

**The Minutes of the Full Governing Board Meeting
Thursday, 5th October 2017 at 5.30 pm in the Learning Resource Centre**

Present:

Ruth Henry (RH);
Vicki Jackson (VJ);
Steven Mackay (SMK) (Headteacher);
Michelle O'Doherty (MO);
Kelly Ogden (KO);
Nick Regan (NR).
Margaret Roberts (MR);
Joanna Symons (JS);
Kevin Ward (KW);
Stuart Weatherall (SWe) (Chair).

1. **SWe welcomed** everyone to the meeting.
2. **Apologies** were received and accepted from:
Tahir Darr (TD) (Vice Chair); (TD had intended to join the meeting via Skype, but the technology had failed.)
Duncan Giles (DG);
Barry Raynes (BR).
- 2.2 **The meeting was quorate.**
- 2.3 **In attendance:**
Patrick Heuff (PH) (Deputy Headteacher); Marya Marriott (Clerk).
3. **Declaration of Business Interests and Conflicts of Interests.**
There were no declarations of interest.
4. **Election of the Chair**
 - 4.1 SWe was re-elected as Chair of the Governing Board for 12 months.
 - 4.2 SWe thanked everyone for their continued support and their work for the benefit of the school. The picture was very positive. It had been 5 years since the school had last been inspected. The 2017 results indicated that at least a 'good' judgement would be warranted at the next Ofsted visit although the school aspired to maintain its previous 'Outstanding' grade.
 - 4.3 It was agreed that the governing board's high-level objectives for the forthcoming academic year would continue the work of 2016-2017:
 - a. Improve Academic Performance
 - b. 6th Form Growth
 - c. Ensuring the long term financial viability of the trust.

Key issues for the coming year were agreed to be:

- a. Undertake succession planning for the Governing Board
- b. Prepare for Ofsted
- c. Develop governance (in light of Governance Review recommendations).

4.4 SWe and SMK had each met with a potential new governor; they were confident that the individual would be a strong addition to the existing team. **Action: SWe/Clerk.**

5. Election of the Vice Chair

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

6. Notification of Any Other Urgent Business

No additional items were added to the published agenda.

7. The Minutes of the last Full Governing Board (FGB) Meeting (13th July 2017)

7.1 Correction: Item 22(g). VJ had also sat on the Permanent Exclusion Panel.

7.2 Subject to the above correction, the minutes were agreed to be a true record and were signed by the Chair. (Passed to SMK for the governing Board file.)

8. Matters arising from the last FGB Meeting

Please see page 6.

9. Headteacher's Report

SMK's written report had been circulated in advance of the meeting via GovernorHub.

Also circulated:

- 2017 Oldfield School GCSE Exam Analysis
- Analysis of A2 (A level) results 2017.

In addition to the documents, the following supplementary comments were provided:

9.1 SMK planned to attend an upcoming BANES (Bath & North-East Somerset) Local Authority briefing for headteachers and Chairs. The focus would be the National Funding Formula and its likely impact on local schools.

9.2 The School Improvement Plan has been updated. The foci: boys; More Able (MABLE); teaching and learning in general. Progress measures of '0' across the board would indicate the school was doing well.

9.3 The initial exam data had proved to be unreliable; the actual results were in line with expectations.

9.4 Middle ability groups were, relatively, doing well. Lower ability groups had not done very well; this was not a surprise – it was a small cohort with proportionately high Special Educational Needs.

9.5 It was agreed that Departmental Raising Achievement Plans (RAPs) would be added to GovernorHub.

Action: SMK.

9.6 There had been a huge improvement to Pupil Premium progress (the gap was -0.88 in 2016 as against -0.22 in 2017); this gap was forecast to move close to '0' in 2018.

9.7 The headline figure for GCSE C+ pass rate in both English and maths had improved from 64% to 70%. A strategy for 2018, to move things on even further, would be put in place. The improvements had made a huge difference to Progress 8 data; equivalent to an extra grade for every other child. Exam technique would be part of the strategy.

9.8 There were anomalies in some subjects e.g. Art and Business Studies; the school was waiting for the final results.

9.9 Issues within the PE (physical education) department were being addressed.

9.10 A level results had been very good; the school was in the top 25% nationally, based on ALPS scores.

9.11 Raising Achievement Plans (RAPs) would not be put in place for maths and science because the SLT was confident that both departments were rapidly improving; the new leadership had shown strong impact.

9.12 The school's A level results would not appear as strong in comparative tables because some students had left Oldfield before the end of Year 12; however ALPS scores provided a real measure of progress.

- 9.13 A2 exams would disappear due to changes at national level.
9.14 The introduction of the National Funding Formula was forecast to be positive for the school.
9.15 It was noted that the table reporting Behaviour ('F' in the report) referred to data for 2016-2017.

Governors asked: Are the MABLE group re-assessed when they join the school?

A: No. Their categorisation is based on prior attainment (which doesn't move). A significant proportion of our students are MABLE in each cohort, based on their Key Stage 2 SATS results. We should be using the data to target student interventions.

It was noted that the Humanities results had been unexpected. A departmental improvement plan had been put in place; further analysis was planned.

Governors asked: Have the issues in Humanities been identified?

A: Yes. Leadership; quality of teaching; Stretching of the MABLE.

Governors asked: Is it usual to send a large number of papers for re-marking?

A: No. There was an element of risk in doing so because marks could go down. In the event, some papers went up by 2 grades.

Governors asked: Have any trends indicating behaviour is going downhill been identified?

A: No. The most serious impact on behaviour is where drugs are involved.

It was agreed that the tables relating to racist incidents would be clarified (period measured). **Action: SMK.**

10. Pupil Admission Number (PAN) for 2018 Entry

Governors were reminded that 4 years previously the governing board had decided to lift the declared number to 224, at that number the school was never quite full. The higher number should have supported the school's case (to the LA) for laboratory and technical classroom space; no funding had been provided. The board later agreed to reduce the PAN to 180, informally it would accept up to 200 if there was no detrimental impact.

The LA had recently written to local secondary schools, asking them to consider increasing the PAN. The LA's forecast data for the Bath Consortium, for years 7-11 until 2023, was circulated. The data included the likely number of displaced students per annum (162), due to student applications from outside the LA (local authority). It was noted that, by the end of 2017, there would be just 5 maintained schools in the LA. The school's current declared admission number was 180.

Governors asked: Does the data take account of demographic changes?

A: No.

Governors asked: Is 8-form entry viable?

A: It would be viable but detrimental to the children's education because of the constraints on facilities; there are already timetabling issues.

Governors asked: What benefit is there to the school for increasing the PAN to 224?

A: Mainly income. However, moving to that number would increase other pressures ie on classroom space.

Governors asked: Do we have many siblings join the school?

A: Yes – approximately 110 of this year's cohort were siblings.

Governors asked: In order to maintain stability [income, staffing and other resource], what would be the ideal population?

A: An intake of 200 per year, if we can achieve 6th Form growth.

Governors asked: Are we likely to be over-subscribed again?

A: Yes – demand can be demonstrated. We can retain our declared number of 180 but plan for 200.

The governing board agreed that it would retain its existing PAN; Year 7 intake of 180 student per annum (7 tutor groups). **Action: SMK** to advise the LA that, in principal, the governing board would like to increase the PAN; to do so the school would need financial support from the LA to develop the facilities.

The Governing Board congratulated the school's staff on a very successful Year 7 Open Evening event, which had a definite 'community feel' to it. It was noted that parents had given very positive feedback on the presentation and the way the event was managed. The school site map was praised and the refurbishment of the Music Block and 6th Form had attracted compliments. The new signage had been ready for the event and made a positive impression. Improvements to external lighting had been incorporated in the development plan.

It was noted that an Open Evening for the 6th Form would be held on 14th November 2017; a separate prospectus had been published.

Governors asked: How many are currently on roll in 6th Form?

A: c. Forty. There has been a small amount of growth.

Governors asked: When do students apply to join 6th Form?

A: The process is open now; the deadline for next year's applications is at the beginning of February 2018.

11. Outputs from Strategy Meeting (Standing Item)

The next joint Governing Board/Senior Leadership Team Strategy Group meeting was scheduled for 9th November 2017.

It was noted that the meetings had ensured that the Oldfield Long Term Plan; SEF and SIP were 'live' documents.

12. Review previous year's achievements and set new GB objectives

This was addressed at Item 4.

13. 2018 Pay Policy

The policy had been circulated in advance of the meeting.

The main recommendations identified in the STPCD (School Teachers Pay & Conditions Document):
2% increase for teachers on the main pay scale.
1% increase for all other teachers.

The cost of the increase for teaching staff was c.£18,000. Once increases for non-teaching staff were accounted for, the overall pay bill would increase by 5.1%.

It was noted that there were some anomalies relating to leadership scale pay for those not part of SLT.

Governors asked: When are increases to support staff pay applied?

A: April.

Governors asked: Has the Governing Body's commitment to pay at least the Living Wage been included?

A: No. **Action: SMK** to update the policy.

The details of the proposed uplift to pay was included in the policy. The Governing Board agreed to accept the STPCD recommendations. **Action: SMK**.

14. Review Scheme of Delegation

It was agreed that a review and recommendations would be prepared for the next FGB meeting.

Action: Company Secretary/Clerk.

15. Safeguarding (Standing Item)

Detailed information was included within the Headteacher's Report.

Progress with the Highway 'Stopping Up' process would be reported at the next meeting. Action: SMK

16. Link Governor Reports & Feedback from Governor Training Events

16.1 VJ: 8th September 2017. Tour of Music Block and 6th Form to see refurbishment work.

The work has made a huge difference aesthetically - the music rooms were fit for purpose and the lighting and decor has created a brighter, cleaner and more positive working environment.

16.2 TD: Visits. Attended Headteacher Appraisal; Science Link meeting and learning walk; opening morning. Where appropriate, reports had been loaded on to GovernorHub.

16.3 TD: Training – 1st September 2017. Joined staff Safeguarding and Prevent training.

16.4 It was noted that BANES', 'Narrowing the Gap' Conference had been cancelled.

17. Items for next agenda

- a. Election of the Vice Chair.

Dates of next the next Full Governing Board Meetings:

- i. Student Council – Thursday, 7th December 2017 at **10.30 am**
- ii. Full Governing Board – Thursday, 7th December 2017 at **12.30 am**

The meeting finished at 7.45 pm.

8. Matters Arising from previous meetings

Item 2.1 Sally Basson had resigned. SWe would write to Sally on behalf of the governing Board. **Action: SWe.**

Item 6.1 It was agreed that the Pre-meeting preparation form would be used for future meetings. Governors would forward forms at least 48 hours before the meeting so that the Clerk could collate responses.

Action ongoing: Clerk/All [Forms received from Vicki and Tahir. Loaded on GovernorHub.]

Item 7 Approval of the Annual Budget

The board agreed that the proposed annual budget for 2017-2018 should be adopted. **Action completed: SMK.**

Item 8 Appointment of Auditors

Governors asked: Can either of the new companies offer work experience?

A: We will ask. **Action ongoing: SMK**

Item 10.11 Bullying, Racist Incidents and Complaints.

Data for the current year were included in SMK's report. It was agreed that trend data for these categories and exclusions would be included in future Headteacher Reports **Action completed: SMK.**

Item 12 Capital programme Summer 2017

The F&GP Committee recommended the proposal... The proposal was accepted. **Action completed: SMK.**

Item 13 Personnel & Student Welfare Report (met 15.06.2017).

C. Anti-bullying strategy. KO would meet with Sarah Mills. **Action ongoing: KO** [SMK to advise KO when to contact Sarah Mills.]

E. Governing Board response to student questions.

Action completed: Clerk to forward notes of December 2016 meeting with students to SMK.

Action carried forward: SMK to prepare a response for KO to share with students.

Action carried forward: KO to feedback to students.

Item 17 Strategy (GB/SLT) Meeting Dates

It was agreed that the meeting would continue to examine 2 of the pillars in the School Development Plan at each meeting; pillar 5 and 6 would be addressed at the next meeting. **Action: KW to lead.** [The next Strategy Meeting was scheduled for 9th November 2017.]

Item 18 Governor Elections and Appointments

...clarification regarding the number of elected Parent Governor places on the governing board was needed. **Action completed: Clerk.** [Articles say (clause 46d) minimum of 2 elected parents. Historically there have been 4 – NR, TD, KO and Sally Basson.]

Item 19 Governors' Competency Framework

It was agreed that the document would be considered again once the External Review of Governance had been completed. **Action ongoing: SWe.** [The Reviewer had been unable to lead the review on the date originally agreed due to events beyond their control. After the meeting, it was confirmed that the new date for Review feedback would be 5th December 2017.]

Item 20 Confirmation of Meeting schedule for 2017-2018

It was agreed that the Clerk would nominate 3 dates for Joint FGB/SLT evenings, based on the previous year's schedule. **Action completed: Clerk.**

Item 21 Register of Pecuniary Interests 2017-2018

Action: BR to complete.

Action: Clerk to add to GovernorHub and pass to Company Secretary.

[Register complete: All hard copies passed to school on 19.10.2017.]

Item 22 Governors' Code of Conduct

Action: BR to complete.

Action: Clerk to add to GovernorHub and pass to Company Secretary.

[Signed copies of Governors' Code complete: All hard copies passed to school on 19.10.2017.]

Item 23 Website Profiles

Action: All governors without a website profile to forward to the clerk.

[In place for SWe; TD; MO; DG; BR; NR; KW.]

Item 24 Any other URGENT Business

A. Safeguarding and Child Protection Policy

It was agreed that amendments to clarify what should be considered serious self-harm and the appropriate action would be made to Item 7.9:

'What to do if faced with serious self-harm with/without suicidal ideation, requiring medical treatment. Eg: Injury or overdose (however small).

- *Call the Emergency Services and a school first aider.'*

Action: SMK.

B. Risk Register

It was agreed that the register would be monitored by all committees in relation to their responsibilities:

Action ongoing: Committee Chairs.

It was agreed that R08 Business Continuity risk due to lack of specialist classrooms from 2016 should be removed.

Action: SMK.

The register would come to the FGB once each year. Action: SMK/Clerk. [Scheduled for 16th July 2018.]

It was agreed that all governors should review the register and provide feedback as to whether the register provided an accurate picture of the school. Action: All governors to feedback on GovernorHub.

Outstanding Actions from 25th May 2017

Item 9. Strategy Meeting Update

...the Strategic Plan's narrative would be updated. SWe: Action carried forward.

The updated documents would then be included on the next FGB meeting for approval, after which they would be added to the staff area of the website and GovernorHub. It was agreed that this process would start at the next FGB meeting. Action carried forward: SMK.

Item 17. Link Governor Reports & Feedback from Governor Training Events

c. VJ had spent a day shadowing a Year 8 student. It had been an excellent experience. The student was very helpful and considerate. JS would arrange a similar visit. JS: Action carried forward.

Outstanding Actions from 12th May 2016

Item 6d. Prevent Training... governors to forward their certificates to the Clerk Action: Governors – carried forward.

[Certificates had been received was from NR, VJ, TD and MR. SWe and MO had also completed the training]