

**The Minutes of the Full Governing Board Meeting  
Held on Thursday, 8<sup>th</sup> February 2018 at 5.00 pm in the Learning Resource Centre**

**Present:**

Tahir Darr (TD) (Vice Chair);  
Tom Davies (TDv);  
Duncan Giles (DG);  
Ruth Henry (RH);  
Vicki Jackson (VJ);  
Steven Mackay (SMK) (Headteacher);  
Kelly Ogden (KO);  
Kevin Ward (KW) (Joined the meeting at 5.50 pm);  
Stuart Weatherall (SWe) (Chair).

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

**1.2 Apologies** were received and accepted from:  
Michelle O'Doherty (MO);  
Barry Raynes (BR);  
Nick Regan (NR);  
Joanna Symons (JS).

**1.3 The meeting was quorate.**

**1.4 In attendance:**  
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**

**2.1 Deputy Headteacher Recruitment**

Due to promotion, PH would be leaving the school at the end of the academic year.  
It was noted that the process to recruit a new Deputy Headteacher would be led by the Governing Board.  
It was agreed that the post would be advertised in Term 4. Interviews would be held during the first week of Term 5.

**Action:** All governors to advise SWe whether they would be available to sit on the panel 20-22<sup>nd</sup> March 2018.

**2.2 Application for Stopping Up of Public Highway.**

The local authority's Public Rights of Way Officer had confirmed in writing that the application had been declined (received 18<sup>th</sup> December 2017). The Officer had suggested an alternative but the F&GP Committee agreed that this option would not address students' concerns, raised by the Student Council, and which had led to the application.

**Governors asked: Is this a significant issue?**

**A:** Some of the students were very concerned about public access to the site.

**Governors asked: What about the option to stop motor access?**

**A:** Motor vehicles don't use the route.

It was agreed that the school would investigate whether it was feasible to install additional CCTV.

**Action: SMK/F&GP** Committee.

**2.3 Termination of Contract (Please see Confidential minute.)**

**2.4 SWe advised that the main items of discussion at the annual joint Governor/Staff meeting had been:**

- a. **Security.** One of the car park barriers was not working, some parents were reversing into the site after dropping off their children. Staff at the far end of the school felt that a telephone should be available in case an incident arose. Some staff were concerned that a lock down procedure was not in place.  
**SMK advised** that there was a telephone in the Music Room. A lock down procedure was being drafted.
- b. **Car parking and external lighting.** It was agreed that parking was restricted. It would cost c£35k to rectify and planning permission would need to be obtained (there was likely to be opposition). However, other improvements to site safety were likely to reduce on-site parking.
- c. **Sports pitches.** It was agreed that this would be an area for development but other essential works was needed. It was noted that there were, potentially, other sources of funding for sport.
- d. **Multi Academy Trust.** Information about the request to consider forming a MAT had been shared.

**3 Safeguarding Report**

The Board noted that Sarah Mills (SM), Assistant Headteacher, provided Safeguarding updates at each Personnel & Student Welfare Committee meeting. It was agreed that would provide update to the full Board annually, in term 6. **Action: SMK.**

**4 Finance Training (Led by School Accountants)**

It was agreed that the school's accountants would be asked to present a 15-minute briefing about Trustees' financial responsibilities in term 5 or 6. **Action: SMK/Finance & Facilities Manager**

**5 The Minutes of the last Full Governing Board Meetings (7<sup>th</sup> December 2017)**

The minutes were approved and signed by the Chair.

**6 Matters arising from the last Full Governing Board Meeting**

Please see page 7-8.

**7 Parent Governor Election**

It was agreed that the vacancies would be advertised. **Action: SMK**

**8 Headteacher's Report**

The report had been circulated in advance of the meeting. A Humanities Raising Achievement Plan had also been circulated. SMK asked for questions.

**8.1 Governors asked: Is progress for English, maths and science healthier?**

**A:** Yes. But there is some uncertainty, for all schools, in relation to the 'bucket' subjects. Previously a large proportion of the marks was from coursework – that is no longer the case.

**8.2 Governors asked: Are you assuming an improvement to predictions for Year 11 based on the mocks?**

**A:** Predictions are informed by the mocks but are not the only factor. Year 11 will be sitting another round of mocks at the end of February to provide some comparative data. Revision sessions for key students will be offered. Maths and English is looking positive. The ECDL (European Computer Driving Licence) qualification had

been scrapped. In 2017 a whole cohort had taken the course. The change was affecting all schools. Overall 82% were predicated to get a grade 5 (equivalent to the old 'c' grade).

**8.3 In Year 11:** Gender, More Able (particularly boys) and Pupil Premium groups were being closely monitored. A small group was pulling down overall attendance and distorting the picture. A lot of targeted support had been put in place. It was too early to make predictions for Year 10.

**8.4 Governors asked: How many are persistent non-attenders?**

**A:** It is a small group. But students must be in school every day for both sessions. The newly appointed Medical Officer will be working with the Attendance Officer.

**Governors asked: What is causing the non-attendance?**

**A:** It is often very difficult issues that are beyond the school's influence.

**Governors asked: Does time off once exams finish count as non-attendance?**

**A:** Yes. The school's attendance overall needs to improve; it has fallen to 94%. This has been largely due to illness; we have had a lot of genuine staff illness too.

It was noted that the More Able group was c.6/7% larger than in most schools nationally.

**8.5 Teaching, Learning and Assessment:** Eighty percent of staff had met the Oldfield Standard. Quality was a constant focus for all staff. The criteria for 'Exceeding' were extremely demanding but some staff had reached that level.

**8.6 Inclusion:** Mike Eaton had been appointed to oversee the BASE (Behaviour for Learning and Social Engagement) area; he and Ruth Henry (Pastoral Support) were supporting each other's work. There would be a renewed impetus to the work.

**Governors asked: Should we be surprised that 47% of the students receiving BASE support are part of the Pupil Premium group; is that high or low?**

**A:** The picture varies – pupils in that group often, though not always, have challenges in their lives which affect their behaviour.

**Governors asked: Are we seeing more BASE referrals?**

**A:** I would need to check the figures.

**Governors asked: Are we confident that the Behaviour for Learning Policy is being applied consistently?**

**A:** Much more so than before. It is not yet 100% but we are far fewer Behaviour Report forms being sent home, which suggests greater consistency, and that the Policy is working.

**8.8 Sixth Form:** Inspection Dashboard data shows the school as having a score of 6.5+ valued added – which is excellent. Year 13 AP2 (assessment point) suggests this group's results will be in the top 25%.

**Governors asked: What grades are expected at A level?**

**A:** Most students are predicted to achieve B grades.

From 152 applications, it was likely that 85 students would meet the entrance standards for enrol for the Sixth Form. Last year there had been 75 applications. The 21 of the applications were external. The strategies to grow this area were proving effective; it appeared that the school had reached a positive tipping point.

**8.9 Staff contracts:** It was noted that the year the contracts started was incorrect.

**Governors asked: Are actions in hand to fill vacancies?**

**A:** Yes; we have just appointed a Head of PE.

**8.10 Governors asked: Are sports subjects doing well?**

**A:** Yes - football and netball are particularly successful. We are developing more after school activities.

**8.11 Bullying Log:**

**Governors asked: Over half of the incidents relate to Year 7 – is there an issue?**

**A:** Not really – some of it is about relationships settling down and what is being reported.

**Governors asked: Do the types of incident trigger particular responses from the school?**

**Action: KO** to discuss with Sarah Mills, Assistant Headteacher.

**8.12 Complaints:** There had been 49 informal complaints; all had been resolved. There were no formal complaints. It was noted that at least 12 of the informal complaints concerned overcrowding on public buses – this issue was a matter for the bus company.

**8.13 Praise:** There had been 43 items of praise.

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

**Action: SMK**

**9 Governing Board Response to Student Council**

A summary of the meeting with students on 7<sup>th</sup> December 2017 had been circulated. The meeting had been very positive; students had clearly thought deeply about the issues they wished to raise.

It was agreed that SMK and KO would meet to clarify the response to specific items raised by the students. It was agreed that the local authority's response to the school's application to 'stop up' the bridle path would be shared. **Action: KO/SMK.**

**10 MAT (Multi Academy Trust)**

**10.1** SWe had previously advised that the board of a local primary school, which was likely to pursue academy status, had asked Oldfield Board to consider forming a MAT with it. The primary school board was considering all potential partners, it was concerned about the decline of local authority service provision. MO (Oldfield governor) was the Chair of the primary school governing body which had made the approach.

**10.2** Oldfield was currently a SAT (Single Academy Trust). Conversion to MAT status had not been considered by Oldfield for a significant period; it had explored the matter with other schools in the past but had ultimately concluded that it was not a priority. This meeting's discussion was purely exploratory; no commitment had been made by either party.

**10.3** In the past Government policy had been for all schools to eventually convert to academy status; that was no longer the case. Currently there appeared to be no academic or financial benefit.

**10.4** SWe had, as had been agreed, informed staff of the approach at the staff meeting held earlier on 8<sup>th</sup> February 2018.

**Governors asked: What is the benefit of being a SAT?**

**A:** The governing board decided to convert so that Oldfield School was not later forced to join a MAT. That option is no longer available; now, all schools converting now must join or form a MAT.

**Governors asked: What is the benefit of forming a MAT with a primary school?**

**A:** There is no imperative. It is one of our feeder schools - we are keen for it to remain secure.

**Governors asked: Could we be proactive and ask the school how we could work with it without forming a MAT?**

**A:** We are closely engaged with the school. From Oldfield's perspective, this item would not be on the agenda if the approach had not been made.

10.5 The Governing Board agreed that it did not wish to pursue MAT status at this point but would continue to monitor developments. **Action: SWe** to inform MoD.

## 11 Policies

The policies under consideration had been filed on GovernorHub.

### 11.1 Conflicts of Interest

It was agreed that the policy would be re-adopted. It would be scheduled for review in February 2020.

It was agreed that it would be useful for governors to know which companies the school had contacts with so that they could identify all potential conflicts. **Action: SMK** to ask the Finance & Facilities Manager to advise.

### 11.2 Governor/Staff Relations

It was agreed that the policy would be re-adopted. It would be scheduled for review in July 2020.

### 11.3 Charging & Remissions

The policy had been reviewed by the F&GP Committee ahead of schedule. Changes had been made to make the policy more comprehensive. The policy was adopted. It would be reviewed in July 2019.

### 11.4 Approval of Committee Terms of Reference (TORs)

The documents had been circulated in advance of the meeting via Governorhub.

The Curriculum Committee minutes had been revised to align with the Scheme of Delegation. It was anticipated that minor changes would need to be made to the Personnel and Student Welfare Committee's TORs.

The TORs for the Finance & General Purposes (F&GP) Committee were the most detailed; they would be reviewed at the committee's next meeting. **Action: Clerk.**

## 12 Committee Reports

The minutes had been circulated via GovernorHub. Items of note were highlighted.

### 12.1 Pupil & Staff Welfare

The committee had met on 30<sup>th</sup> November 2017 and 18<sup>th</sup> January 2018.

The Committee had:

- i. Reviewed 3 policies - Disciplinary (Staff); Bullying & Harassment (Staff) and Whistle-blowing.
- ii. Discussed data resulting from Staff Exit interview.
- iii. The Committee had also considered support for non-binary students and staff in the context of school uniform. It had been agreed references to gender would be removed. The school would no longer label uniforms as 'trouser' or 'skirt' (or any other alternative). The school would have a school uniform with a variety of choices, which would allow complete flexibility. For example, in PE students could wear a skirt or shorts depending on personal preference. It was noted that the school allowed pupils to choose one of the uniforms based on their gender identity; and alter that choice if they wished. Staff were allowed the same freedom.

### 12.2 Curriculum

The committee had met on 18<sup>th</sup> January 2018.

The committee had received a very informative presentation about maths at the school from Matthew Brookes (MB), Leader of Learning (Mathematics, Computing and Business).

### 12.3 Finance & General Purposes

The committee had met on 25<sup>th</sup> January 2018.

It was noted that KW had planned to attend the meeting via Skype but the technology had not worked. **Action: SMK** to ask Network Manager to investigate.

- i. An action plan to implement the requirements of the General Data Protection Regulation (GDPR) was being prepared by the Deputy Headteacher.
- ii. Expansion: there was increasing pressure on schools to increase their intake due to a shortage of places in the Bath area. The current pupil admission number (PAN) for Oldfield School was 180. The 6<sup>th</sup> Form looked likely to grow. The school's total capacity was 1216.

It was agreed that the outcome of the 2017 CIF (Capital Improvement Fund) Bid and a potential expansion bid for 2018 would be discussed at the next Board meeting. **Action: SMK/SWe.**

**13 Link Governor Reports & Feedback from Governor Training Events**

- 13.1 It was agreed that governors' visits would usually be linked to the school improvement plan priorities and Chris Healy's, External Adviser, visits. SMK reminded the Board that visits were always welcome.
- 13.2 VJ had completed Permanent Exclusion training.
- 13.3 TD: Child Safeguarding and family court interaction at the school.

**14 Schedule of Governor Visits**

- 14.1 Governor roles would be aligned to School Improvement Plan priorities. Chris Healy was scheduled to undertake 3 more school visits during the current academic year. A review of MABLE (More Able) provision had taken place on 7<sup>th</sup> February 2018.
- 14.2 Future visits would largely focus on business addressed by the Curriculum Committee. NR had produced a plan for visits which was aligned to Chris Healy's visits. All governors would be welcome to attend (subject to numbers). Governors would be asked to complete the form produced by TD so that reporting was systematic. **Action: NR/TD** to finalise system and update governors.
- 14.3 Chris Healy would be asked to attend and report at the Term 6 Board meeting. **Action: SMK/SWe**

**15 Competency Framework & Skills Audit**

- 15.1 A small number of Skills Audit forms had been completed. It was agreed that this item would be considered at the next FGB meeting. **Action: All** governors to complete the Skills Audit and send to Clerk.

**Items noted for the next agenda**

- Outcome of 2017 CIF Bid
- Expansion Bid
- Skills Audit and Self Evaluation Analysis

The meeting finished at 7.00 pm.

**Dates of the next Governing Board Meetings:**

Thurs.	22.02.18	5.30pm	Personnel & Student Welfare Committee
Thurs	22.03.18	4.00pm	F&GP
Thurs	15.03.18	5.30 pm	Full Governing Body
Thurs	26.04.18	5.30pm	Curriculum

## 6. Matters Arising from previous meetings

### Item 3.

It was agreed that SEN, Pupil Premium and Safeguarding Link roles would be retained. The committee's work was already aligned to the pillars and priorities in the School Development Plan, therefore each committee should decide which link roles were needed and appoint as necessary. It was noted that linking governors to school priorities was likely to increase Board visibility. **Action: Committee Chairs.** [Please see item 14.]

### Item 3

It was agreed that a new Visit Report Form which identified a structured approach, including prompting governors to ask key questions and record evidence of progress with priorities, would be drawn up; visits might start by meeting the SLT lead for the relevant priority.

**Action: TD.**

### Item 3.

It was agreed that the committee structure would be reviewed; it was noted that combining the personnel and finance briefs was likely to be onerous for a single committee. **Action carried forward: SWe** [It was agreed that this would be discussed by SWe and the Chairs of the Committees.]

### Item 3.

External scrutiny: It was agreed that reports from the External Adviser would be shared; the Board and Headteacher would identify the focus of future visits, aligned to identified priorities. **Action: SMK/SWe.** [The most recent report had been added to GovernorHub. It was agreed that External Adviser Visits would be a standing item on FGB agenda.]

### Item 3.

It was noted that previous visits had considered 6<sup>th</sup> Form provision and evaluation of teaching and learning. It was agreed that the External Adviser should be asked to attend an FGB each year. **Action: NR**

### Item 4. Agree Governing Board Response to Student Council

The response would be agreed at the next FGB meeting. [Summary of feedback at Appendix A.] **Action Clerk.** [Agenda – KO would meet with students on 9<sup>th</sup> February 2018.] KW joined the meeting at this point – 5.50 pm

### Item 10. Approve Oldfield Trust Scheme of Delegation (SoD)

...It was noted that a small number of changes to committees' terms of reference would be needed to ensure that the level at which decisions were made was consistent and transparent.

The Governing Board agreed the SoD would be adopted. **Action: Clerk/Company Secretary.** [Agenda]

### Item 10.2 Review level at which formal tendering triggered (currently £25,000)

The Governing Board agreed there was no objection in principle but information about another school's practise, statutory and best value requirements should be obtained before a decision could be made.

**Action: SMK** [It was confirmed that formal tendering would triggered for contracts valued at £75,000 and above.]

### Item 11. Capitalisation limits

The school's new accountants had recommended that the limit be raised. A level of £2,500 was proposed by SMK. The Governing Board agreed that the recommendation be adopted. **Action: SMK**

### Item 12. Website: Publication of Minutes

It was noted that the publication of minutes on the website was not a statutory requirement. Websites at other local schools had been viewed; minutes were not published. After due consideration, the Governing Board re confirmed its decision to publish its minutes on the school website.

**Action: Clerk** to ensure confidential items removed.

**Item 15. Staff Governor Vacancy**

It was agreed that the vacancy be advertised to all staff. **Action: SMK.** [The governing body was informed that Verity Lewis had stood for the role and had been elected unopposed.]

**Item 16. Parent Governor Elections**

**Action: Clerk** to forward templates and guidance to SWe/SMK and act as returning officer. [Timing to be agreed.]

From 5<sup>th</sup> October 2017

**Item 9.5** Departmental Raising Achievement Plans (RAPs) would be added to GovernorHub. **Action ongoing: SMK.** [Humanities RAP has been added.]

**Item 15. Safeguarding (Standing Item)**

Progress with the Highway 'Stopping Up' process would be reported. **Action ongoing: SMK** [The local authority had not granted permission to change the status of the route. The letter confirmed the authority's decision had been circulated via GovernorHub.]

**Outstanding Actions from previous meetings:**

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

**Item 6.1** Pre-meeting preparation forms Governors would forward forms at least 48 hours before the meeting.... **Action ongoing: All/Clerk**

**Item 8 Appointment of Auditors**

Can either of the new companies offer work experience? **Action ongoing: SMK**

**Item 13 Personnel & Student Welfare Report.** Anti-bullying strategy. KO would meet with Sarah Mills.

**Action: KO Sarah Mills would meet in March 2018.]**

**Item 17 Strategy (GB/SLT) Meeting Dates**

...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. **Further action: SWe and KW** to liaise.

**Item 19 Governors' Competency Framework**...the document would be considered again once the External Review of Governance had been completed. **Action carried forward: SWe.** [Logged for FGB, March 2018.]

**Item 23 Website Profiles**

**Action: All governors without a website profile** to forward to the clerk. [Received from SWe; TD; MO; DG; BR; NR; KW; TDv, RH, VJ.]

From 25<sup>th</sup> May 2017

**Item 9. Strategy Meeting Update**

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 ongoing: SMK.** [Logged for Feb 2018]

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

c. JS would arrange a similar visit. **JS: Action carried forward.** [JS has had a tour with Tahir including year 11 assembly, sports day and prevent training.]