

**Minutes of the Full Governing Body Meeting held in School (at the JCC) on 4th
December 2018 at 6.00pm**

Present: Shaista Ahmed (SA); Derek Cross (DC); Liz Currie (ESC); David Hall (DH); Jonathan Hodgson (JH); Keith Wilson (KW); Mr N Bulley (NDB)

Non-voting: Mr J.Flynn (JMF); Mrs J Dunn (JDN) ;) Mr P Roberts (PDR) Mrs C Proud; Mr S Taylor (SAT);

1. Apologies for absence: Malcolm Pinder; Tony Atherton; Zed Aziz; Jane Dixon

Derek Cross chaired the meeting in Malcolm's absence.

Derek took the opportunity at this stage to make governors aware that Debra and Gareth terms of office had come to an end on 31st November. Derek thanked them both for their time and effort as governors and their contributions over the last four years.

2. Declaration of interests: None

3. Safeguarding update

SAT started by thanking Debra for her contributions as safeguarding link and that her work and input had been appreciated.

A verbal report was given on the facts and figures relating to child protection referrals. The support provided by the counsellor, school nurse and pastoral team in school continues to be widely used and provides an essential support service for the students and some staff.

An update was given on child protection training – the vast majority of the new teaching and operational staff have been provided with induction safeguarding training. Governors have been sent the updated version of Part 1 of 'Keeping Children Safe in Education' representing revised safeguarding guidance for staff in schools and colleges issued by the DfE on 1stSeptember 2018. Please read this document and return the receipt to JDN as soon as possible if you have not already done so.

Questions

Q. Is the caseload building? A. No, they are more complex than previous year but similar numbers – our rates of detection are good. The counselling case load is bigger, but maybe this is because they know to come to us now. The issues tend to be the pressures of exams and life in general.

Q. Is waiting list an issue? A. A little, some have had to go fortnightly, we could easily fill 2 full days but we manage it. We are also able to use the skills of others such as the SSMs, school nurse etc.

Q, Are the numbers this year the same or different as last year? There will be some new and some ongoing referrals. The CP referrals are new.

Q. Lots of the issues I would imagine comes from families, what happens in this case, do we still liase with them if it could make things worse for the child? A. This varies from case to case, but we would never contact parents if we thought it would put the child in danger in any way. We tend to have concerns rather than facts of what has happened. We have to assess the risk before talking to parents; we have to make right call.

Governor added we should keep monitoring the counsellor lists and maybe change to 2 days if we feel we need to. We wouldn't want any safeguarding or mental health issues to come out of not having enough appointments.

Thanks to SAT for the update. SAT left the meeting.

4. Minutes of previous meeting and matters arising

All were in agreement that these were a true reflection of the previous meeting.

DH raised the question that he thought the catchment area item from last time was being brought back to this meeting but it's not on the agenda. NDB explained that Malcolm had decided it best to go to the sub-committee first before going back to the FGB.

A decision was not made and PDR will give a brief overview of the discussion in the next item. DH was informed he is more than welcome to attend the C&S meetings and should come to the next one as the item will be on the agenda again.

NDB brought governors attention to the 'Link Governors' Proposal' put together on the back of the last FGB meeting. NDB explained having examined 'The Key' for examples, matched the, against requirements in various LAs and also with some suggestions supplied by Derek (thank you!), he would like to suggest that we have the following link governors. We already have several.

Current:

SEND (Sue Doubell, former governor, reporting annually to governors)

Careers (Derek Cross)

Safeguarding (Debra Glover- term just come to an end)

'The Key' Recommends:

1. Governor Development

Adjustments:

2. Needs (to include SEND, LAC and disadvantaged)- may need a different name...
3. Safeguarding (with explicit inclusion of Child Protection)
4. Careers
5. Assessment and Data
6. Curriculum
7. Health and Safety

This could be adapted to take in the new Ofsted foci from September 2019:

- Quality of Education (Assessment and Data/Curriculum. Link to PDR)
- Behaviour and Attitudes (Needs/Safeguarding. Link to SAT/JCB)
- Personal Development (Careers. Link to RNO/NDB/PDR?)
- Leadership and Management (Link CoG/NDB/CEP/LED? Does include Safeguarding though)

Any views or comments?

It was pointed out that Stuart Eakin is actually the H&S link.

DC suggested we should troll for interest. ESC added that maybe more governors should be

present when we look at this – also it will be better to wait until after the parent governor election. NDB explained we wasn't expecting people to decide today, it was more for consideration at this stage.

It was agreed that we will carry this forward to next meeting. The training needs analysis that everyone has been asked to complete will give an idea too.

5. Review of sub-committee meetings/minutes

PDR ran through the C&S minutes and gave an overview of the meeting and what was covered including the catchment area, pay progression, staffing and wellbeing report. He also covered item 9 of the agenda 'Self Evaluation Form' as this was also covered as the C&S meeting. He told governors that the categories are the same as always, but SLT have spent a lot of time going through each section and we are now grading ourselves a 1 across the board, except in the sixth form section which is a grade 2. We feel we have enough evidence to prove this. Ofsted have clearly tightened up their judgements up but we still feel we would be grade 1.

JH then ran through the F&R minutes and what was discussed. He pointed out that the main items would be briefly covered later on in the meeting. JH took the opportunity to thank John for all his hard work.

6. HT report

NDB worked through the several questions sent in ahead of the meeting and opened the floor to any further questions.

Q. This is the first year doing options in Y8, this must have been some cost? A. It has balanced itself out class sizes in year 9 are bigger in the core subjects than in years 10 and 11 as so more financially efficient.

PDR answered question about appeals, and that we have had one appeal in year 10. How can this happen? PDR explained that this came on the back on an enquiry for a place and they decided to appeal when we told them we were full. We then had to test them and the student did not pass the test, therefore this should be end of it. We have a lot of these requests each year and occasionally they want to appeal.

Following KW's question regarding the school growth strategy, he asked if we could look at the retention rate over the last 10 years and of other selective schools with sixth forms. Is it a historic issue? Is it worth taking to the C&S committee? NDB said yes, and that he would ask Dan to look at it.

ESC asked about the recent Yr8 vacancies and how these came about. PDR explained we ended up with 203 students in the year group rather than 210. We could say we have 7 vacancies, or could say we are over PAN (180). We ran the entrance exam last week, these students were on the waiting list and we contacted them to take the test. We have not yet announced results, but more have passed than we have places.

Q. Will we be accused of poaching? A. Potentially, but we can argue that we have 7 vacancies, which any school in that situation would want to fill. Q. Are we at risk of having to do same with other years? A. All other year groups are full, so we would only take in extra students if somebody left the school or through the appeals process.

JH shared the feedback he had from old scholars open morning – it was very positive and very well received. We will pass this back to Jane who organised it at.

7. Finance

JMF spoke through the paperwork provided giving a brief summary of the revenue budget monitoring - revenue outturn 2017/18, the revenue budget monitoring 2018/19 and the annual report and statement of accounts 2017/18. JMF also mentioned the implications of the pensions and the recent court case may affect the pensions liability for defined benefit schemes (including the West Yorkshire Pension Fund (WYPF)). This would mean the recalculation and then accounting disclosure of a WYPF pension liability in our accounts for 2017/18 that is materially different from that currently shown (£1.598m).

JH added that the guidance issued is the same across auditing firms.

JMF asked for governor approval of the financial statement, the only changes made since the F&R are admin edits. Both reports were discussed at great length at the F&R.

Governors approved the financial statement. The documents just need to be signed by Malcolm. JMF will arrange to meet with him.

Q. Have we appointed an assistant finance director? A. Yes, we have appointed a lady called Donna Ellis who is a parent of a student in school. She is very experienced and will be starting with us in January.

8. Buildings

As you can see we are all moved in and operating. We will have a guided tour at the end of the meeting, Any questions? No.

9. GDPR

Jane asked for this to be a regular item on the agenda, so it may be worth clarifying what it is she wanted, but the understanding at the moment is if we have had any issues/breaches etc this when to make governors aware of them. We have had one relatively minor issue, in that we sent an academic report to the wrong address. This was a minor human error.

It was decided this item will be put into the HT report moving forward.

10. T&L Report

CEP explained this should have gone to the last C&S meeting. She spoke through the report explaining that we are looking at putting together a bespoke personal development plan for staff. Staff can basically pick from a menu of things. I will map once all staff have submitted their requirements and put a plan together. We are hoping to use the training days in the summer for staff to visit other schools and see how they do certain things that they are interested in and then feedback. She then went on to cover appraisal and quality assurance, extended learning, quality of teaching and learning and areas for development. Any questions? No.

ESC added that her view is that things are more structured this year. The well-being ones are good for staff engagement.

11. Policies for approval.

NDB ran through the minor changes on each policy. It was noted that 12c was not included in the papers sent out, therefore JDN will circulate – again only minor changes have been made.

Governors agreed to approve all policies and the 12c in principle and would email if there were anything they were unsure of.

Governors took a 5 minutes break and had a tour of the JCC.

12. Development Session - Data

PDR gave a presentation on data, showing and explaining to governors what information teachers see after inputting data. Green means above target, white is on target, red is below target. A new feature is the subject progress index that shows progress graphs. We expect all staff to identify under performers and then something to address this.

This discussed in subject meetings and head of department hold to account, they need to ensure everyone is doing what they should be.

He then showed SIMS mark sheets. Subject leaders can see these stats for all students taking their subject and see what interventions are being done and what outcomes are being achieved. And to make sure no students are falling through net. SSMs can also monitor these and look for interventions and focus on the children who are under performing

Any questions?

This is a really powerful tool, with lots of information.

There was a discussion around target grades and how this impacts students who are coming out as underperforming. We have to be cautious with grades.

DH asked how do staff gage expected grades? A. It's easier to do this higher up the school. Y11 having done mocks etc. Younger groups it's harder to predict. Lots of estimate involved, lots based on experience. Grade boundaries have changed. More experience staff would support newer staff.

Liz added it is a combination of things, based on assessment criteria, plus experiences etc. Last year we got it wrong with it being new model, 2 grades below. We are much more confident this year.

Q. How much time does data inputting take? Any kickback? A. This is an expectation of staff across the country. The data input is not too time consuming, it's the interventions that takes more time. We are just doing this for higher key stages for now, due to work loads. It does take time to interventions etc. in both systems. We have learned that there may be some duplication but SIMS allows us to see all students. We are always reviewing this. Dans data sheets have helped. Class teachers find it onerous flicking between both systems.

This is very useful actionable information.

AOB

Q. Where are we with getting iPads. A. The network not up to it at minute. We are looking at one-to-one devices, there are lots of options tablets and we are looking at the best option for school. We need all staff to use them as well, so we are joined up. We have an IT strategy group set up.

Meeting closed at 8.30.