

**The Minutes of the Full Governing Board Meeting  
Held on Monday, 16<sup>th</sup> July 2018 at 5.30 pm in the Learning Resource Centre**

**Present:**

Tom Davies (TPD);  
Ruth Henry (RH);  
Steven Mackay (SMK) (Headteacher);  
Kelly Ogden (KO);  
Joanna Symons (JS);  
Kevin Ward (KW);  
Stuart Weatherall (SWe) (Chair of the Governing Board).

1.1 **SWe welcomed** everyone to the meeting.

1.2 **Apologies** were received and accepted from:

Tahir Darr (TD) (Vice Chair);  
Michelle O'Doherty (MO);  
Duncan Giles (DG);  
Vicki Jackson (VJ);  
Verity Lewis (VL);  
Barry Raynes (BR);  
Nick Regan (NR).

1.3 **The meeting was quorate.**

1.4 **In attendance:**

Chris Healy (CH), External Adviser;  
Patrick Heuff (PH), Deputy Headteacher;  
Marya Marriott (Clerk).

1.5 **Declaration of Business Interests and Conflicts of Interests.**

There were no declarations of interest.

2. **Notification of Any Other Urgent Business**

There were no additions to the published agenda.

3. **External Adviser (EA) Report (Chris Healy)**

SWe made introductions and reminded everyone that CH's role provided honest and independent judgement of the school, providing the Governing Board with assurance that the information it received was accurate. It was confirmed that CH's reports were circulated to the Governing Board.

3.1 CH circulated a summary of the programme he had undertaken during 2017-2018:

**Visit 1** (25th September 2017). Headteacher's Performance Review – adviser to governors' Pay Panel. Review of exam results. Advice re initial setting of Headteacher objectives.

**Visit 2** (23rd November 2017). Adviser to governors' Pay Panel - refinement of Headteacher objectives, following receipt of validated data.

**Visit 3** (7th February 2018). Meeting with Head teacher

**Visit 4** (9th of March 2018). Lesson observations; School Development Plan review; Performance objectives including overall progress of Year 11, 6<sup>th</sup> Form recruitment; MABLE (more able) provision, meetings with students.

**Visit 5** (25th April 2018). Interim review of Headteacher performance, Adviser to governors' Pay Panel; Behaviour for Learning observations.

CH identified the key issues:

- Students' attitude to learning and achievement
- Achievement of able boys: much of the shortfall in overall school performance related to the under-performance of more able boys.
- Science – it was noted that there had been improvements.
- Raising aspirations
- Mable.

During the current year, it had been a priority to improve middle leadership, including Leaders of Learning. There had been a focus on the 6<sup>th</sup> Form, which had been a real success story. There was a greater readiness of Year 11 students to consider Remaining at Oldfield, including the more able. Funding had been used effectively to improve 6th Form facilities.

**Governors asked: What should be the key areas of focus for next year?**

A: It will depend on performance at GCSE and A level. Some things will continue where they have not been completely resolved.

**Governors asked: What is the issue with our boys?**

A: There is a gap between boys and girls - nationally it's 6-7% but the gap here is larger. So, there is something that means that clever boys who come here don't achieve as well as they should. It may be connected to Oldfield having previously been a girls' school, and some staff finding it more difficult to teach boys. The time it takes to shift culture cannot be underestimated. [It was noted that many staff who had been in post when Oldfield was a girls' school had left.]

**Governors asked: Are you happy with the mitigating actions put in place to address issues with boys?**

A: Some issues are in the background - embedded in the situation the boys find themselves. Some, predictably, don't work very hard and are moved down the ability groups; they can be very able but not very well motivated. We don't see the results of that situation until the end of Year 11 ie it could be gradual decline.

**Governors asked: So, improvement takes time?**

A: Yes - it may be that what is needed is now in place.

**Governors asked: Are low expectations a problem with boys?**

A: Historically low expectations were an issue. The achievement of boys has not matched their ability since they arrived, and it was not recognised that, at core, they are bright and able to achieve. The boys themselves may not be aware that they are underperforming.

**Governors asked: As a new governor, who is not aware of the issues in relation to middle leadership, would you give examples of what's having an impact now?**

A: Yes - the new Heads of Science and Maths. There has also been a focus on encouraging Leaders of Learning to take much greater interest in their colleagues' performance - and make explicit that it is part of their responsibilities. They've accepted that and have started to be more effective and hold their colleagues to

account. Leaders of Subject should be setting the standard. The very good exception is the English Faculty where that has always been the case.

The Board thank CH for his insights. [CH left the meeting at this point, 5:55 p.m.]

- 3.2 Governors were reminded that CH had been the EA to the school for the past 3-4 years. Although he had not provided new insight at this meeting his reports were completely consistent with those the Board received directly from the school.

**Governors asked: Is the work of the EA helpful to the SLT (senior leadership team)?**

A: The EA has confirmed what we know - it is a useful part of our quality assurance. SLT values tools such as PiXL.

It was noted that the Governing Board was supported by the EA when carrying out Headteacher Performance Management; the EA's work included moderation of objectives, which was valued.

It was proposed that CH be appointed as the school's EA for 1 year.  
The proposal was accepted. Action SWe/SMK

- 3.3 SWe circulated the SIP/EA Visit Programme 2018-2019. The document identified the 2 roles to be fulfilled by the EA.

It was noted that the number of EA visits would be reduced to 5, which would result in a financial saving.

**Governors asked: Will the visits focus on 2 topics each time?**

A: Yes. Our plan is to align Link Governor visits with EA visits.  
Action: SWe to discuss expectations with Chris Healy.

**Governors asked: Is this a more structured approach than in previous years?**

A: Yes. The number of visits is reduced. The fine-tuning of objectives will be carried out at the end of Term 2. The final performance management meeting of the year will happen when almost everything else has been done.

**Governors asked: Why is Pupil Premium first on the list?**

A: It is one of the biggest areas for us to focus on - Pupil Premium and boys' achievement are 'neck and neck' in terms of priority.

Amendments to SIP/EA Visit Programme 2018/2019:

- a. It was agreed that the focus of the EA's Term 1 visit would be boys and Mable students. The Link Governor, Nick Regan, would be asked to attend. Action: SMK/NR
- b. It was agreed that Pupil Premium and SEND (Special Educational Needs and Disability) would be the focus for Term 2. The Link Governors for Pupil Premium (MO) and SEND (KO) would be asked to attend.  
Action: SMK/MD and KO
- c. It was confirmed that JS would become link governor for pastoral provision and would attend the visit in Term 6. Action: JS
- d. It was agreed that the Headteacher's Executive Assistant would co-ordinate dates for the EA visits.  
Action: SMK

4. **Annual Safeguarding Report; Approval of Safeguarding & Child Protection Policy**

The Safeguarding Report to Governors - Term 3 (19.04.2018-31.05.2018) had been circulated in advance of the meeting via GovernorHub. The report also documented progress with the Safeguarding Audit Action Plan 2017-2018.

**Governors asked: Which quiz will we be doing at the Term 1 meeting?**

A: The one included in the Safeguarding and Child Protection Policy.

Governors noted that one of the planned actions had been to move the school to an electronic Child Protection recording system by July 2018. It had not been possible to undertake that work in the current academic year due to budget constraints, the system would be introduced in 2018-2019.

**Governors asked: Is an electronic system something we are required to provide?**

A: No - but it will make transferring and sharing of Child Protection information quicker and easier, for DSL's (Designated Safeguarding Leads) in particular.

**Governors asked: How much does the system cost?**

A: c£1,200.

**Governors asked: Will you transfer the old data onto the new system?**

A: No, we will start afresh.

**Governors asked: Does that mean it will be more difficult for a period ie when there are effectively two systems in place?**

A: Possibly - we anticipate that it will gradually get better.

**Safeguarding and Child Protection Policy**

The Safeguarding Report identified action taken to amend the Safeguarding and Child Protection Policy so that it reflected the revisions to KCIE (Keeping Children Safe in Education) 2018, which were due for implementation 1st September 2018. The revised policy had been circulated via GovernorHub.

It was noted that the amended Safeguarding and Child Protection Policy had been reviewed by the PSW (Personnel & Student Welfare) Committee.

**Governors asked: Did you source the policy from an external company? Have we had some external assurance that the policy meets all requirements?**

A: As required, the policy has been reviewed and updated every year. Our Safeguarding Governor, who is a safeguarding professional, also reviews the document.

The Governing Board confirmed that the updated policy should be adopted. **Action: SMK**

**5. The Minutes of the last Full Governing Board Meeting, 24th May 2018.**

5.1 The minutes were approved; they were signed by the Chair.

**5.2 Matters Arising from the last Full Governing Board Meeting**

Please see pages 10-11.

**6. Approval of the Annual Budget 2018-2019**

The draft Annual Budget for 2018-2019 and 3-year plan had been circulated in advance of the meeting. It was noted that the budget had been reviewed in detail by the Finance & General Purposes Committee on 5<sup>th</sup> July 2018; the minutes of the meeting had been circulated.

Governors noted that

- a. Income calculations were based on: 70 students joining 6<sup>th</sup> Form in Year 12 and 20 students joining in Year 13; 200 students joining the school in Year 7.
- b. The school was forecast to have an in-year deficit of c£90k in the coming year but would maintain a healthy surplus.

- c. In the coming year the school's reserves would continue to diminish, to c£200k; this was in line with the Governing Board's Reserves Policy, which was based on retaining sufficient operating days funding.
- d. Overall, the school finances were underpinned by a healthy position.
- e. As noted by the EA, Capital investment in the 6<sup>th</sup> Form facilities had been rewarded.
- f. Capital projects to the value of £240k had been undertaken in 2017-2018, including the urgent work needed to bring the Fire Alarm system up to the required standard.
- g. In 2018-2019, £80-90k was set aside for capital projects.

**Governors asked: What was the £200k capital expenditure used for?**

A: Refurbishment of classrooms, repair and maintenance of the Penn Building, equipment for music, the 'Snack Shack' and improvements to the MFL (modern foreign languages) classrooms.

**The Governing Board agreed that it would adopt the draft Annual Budget for 2018-2019 and the 3-year budget forecast. The return would be submitted to the EFSA before 30<sup>th</sup> July 2018.**

**Action: Finance & Facilities Manager**

The approved Annual Budget and 3-year plan would be submitted to the EFSA (Education Funding and Skills Agency) in line with statutory deadlines. **Action: Finance & Facilities Manager**

**7. Appointment of Auditors**

The Governing Board confirmed that Monahan's Financial Services Ltd would be appointed as the Trust's Auditors for 2018-2019. **Action: SMK**

**8. Appointment of External Adviser**

Please see item 3.2.

**9. Headteacher's Report**

The report had been circulated in advance of the meeting.

SMK drew governors' attention to the following:

**9.1 SIP (School Improvement Plan)**

The SLT had met on the 11th July to discuss whole-school priorities for 2018-2019, and the focus for the SIP. The Deputy Headteacher designate had attended the meeting, as had the Chair of the Governing Board. The SIP guidance would be updated and shared with Leaders of Learning, Heads of Year and Subject Leaders so that they could start improvement planning before the Summer break.

Whole-School Priorities for Learning Areas:

- a. Differentiation: Teaching ie What happens in class.
- b. Differentiation: Schemes of Work
- c. Differentiation: Homework

Whole-School Priorities for Pastoral Areas

- a. Attendance: Target 96%. It was noted that currently attendance was at 94.2% - SMK advised that it needed to be at least 95%.
- b. Progress: Ensuring that disadvantaged, SEND and vulnerable students were supported to achieve in line with their peers. Barriers to learning, interventions and use of Pupil Premium Grant to be analysed.

It was agreed that the whole-school SIP would be an item at the first FGB of the academic year. **Action: SMK**

## 9.2 Outcomes

When the data for a group of students who had joined Oldfield late was removed the picture was much more positive, especially in relation to Pupil Premium; although the gap was not fully closed it had narrowed.

### PP (Pupil Premium)

Low attendance was the main issue affecting the performance of students in the PP group. Attendance for Year 11 was particularly low, this was due to the number of students on a reduced timetable for health reasons. The school was providing 1-1 tuition for that group, as well as transport on examination days. The attendance of pupils in the PP group would be a focus for the Pastoral Team in the next academic year.

### MABLE (More Able)

The acceleration programme for MABLE students had been a great success; 172 students had taken part. The first cohort of 'Brilliant Club' scholars had graduated at Cardiff University; their results had been excellent.

### Governors asked: When do they graduate?

A: 17th of June

## 9.2 BASE (Behaviour for Learning and Social Engagement)

There had been 162 referrals, involving 62 individuals, since 10th May 2018. It was noted that the very large majority of students being supported were of White British heritage.

## 9.4 Homework policy

An evaluation of the new policy had been undertaken in Term 6. Parents/carers had been surveyed.

The survey indicated that 52% of respondents felt that there was too much homework; 42% reported that the amount of homework was appropriate. The majority of parents reported that their child undertook 2-4 hours of homework per week, which was in line with school expectations ie 4 hours homework per week for Year 9 students.

### Governors asked: Why do we ask parents about homework levels?

A: Their feedback is useful and can raise questions for us to address. We will be sharing our findings with other schools.

## 9.5 Work Experience

Ninety-Seven per cent of Year 10 students had obtained a placement. Feedback from students and employers was overwhelmingly positive. A prize-giving ceremony would be held to celebrate 8 students who had made the most of their experience.

## 9.6 2018 CIF Appeal

The school had been informed that its appeals had been unsuccessful. A decision about whether to re-submit the bids in 2019 would be made in the new academic year.

## 9.7 Fire Alarm

The system would be upgraded to meet regulatory standards during the summer holiday. Stones Security had been awarded the contract following a competitive selection process.

## 9.8 2018 Admissions

It was anticipated that 224 students would join Year 7 in September. Eighteen had been admitted following an Admission Appeal process, further appeals had been lodged and were likely to be successful. The school would recruit from its waiting list once all appeals had been completed.

### Governors asked: How many students do you estimate will join Year 12?

A: 70-75.

**Governors asked: When will the Year 12 intake be confirmed?**

A: We won't know for certain until the students arrive in September.

**9.10 Exclusions 2017-2018**

**Fixed-Term.** There had been some concern because the number of fixed-term exclusions was higher than in previous years. However analysis indicated that, overall, a lower proportion of pupils had received fixed-term exclusions. Of those excluded, a higher proportion had more than 1 fixed-term exclusion. In the school as a whole, fewer individual children were being excluded. It was noted that the local authority offered limited alternative provision to schools.

**Permanent.** There had been 4 permanent exclusions. In each case the decision had been made as a last resort after a range of sanctions, including fixed-term exclusions, had not had the necessary impact.

**10. Updated Strategy/SIP**

This matter was covered at item 9.1

**11. Progress with External Review of Governance Recommendations**

The report, which had been commissioned by the Board in November 2017, had been re-circulated via GovernorHub. Governors reviewed the recommendations. **Please see Annex 1.**

**12. Personnel & Student Welfare (PSW) Committee Report**

The committee had met 14.06.2017. The draft minutes of the meeting had been circulated.

The committee had reviewed the Annual Safeguarding Audit. Monitoring and evaluation of the Safeguarding Policy and school practice had been carried out.

The data from 2018 Staff Survey had been discussed. Feedback in relation to school leadership, values and vision was very positive. However, scores for 'governors are approachable' had declined. It was felt that, although the Board set the school's Vision and Values its visibility was not high because governors had not been able to attend many school events during the past year, and not all faculties had a Link Governor.

School celebrations and social events would be added to the GovernorHub calendar so that governors were aware of opportunities to raise governor visibility.

It was agreed that a governor rota for attendance at school events and the introduction of 'Pupil Pursuit' programme would be discussed at the next FGB. **Action: SWe**

SWe advised that the Chair of the Committee, BR, would be unable to undertake Staff Exit Interviews in 2018-2019; it was agreed that TD would carry out staff Exit Interviews at the end of the academic year. **Action: TD**

**13. Finance & General Purposes (F&GP) Committee**

The committee had met 04.07.2017. The draft minutes had been circulated.

Business had focussed on detailed review of the draft Annual Budget 2018-2019 and monitoring of the current budget. The committee had also decided which company should be awarded the contract for the Fire Alarm upgrade. A 1-year contract for delivery of school food had been awarded to the existing supplier; government Healthy Eating Standards would be met. The Risk Register had been reviewed.

**14. Curriculum Committee**

The committee had met on 05.07.2017. The draft minutes had been circulated.

The committee had considered whole-school data. The staffing model for 2018-2019 was examined and an analysis of the teaching hours per subject provided.

**15. Complaints Policy**

The policy had been revised. It had been circulated in advance of the meeting.  
The Board agreed that the policy should be adopted. It would be scheduled for review in July 2020.

**16. Annual Consideration of the Risk Register**

The Risk Register had been circulated in advance of the meeting, via GovernorHub.

It was noted that:

- Risks 'owned' by committees were reviewed at every committee meeting.
- A new risk, R14 – GDPR (General Data Protection Regulation) had been added.
- With one exception (R08), all actions had been completed or were on target.
- R08 (Business Continuity) was off target.

**Governors asked: What are the major risks?**

A: That the 6<sup>th</sup> Form is not financially viable; major system failure such as the boiler breaking down - we have had a series of unplanned maintenance costs; poor Ofsted judgement. We know that we won't have enough classrooms for 8-form entry which is likely to be problematic next year.

It was agreed that a Risk Workshop session would be arranged for governors. **Action: SWe**

**17. Confirm Committee Membership for 2018-2019**

It was agreed that no changes to the membership were required.

**18. Governor Training; Link Governor System**

It was agreed that this item would be deferred until the next meeting. **Action: Clerk**

**19. Confirmation of Meeting Schedule for 2018-2019**

The proposed Governing Board meeting schedule had been circulated in advance of the meeting.  
It was agreed that the Term 4 Full Governing Board meeting would be held on Monday, 26<sup>th</sup> March 2019.  
The schedule was approved. **Action: Clerk** – update GovernorHub.  
It was agreed that the Governing Board meeting schedule for 2019-2020 would be set as soon as possible.  
**Action: SMK** to confirm term dates.  
**Action: Clerk** to prepare meeting schedule for 2019-2020.

It was agreed that 3 joint Governing Board/SLT meetings would be held, bi-termly, in 2018-2019.  
**Action: Clerk** to propose dates.

**20. Register of Governors' Pecuniary Interests 2018-2019**

The forms had been circulated in advance of the meeting.

Completed forms were provided by: SMK; RH; TPD; KO; KW; JS; Finance & Facilities Manager; Clerk.  
**Action: SWe; TD; NR; DG; MO; VJ; VL**

**21. Code of Conduct**

The Governing Board agreed that the NGA (National Governance Association) model should be adopted for 2018-2019. The Clerk confirmed that the Board complied with the Code.

**22. Any Other Business**

**Patrick Heuff, Deputy Headteacher**

The Governing Board warmly congratulated PH on securing his first substantive Headship.



All governors were aware of his very significant contribution to the school, including leading the school during the period when a permanent Headteacher was being recruited. His loss would be felt.

The Board wished PH success in his new and exciting role.

The meeting closed at 7.45 pm

**Term 1 Meeting Dates:**

Thurs	20.09.18	5.30pm	Full Governing Body 1/6
Thurs	11.10.18	5.30pm	Curriculum 1/4
Thurs	18.10.18	3.30pm	Remuneration
Thurs	18.10.18	5.30 pm	F&GP 1/6

**Items noted for the next Full Governing Board agenda:**

- Safeguarding Quiz - 30 min (Governors to have completed in advance) (**Sarah Mills** to lead)
- Election of Chair & Vice Chair (**Clerk**)
- Review 2017-2018 Achievements/SEF Update; SIP and new objectives (**SMK/SWe**)
- Staff Pay Increase (**SMK**)
- Governor Training; Link Governor System (**TD**)
- Governor rota for attendance at school events and the introduction of 'Pupil Pursuit' programme (**SWe**)
- Changes to the Academies' Financial Handbook (**Finance & Facilities Manager/Clerk**)
- Annual Review of Scheme of Delegation (**Clerk**)

## 6.1 Matters Arising

### Matters Arising/Record of Decisions

From 24<sup>th</sup> May 2018

#### Item 3(d)

...Governing boards needed to decide and apply their reserves policy. JG noted that Oldfield's actions were in line with its policy but the policy would be improved with some refinement ie 'train track' ie upper and lower level approach introduced. **Action: KW; F&GP Committee.** [This action would be moved to the F&GP agenda.]

#### Item 3(d)

It was agreed that the F&GP Committee would consider how funds could be invested to secure a better return.

**Action: KW/F&GP** [This action would be moved to the F&GP agenda.]

#### Item 3(d)

Internal Audit. Schools paying for audit services often received transaction-based low-level reports – internal audit could be used more strategically to develop policy. **Action: F&GP** to consider. [This action would be moved to the F&GP agenda.]

#### Item 5. Safeguarding Quiz

**Action ongoing: Sarah Mills.** [Scheduled for Term 1, 2018-2019]

#### Item 8. Outcomes of Joint Governor/SLT Strategy Meeting

The number of pillars had been reduced. KW would update the plan. **Action carried forward: KW**

#### Item 11. External Adviser Visit (Standing Item)

It was agreed that Chris Healy would be asked to attend the next FGB meeting. **Action: SWe.**

#### Item 13. Parent Governor Recruitment

The vacancies would be advertised again when the new Year 7 cohort had joined the school. **Action ongoing: SMK**

#### Item 14. Link Governor Appointments

TD, who was leading on this aspect of the Board's work, had been unable to attend the meeting, it was therefore agreed that this item should be deferred. **Action: TD**

#### Item 15. Governing Board Structure/Practice

This item was deferred. **Action: TD** [The Board agreed that its existing structure was fit for purpose and therefore the action would be deleted.]

#### Item 16. GDPR (General Data Protection Regulation) Action Plan

DPO (Data Protection Officer): The school was considering entering an agreement with Audit West, shared with Newbridge School. **Action ongoing: SMK** – confirm DPO appointment at next meeting.

#### Item 17.1 Clerking Arrangements 2018-2019.

A proposal for the clerking arrangements for 2018-2019 was agreed. **Action: SWe.**

From 15<sup>th</sup> March 2018

**Item 14.2** Safeguarding Quiz, used with staff to highlight gaps in knowledge, would be circulated, and discussed at the next meeting. **Action ongoing: Transferred to Sarah Mills.** [Scheduled for Term 1 – transfer of action agreed at PSW, 14<sup>th</sup> June 2018.] **AGENDA**

From 8<sup>th</sup> February 2018

#### Item 8.11. Bullying Log:

**Action: KO** [A very positive meeting had been held with the Student Council. Dates for further, regular, meetings dates would be agreed with Assistant Headteacher, Jessica Lobbett.]

**Item 8.13. Praise:**

Governors asked: Can we be provided with some more information so that we get a feel for what is going well?

Action carried forward: SMK

**Item 2.1. Conflicts of Interest**

List of school contractors to be provided so governors can identify all potential conflicts. Action ongoing: Transferred to Finance & Facilities Manager

From 13<sup>th</sup> July 2017

Item 23. Website Profiles All governors without a website profile to forward Action: KO

APPROVED