

**The Minutes of the Full Governing Board (FGB) Meeting
Held on Thursday, 20 September 2018 at 5.30 pm in the Learning Resource Centre**

Present:

Tahir Darr (TD) (Acting Chair);
Tom Davies (TPD);
Ruth Henry (RH);
Vicki Jackson (VJ);
Verity Lewis (VL);
Steven Mackay (SMK) (Headteacher);
Michelle O'Doherty (MOD);
Kelly Ogden (KO);
Nick Regan (NR);
Joanna Symons (JS);
Kevin Ward (KW).

1. **TD welcomed** everyone to the meeting, particularly the Deputy Headteacher who was attending his first Governing Board meeting.

Governors were reminded that an event for pupils and parents was planned for the evening; it had been agreed that SMK would withdraw from the meeting at 6.30 pm to attend.

- 2.1 **Apologies** were received and accepted from:

Barry Raynes (BR);
Stuart Weatherall (SWe) (Chair of the Governing Board).

- 2.2 **Absent:** Duncan Giles (DG).

- 2.3 **The meeting was quorate.**

- 2.4 **In attendance:**

Marya Marriott (Clerk);
Sarah Mills (SM) (Assistant Headteacher).
Jonathan Reeves (JR) (Deputy Headteacher).

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

- 3.1 There were no declarations of interest.

- 3.2 **Notification of Any Other Urgent Business**

(a) A letter had been received from the ESFA (Education and Skills Funding Agency). Please see item 14.2.
(b) Admissions: 2020 Intake. Please see item 19.1.

4. **Keeping Children Safe in Education (KCIE) 2018 & Safeguarding Quiz**

SM circulated copies of the school's Child Protection and Safeguarding Policy 2018. Copies of KCIE 2018 were also made available. SM confirmed that the school's policy had been updated to reflect the changes to KCIE. The policy was approved.

SM confirmed that answers to the previously circulated quiz were not affected by changes to the policy; quizzes would be marked by SM. TPD, JS, KO and VJ submitted their quizzes at the meeting. [SWe forwarded his quiz electronically.]

It was agreed that Staff governors, who were required to complete the quiz as part of their professional role, would not be required to complete the quiz again.

Action: TD; BR; NR; KW; MO; DG to forward their quiz to the Clerk, who would forward to SM.

It was agreed that, due to time constraints, responses to the quiz would be discussed at the next FGB meeting.

Action: SM/Clerk

SM withdrew from the meeting at 5.45 pm.

5. Governing Board Elections

5.1 Election of the Chair to the Governing Board

SWe was duly re-elected as Chair of the Governing Board for 12 months.

5.2 Election of the Vice Chair to the Governing Board

TD was duly re-elected as Vice Chair of the Governing Board for 12 months.

6. The Minutes of the last Full Governing Board Meeting, 16th July 2018.

6.1 The minutes were approved; they were signed by the Acting Chair.

7. Matters Arising from the last Full Governing Board Meeting. Please see pages 8-9.

8. Review 2017-2018 Achievements; 2018-2019 Objectives

It was agreed that items 8, 9 and 10 would be dealt with together.

9. Data Dashboard

The dashboard had been circulated in advance of the meeting; it had been updated with the GCSE and A Level results. The GCSE data included the provisional Progress 8 scores. It was anticipated that the scores would be confirmed in January 2019. The provisional scores were useful for indicating relative performance and gaps.

The dashboard showed different groups' performance. The ALPs data was also included; this evidence showed, independently, how the school was performing in relation to other schools.

10. Oldfield Strategy/School Improvement Plan (SIP)

The document had been circulated in advance of the meeting. The guidance for the 2018-2019 SIP identified the school improvement priorities for 2018-2019 and an outline of the improvement planning process across the school.

The draft whole-school SIP had also been circulated, it was divided into sections which reflected the 6 pillars in the Strategic Plan. Each section (pillar) included a summary of the SIP objectives that SLT would lead on during 2018-2019, and the relevant KPIs (key performance indicators). Work from the joint FGB/SLT Strategy group meetings would be fed into the plan.

Governors were reminded that the plan was a working document which would be updated on a regular basis. (The most recent version would be shared on GovernorHub prior to each cycle of committee meetings.)

The Board's Committees were linked to relevant aspects of the plan. A monitoring section for each objective was included in the plan, which would be a standing item on committee agendas. It was anticipated that the SIP and would be finalised in time for Term 1 committee meetings.

Whole school targets would be set after the first Headteacher's Performance Management meeting for 2018-2019 had been conducted (October 2018). KPIs would be linked to targets; it was noted that there might be slight changes once the validated data was released. ALPS 4 would be the minimum target set across the board for 2018-2019. (Progress 8 indicated that the school had achieved ALPS 5 in 2017-2018.)

11. Headteacher's Report

The report had been circulated in advance of the meeting. SMK highlighted key points and invited questions.

11.1 Whole school priorities for Learning areas:

Differentiation: teaching	Ensuring that teaching allows all students to make good progress.
Differentiation: schemes of work	Ensuring curriculum content, tasks and activities meet the needs of all students.
Differentiation: homework	Ensuring that homework activities meet the needs of all students.

11.2 Whole school priorities for pastoral area:

Attendance	Whole school 96% attendance target
Progress	Ensuring that disadvantaged, SEND and vulnerable students are supported to achieve in line with their peers.
Behaviour for Learning	Students have high expectations with regards to their behaviour in class.

11.3 Results in the **Humanities** Learning Area had improved, significantly for Child Development. The SLT lead had reported improvements to leadership, quality assurance and deployment of interventions.

11.4 **SEF** (School Self Evaluation). SLT had measured the school rigorously against Ofsted criteria. The school judged assessed itself as '2' (good) in all areas. It was noted that the 2017-2018 examination results supported that view. Improvements to attainment and progress provided confidence that the judgement was accurate.

11.5 **Outcomes.** GCSE results both good and better than had been predicted but the school would focus on achieving further improvements to results.

The school's results compared very favourably to the very best in Bath. Governors were reminded that that the school did not manipulate its admissions criteria. 16% had achieved grade 7+ for English and maths. The likely overall Progress 8 score was +0.01.

Boys had out-performed girls in each grade. However, boys with high prior attainment made the least progress when analysis by gender was carried out; this pulled down the overall progress score.

In 2018 just 2 subjects had ALPS scores of lower than 7.

In 2018, there was a much greater degree of consistency across the school than in previous years. Science results were particularly good, due to the students' hard work and better teaching and learning.

Governors asked: Do any of the students take exams early?

A: No. Although other schools promote it there is no benefit.

Governors asked: How successful is this year?

A: It was a good cohort which was better taught. The results for progress were average. The results for attainment were good – it was a clever year group.

Governors asked: What would be your top 3 changes?

A: Stability of staffing; improved student attitudes to learning; better learning environment. Leadership is better – we have identified what was wrong and put in place effective strategies to address the issues.

PP (Pupil Premium) is still an issue and a big area of focus in the SIP so that we reduce the attainment and attendance gap. Year 11 boys are another area we are targeting. The A' level results were really good – which we need. Larger numbers in the 6th Form will be of benefit.

More Able: The acceleration programme and additional provision will be launched across the school in October 2018 and will build on the work carried out in last academic year.

Governors asked: Do you think the current Year 11 will stay on for the 6th Form?

A: Yes. We are reaching a tipping point. It should be noted that the numbers for 6th Form might drop next year because the current cohort may not achieve the grades needed to enter 6th Form.

The information about outcomes will be captured in the SEF – and embeds the ‘good’ judgement.

11.6 Governors asked: Why is attendance a focus area?

A: Because it is not good enough. There are several individuals who have left Oldfield who have moved out of the area but remain on roll until they have a place in their new location – that is having an impact on the data. Some poor attenders are also in the PP group. Although attendance is not bad when compared the national data the various factors affect results. It is an area of focus for Sarah Mills this year.

11.7 Refinements had been made to the Key Stage 3 **Homework** schedule and parents had been given information and log-ins for ‘show my homework’.

11.8 A full **CPD** programme, supporting SIP objectives, had been planned. Six NQTs (newly qualified teachers) had been recruited.

11.9 Sixth Progress and Attainment: There had been a very significant improvement on 2017 results A*-C and A*-D. There was a small decline in A*-A, due to a very small number of students not achieving their predicted grades.

11.10 Retention was an area of concern for Year 13. Although the reasons were personal the school had made improvements to the advice it offered to Year 11 students.

The school had recruited 103 students for the current Year 12.

11.11 Careers Guidance. Student Exit surveys indicated that 96% of Year 11 had secured a college place, an apprenticeship or employment.

11.12 Budget: The F&GP Committee were scheduled to meet on 18th October 2018.

11.13 Teachers’ Pay Award. Schools had been advised that funding was not locked into budgets which could result in a significant shortfall in 2 years’ time. It was noted that the school had budget for a 2% rise so there was currently a net benefit to the school.

11.14 School income would be significantly higher planned for due to the higher than expected 6th Form recruitment. It was noted that 224 students would be admitted to Year 7, once appeals were concluded.

11.15 Capital Programme. Kendall Kingscott had undertaken a feasibility study for conversion of the gym into a science block in readiness for a CIF bid for a new build. During that process it became apparent new build rather than conversion was required.

BANES had awarded the school £250k on condition that admission numbers are set at 224 from 2020; the school will use its own funds to supplement the project. This project would be discussed at the next F&GP Committee meeting.

SMK would be meeting with local authority representatives to discuss the possibility of setting up a SEND (special educational needs and disabilities) base at the school.

12. Governors’ Training Priorities & (allied to) Link Governor System

TD had reviewed Link Governor appointments; skill sets, governor availability and the lead areas delegated to the committees had been considered. TD proposed the following Link Governor assignments:

Area	Link Governor	Lead Committee
• Raising Achievement Plans	SWe/TD	Curriculum
• MABLE*	NR	Curriculum
• Pupil Premium.	MOD	Curriculum
• Behaviour for Learning	VJ	PSW
• Communications	VJ	PSW
• Anti-Bullying	KO	PSW
• Safeguarding	BR	PSW
• SEND**/Student Voice	KO	PSW
• Sixth form	TPD	F&GP
• Capital Development	TPD	F&GP
• Science	TD	
• Maths	SWe	
• English	VJ	
• Humanities/MFL	NR	
• Sports	JS	
• Health and Safety	KW	
• Art, Technology and Music.	NR/MOD	

*More Able

**Special Educational Needs and Disability

It was agreed that the remaining gap - Art, Technology and Music – would jointly be held by NR and MOD.

Action: Clerk to update GovernorHub.

It was noted that school visits led by the External Adviser (Chris Healey) would be co-ordinated by the Executive Assistant to the Headteacher. It was agreed that governors would contact the head of their linked department and agree a meeting date. Action: All

It was noted that BANES had not published a governor training schedule for the current academic year. A new Governor Services Co-ordinator had very recently been appointed.

13. Governor rota for attendance at school events; ‘Pupil Pursuit’

Governors noted that VJ had taken part in a Pupil Pursuit activity.

It was agreed that a list of the events where governors’ presence would be helpful would be provided.

Action: SMK.

Action: Governors to inform Clerk if they have attended school events.

Action: Governors to advise Ishbel Tovey and SMK if they would like to undertake a Learning Walk.

[SMK left the meeting at this point – 6.30 pm]

14. Changes to the Academies’ Financial Handbook

14.1 The changes had been circulated in advance of the meeting. It was noted that the F&GP (Finance & General Purposes Committee) had reviewed the changes in detail on 4th July 2018. The changes were noted.

14.2 The letter from the ESFA to the Accounting Officer (SMK), 18th September 2018, highlighted key changes to the handbook and emphasised the Accounting Officer’s responsibilities:

- Related-party transactions
- Controlling executive pay

- Scrutinising the budget
- Acting on audit findings
- Financial returns
- Providing governance and executive details to ESFA.

It was confirmed that all but the final item were addressed by the F&GP committee on the Board's behalf. The final item was dealt with by the school's administration and the Clerk.

15. Annual Review of Scheme of Delegation (SoD)

The Clerk reported that the document, which had been circulated with suggested changes highlighted, had been revised to reflect changes to delegation agreed by the Board during 2017-2018. The document had been cross referenced to the changes to the Academies' Financial Handbook 2018.

The Board agreed that the revised document would be adopted. **Action: Clerk** to finalise and post on GovernorHub.

It was noted that it was a statutory requirement for the SoD to be published on the school's website. **Action: Clerk** to liaise with website manager.

It was noted that proposed changes had been made to the committees' Terms of Reference, which would be scheduled for consideration at the first committee meetings of 2018-2019. **Action: Clerk**

16. Appointment of Interim Company Secretary

The Board agreed that Marya Marriott would be appointed Interim Company Secretary.

The Clerk advised that there was no regulatory requirement for the Board to appoint a Company Secretary.

Governors asked: Is the school able to fully cover the duties covered by the former Finance & Facilities Manager while a new appointment is made?

A: The school is confident that finance is secure and has been able to backfill from the existing team temporarily. Health and safety will need attention – the former Finance & Facilities Manager had just completed extensive H&S training, which has left a gap.

17. Approve Board Register of Pecuniary Interests 2018-2019

It was agreed that the register would be collated and circulated for approval via GovernorHub. **Action: Clerk**

18. Approve Attendance Record 2017-2018 for publication

Amendments to the record were noted. It was agreed that the corrected record would be circulated for approval via GovernorHub. **Action: Clerk**

The Board agreed that titles should not be used in relation to its membership ie Minutes, records, website. **Action: Clerk**

19. Any other URGENT Business

19.1 Admissions: 2020 Intake.

It was agreed that this item could not be progressed in the absence of the Chair and the Headteacher.

It was suggested that, if an Admissions meeting were needed in December 2018, the meetings scheduled for 6th and 13th December be held on the same day to reduce the number of days governors needed to be away from their employment. **Action: TD** to liaise with SWe.

The meeting closed at 6.50 pm

Term 2 Meeting Dates:

Thurs.	22.11.18	5.00pm	PSW 1/3
Thurs.	29.11.18	5.30 pm	F&GP 2/6
Thurs.	06.12.18	9.30am	Admissions*
Thurs.	13.12.18	12.00 Noon	Full Governing Body - meeting with students
Thurs.	13.12.18	1.30 pm	Full Governing Body 2/6

(Term 2 ends 21 December 2018.)

Items noted for the next Full Governing Board agenda:

- Safeguarding Briefing and Quiz - 20 minute slot.

(Governors to have completed in advance) (Sarah Mills, Assistant Headteacher, to lead)

APPROVED

6.1 Matters Arising

Matters Arising/Record of Decisions

Matters Arising/Record of Decisions

From 16th July 2018

Item 3.2 It was proposed that CH be appointed as the school's EA (External Adviser) for 1 year.

The proposal was accepted. **Action SWe/SMK**

Item 3.3 **Action: SWe** to discuss expectations with Chris Healy.

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 ongoing: 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 ongoing: 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 ongoing: JS

d. It was agreed that the Headteacher's Executive Assistant would co-ordinate dates for the EA visits.

Action ongoing: SMK

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

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

Item 6. Approval of the Annual Budget 2018-2019

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 30th 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**

Item 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**

Item 9.1(b). SIP (School Improvement Plan)

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

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

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 AGENDA**

Item 12. 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 ongoing: TD [TD had completed Exit Interviews for 2017-2018 and sent them to BR.]

Item 16. Annual Consideration of the Risk Register

It was agreed that a Risk Workshop session would be arranged for governors. **Action ongoing: SWe** [The workshop would take place at the first Joint FGB/SLT Strategy meeting, which would be planned for November 2018.]

Item 18. Governor Training; Link Governor System

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

Item 19. Confirmation of Meeting Schedule for 2018-2019

It was agreed that the Term 4 Full Governing Board meeting would be held on Monday, 26th 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 ongoing: 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. **[Dates to be confirmed]**

Item 20 Register of Governors' Pecuniary Interests 2018-2019

Completed forms were provided by: SMK; RH; TPD; KO; KW; JS; Finance & Facilities Manager; Clerk.

Action: SWe; TD; NR; DG; MO; VJ; VL **[Form has also been completed by Jane Higson, Finance Officer]**

From 24th May 2018

Item 5. Safeguarding Quiz

Action: Sarah Mills. **[Re-scheduled to 13.12.2018]**

Item 8. Outcomes of Joint Governor/SLT Strategy Meeting

The number of pillars had been reduced. KW would update the plan. **Action: KW.** **[KW to circulate.]**

Item 13. Parent Governor Recruitment

The vacancies would be advertised again when the new Year 7 cohort had joined the school. **Action ongoing: SMK** **[SMK would highlight the 3 vacancies at school events for parents.]**

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** **[Link Governor changes had been completed and forwarded to the Chair.]**

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

DPO (Data Protection Officer): The school was considering entering a reciprocal agreement with Newbridge School. **Action ongoing: SMK** – confirm DPO appointment at next meeting.

[It was confirmed that the school was not currently compliant with GDPR requirements. The Board agreed the arrangement should be formalised. It was agreed that the school would review its email retention policy and the management of pupil information in the context of school trips. Action: SMK]

From 8th February 2018

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 **[Praise Log to be shared.]**

Item 2.1. Conflicts of Interest

List of school contractors to be provided so governors can identify all potential conflicts.

Action ongoing: Finance & Facilities Manager