>RW</p>
<p>8. Chair succession</p> <p>AD reminded the Board that he will be leaving at the end of this school year and emphasised the need to manage succession planning. He confirmed that where possible he was actively handing over to RW and was maintaining a diary of activities for this year. It was agreed that <u>RW will contact Governors who are eligible to take on the role of Chair to gauge the level of interest.</u></p>	<p>RW</p>
<p>9. HT Report</p> <p>Referring to Quality of Education, HS confirmed that all Key Stage 3 students have just been retested and emphasised that interventions have been impactful. Over a twelve week period, 25% of students have gone up one or two reading ages, noting that 25-30</p>	

students in each year group require more intensive support. She emphasised that this was an extremely positive result in a short period of time. Exam analysis has also been considered and is to a high standard. Referring to EBacc, HS confirmed the school data:

- Year 11 – 75%
- Year 10 – 70%
- LA average – 58%
- National – 39%

Referring to the mock results, VE explained that the profile is typical for students at this stage of their studies and confirmed that the school clearly knows where pupils are. HS highlighted that several students are in alternative provision, waiting for an EHCP placement, which will have a significant impact on the schools Progress 8 score. She highlighted that some pupils have not been in school for two years.

Q: A Governor highlighted that the progress score for the mock exams was -0.41 and asked for confirmation that the school anticipated that this would improve come the summer.

A: HS confirmed that she would hope so, recognising the impact of outliers. She also confirmed that all exam papers have been moderated by another school.

AD referred to the recommendations in the Headteachers Report and confirmed that the Pupil Premium strategy will be reviewed at the next meeting. He also confirmed that a Governor will visit in the spring term to look at the impact of reading strategies and speak to staff and students.

RW
(Agenda)

Referring to **Behaviour and Attitudes**, HS confirmed that the school had been managing a lot of sickness. This has impacted on attendance which sits just above national. Year 11 SEND students are the biggest concern regarding attendance, and robust strategies are in place to manage this. JK confirmed that she had met with Ms Green and Miss Palmer and had also spoken to students and teachers. She confirmed that what she had seen during her visit was very impressive and a visit report will follow. JK highlighted that she had also attended a parents evening and Sixth Form event, which were also impressive. AD confirmed that HS had recommended a Governor visit in the spring term.

JK

Referring to **Personal Development**, HS highlighted that this was an area of significant strength for the school. All Year 11 students have received one to one independent careers advice, and their future aspirations and next steps will be closely monitored. AD confirmed that he had attended the Sixth Form open morning and had also witnessed the Being Bold day.

Referring to **Leadership and Management**, HS confirmed that mobility continues to be a challenge. This is coupled with a greater focus on EAL needs, noting that it has not been possible to appoint to an EAL support role which is an essential post. HS confirmed that she has received one complaint and highlighted that the school manages ongoing challenges relating to social media. HS confirmed that some additional staff are intending to leave and the situation is under review. The school has moved to one lunch time, with additional areas of the school open so students can stay warm. The school is also taking a break from line ups for the winter and to capture these changes timetables will be reviewed for January.

10. FAR Committee Report

RC confirmed that the FAR Committee had reviewed the end of year accounts and Audit Findings Report in detail. He updated the Board on the areas considered by the

Committee, including the consideration of a new financial management system and the commitment to a lettings management service. The Risk Register was reviewed, and a H&S update was also provided. The Scheme of Financial Delegation had been reviewed by the Committee and also circulated to the Board for approval, noting that there were no changes to the document. AD acknowledged the benefits of having RC and AM on the FAR Committee and emphasised that he was very grateful for their contributions.

AD confirmed that the Board approved changes to the bank signatories:

- Remove Ndullee Stevens and Sharon Knowles (TPET staff).
- Add Greg George as the new Finance Director.

11. Chair's Report

AD confirmed that he had met with RW to talk through succession planning. He has also met with HS, VE and Adam Bones, and has attended the Sixth Form Open Morning. AD confirmed that he continues to engage regarding significant safeguarding issues.

12. Governor Training / Visits

AD thanked JK for visiting the school, and confirmed that she will complete a visit report. He highlighted that WS had also visited, and a report has been circulated. WS and AM have also completed exclusions training, which had been extremely comprehensive. AD confirmed that he has attended a Governance of Safeguarding webinar, re-done the NSPCC Safer Recruiting training has also completed the DfE Prevent Awareness training.

13. Finance paperwork

RW confirmed that Governors have seen the finance paperwork up to October.

14. Policies

Governors ratified the following policies:

- H&S Policy
- Financial Procedures Manual
- Careers education and access
- Acceptable use
- Anti-bullying
- Protection of biometric information
- Appraisal Policy
- ECT
- Managing allegations of abuse
- Children missing in education
- Preventing Extremism and Radicalisation Policy, HS to update to read, 'our annual safeguarding training' rather than 'our annual safeguarding'. HS
- Equality, Diversity and Inclusion Policy
- Pay Policy, HS to confirm pay ranges of non-teaching staff. HS

Governors noted that the following policies had previously been ratified by email:

- Attendance Policy
- Attendance of Students with Additional Health Needs

15. AOB

No points were raised.

Next meeting date

- Tue 31 Jan 23 at 8am

Confidential minutes have been filed separately.

Meeting ended at 10:15 am.

Signature:

Andrew Dodge

Name of
Chair:

ANDREW DODGE

Date:

31/01/2023