

**The Minutes of the Full Governing Board (FGB) Meeting  
Held on Thursday, 7<sup>TH</sup> February 2019 at 5.30 pm in the Learning Resource Centre**

**1. Present:**

Tahir Darr (**TD**) (Vice Chair of the Governing Board);  
Tom Davies (**TPD**);  
Ruth Henry (**RH**);  
Vicki Jackson (**VJ**);  
Verity Lewis (**VL**); (Attendance restricted to teaching period 5 due to teaching commitments.)  
Steven Mackay (**SMK**) (Headteacher);  
Michelle O'Doherty (**MO**);  
Kelly Ogden (**KO**);  
Nick Regan (**NR**) (Joined the meeting at 6.25 pm);  
Ashley Russell (**AR**);  
Joanna Symons (**JS**);  
Kevin Ward (**KW**);  
Stuart Weatherall (**SWe**) (Chair of the Governing Board).

**1.2 Apologies** were received and accepted from: Duncan Giles (**DG**);

**1.3 The meeting was quorate.**

**1.4 In attendance:**

Marya Marriott (**Clerk**);  
Jonathan Reeves (**JR**) (Deputy Headteacher) (Joined the meeting late due to Parents' Evening.)

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

SMK reported that he was a Member of his former school.

**Action: SMK/Clerk** - update register of interests form.

**1.6 SWe welcomed** everyone to the meeting of the calendar year, particularly Ashley Russell who had recently joined the Governing Board.

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

There were no additions to the published agenda.

**3. The Minutes of the last Full Governing Board Meeting, 13<sup>th</sup> December 2018.**

The minutes were approved; they were signed by the Chair and passed to Headteacher.

**4. Matters Arising from the last Full Governing Board Meeting.** Please see page 6.

**5. Headteacher's Report**

The Headteacher's detailed report had been circulated in advance of the meeting. SMK invited questions.

**Governors asked:** The data seems to indicate that students with lower prior attainment are doing better than their peers – why is that?

**A:** Historically, it's been a small group.

**Governors asked: Should students' progress between assessment points be linear or might there be spikes?**

A: It should be linear.

**Governors asked: What is meant by the term 'flight path'?**

A: Flight paths are a way of communicating student progress. It relates to the prior attainment trajectory, based on Key Stage 2 SATS. If a student's progress is above the line they are doing better than the flight path indicated, if below they are not doing as well as expected. National data is used and it is a statistical calculation. There is some variation in how schools make the calculation. Professional judgement is an important factor.

**Governors asked: Are students aware of their flight paths?**

A: Yes, to some extent.

**Governors asked: Are students who are supported by PP (Pupil Premium) doing better than non-PP?**

A: Yes – it can be a feature of internal Key Stage 3 data. Flight path calculations are not yet at a level where we are certain they are robust. Year 10 teachers, at the end of 2 terms use, now have more confidence in the data. It appears to be the same for PP students in Year 10 but we are not yet confident that is the case. It has been useful to have information about grade boundaries. The PP gap in data for Year 10 is likely to widen as the impact of issues such as non-attendance show up. Last year's Year 10 gap was initially narrow but it had widened by the time students entered Year 11.

**Governors asked: PP – are we starting to see the gap in Year 9?**

A: Yes.

**Governors asked: Is it reported on?**

A: Yes – Sarah Mills reports to the Curriculum Committee on PP.

**Governors asked: Are there lots of interventions?**

A: Yes, normally.

**Governors asked: Last year's Progress 8 narrowed to almost zero?**

A: Yes. The cohort largely had high prior attainment. The data suggests it will happen again (grades 7-9). There are some issues related to low predications.

**Governors asked: Last year's group were high attainers?**

A: They were slightly more able than this year but not by much.

**Action: Deputy Headteacher** to provide presentation on Flight Paths to next Curriculum Committee meeting (25.04.2019).

It was agreed that a column which identified the change to progress between assessment points would be added to the tables in the Headteacher's Report. **Action: SMK**

**Governors asked: Has there been any change that means students are more likely to be excluded?**

A: We have emphasized the need for consistent adherence to the Behaviour and Learning Policy. The main issues related to students who joined the school late and are used to different standards. The number of exclusions is high for a small group.

**Governors asked: Is the number of exclusions higher than last year?**

A: Yes, quite a bit higher. It is important to note that exclusions don't act as a deterrent; some students have had large numbers of exclusions but still misbehave. A '3 strikes and you're out' approach would improve the data but is not a route we want to follow.

**Governors asked: How does the number of student with 2 or more exclusions compare with last year?**

A: It is higher.

**Governors asked: Do the majority of that group have SEN?**

A: Yes.

**Governors asked: What proportion have EHCPs (Educational Health Care Plans) in place?**

A: c27%. We have a higher proportion of students with SEN and supported by PP.

**Governors asked: Should we interpret that we are not doing enough for students with SEN?**

A: Yes. That is why we need the SEND Base; it will largely focus on ADHD (Attention Deficit Hyperactivity Disorder). The Base will give us more capacity to support other SEN.

**Governors asked: Will that be enough?**

A: It will make a big difference. We are a comprehensive school so we will always have students with additional needs; it has been a growing theme at the school.

**Governors asked: When a student is excluded are they at home?**

A: Yes.

**Governors asked: Are they given work to do?**

A: Yes. But it would be better if we had alternative provision for them.

Four 5-year funding forecasts, ranging from best-case to worst-case scenario, were included in the Headteacher's Report. It was noted that the worst-case was based on there being no government funding for teachers' pay rises; if that situation arose the school's current provision would be unsustainable.

SMK advised that the ESFA had sent a 'letter of comfort' advising that school growth would be funded ie for over 30 students in the Sixth Form; the ESFA would provide the full amount in the current financial year at the same level as that provided for other students. Bursary funding would also be provided. A funding uplift of £358K was anticipated.

**Governors asked: Is that effectively next year's funding being paid early?**

A: No. – it appears to be extra funding of £250k. Staffing is already in place and planned for in the existing budget.

The funding scenarios did not reflect the additional funding and would be updated. **Action: SMK.**

Forthcoming events: Details of activities were listed at page 10-11 of the report.

**Action: Governors** to tell the Clerk if they had attended any of the events.

## 6. Capital Projects

Architects had been commissioned to conduct feasibility studies:

- a. Site of Caretaker's bungalow developed as a SEND (Special Educational Needs and Disability) base.
- b. Refurbishment of the Sixth Form block to increase the quiet study and social space.

The local authority had confirmed that it would contribute c£200k for the SEND building.

The local authority had confirmed that it would contribute c£250K to the new science laboratories if the school's CIF (Condition Improvement Fund) Bid was successful and the school was able to expand. It was noted that the local authority's contribution would alleviate cashflow pressures.

A consultation on the PAN (Pupil Admission Number), to increase Year 7 intake to 224 per annum, was underway. The consultation would be completed by 14<sup>th</sup> March 2019 so that the outcome could be provided to the Regional School's Commissioner in support of the CIF bid. The consultation had to be carried out independently of the school's Admissions Policy, which the board would re-visit in line with its review cycle.

**7. Governor/Trustee Appointments**

**7.1 Parent Governor Appointments**

The Parent Governor vacancies had been advertised on the school website; some expressions of interest had been made. The closing date was 26<sup>th</sup> February 2019.

**7.2 Appointment of Chair to the PSW Committee**

SWe was acting Chair on a temporary basis. KO advised that she would be willing to become Chair of the Committee from September 2019.

**7.3 Link Governor Responsibilities**

It was noted that some governors had 4 or more Link Governor roles, in addition to other Board responsibilities. The link role for art, technology and music was shared; it was agreed that NR would step back from that role.

**Action: Clerk** to update GovernorHub.

The SIP's (Chris Healey) next visit was scheduled for 5<sup>th</sup> March 2019; it was noted that the focus of SIP visits did not necessarily align with Link Governor roles.

It was agreed that VL would become Link Governor for Marking and Feedback. **Action: Clerk** to update GovernorHub.

It was agreed that AR would agree a date for his initial Learning Walk with SMK. **Action: AR**

**7.4 Appointment of Chief Financial Officer (CFO)**

Ishbel Tovey, the school's Facilities, Finance and HR Manager, had been appointed CFO (Chief Financial Officer).

**8. Governance Audit**

The report had been received on 6<sup>th</sup> February 2019. It was agreed that it would be an item on the next agenda.

**Action: SWe/SMK**

**9. Review Articles of Association**

The Clerk reported that it was a requirement for the Articles to be 'regularly' reviewed, the existing Articles (amendment) had been adopted on 9<sup>th</sup> December 2015. A new model been available since 2016. The existing version, based on a government model, was out of date, and contained some contradictions. The new model was more succinct, reflecting the fact that academy governance had evolved.

The Clerk advised that there was no explicit requirement to change to the new model but the Academies Financial Handbook 2018 emphasised the need for separation of Members and Trustees' roles.

The school had paid large sums to solicitors for the existing version and for subsequent changes. The NGA (National Governance Association) had advised that the changes could be made by completing the template and following a 2-stage procedure to agree the new model formally with minimal cost. Once agreed by the Trustees and the Members the new model would need to be confirmed by the ESFA.

AR offered to review the existing Articles against the new Model. **Action: AR/Clerk**

**10. Curriculum Committee Report**

The committee had met on 16<sup>th</sup> January 2019; the draft minutes were available on GovernorHub.

At the meeting, NR had been re-elected to the Chair. The Committee had received an energetic and interesting presentation from Russell Driver (RD) the Leader for Learning: PE & Dance, who work was having a very positive impact.

RD and his team were working to increase the numbers of students' taking A' levels in PE and dance. The 2018 GCSE results for PE had improved very significantly on 2017, they were predicted to improve further in 2019.

The numbers for extracurricular PE with very good and the school was having great success in competition. It was noted that the PE and Dance Faculty could not use the gym during exams, which was a concern.

The School Improvement Partner (SIP) had visited on 12th October 2018, PP (Pupil Premium) and student attendance had been key areas of investigation during the visit. The SIP's report confirmed Headteacher reports relating to barriers to learning and the impact of non-attendance.

MO, Link Governor for PP, had joined the morning session. The focus for MO's visit was: *To monitor and better understand how PP is spent and the impact it is having on the outcomes of students in the PP group.* MO and Sarah Mills (Assistant Headteacher, Pastoral Lead) had discussed the issues in detail; it was clear that the biggest barrier to learning was non-attendance. MO and Sarah Mills would meet for a mid-year review. (MO's Link Governor report had been circulated via GovernorHub.)

SMK advised that an independent review of PP was being arranged. The school had 206 children supported by the grant on roll; lots of interventions had been put in place. It was envisaged that an external review would provide validation and new ideas. Ofsted would ask questions about how effectively the grant had been used, however, the driver for commissioning the review was the best interests of the children.

It was confirmed that 71 children supported by PP had SEN. It was noted that universities were reporting that the proportion of students with SEN and mental health issues had grown significantly.

**Governors asked: The Friends of Oldfield School funded a sports qualification for Year 9?**

A: Yes. It cost several hundred pounds. The students' work with primary schools had been excellent – we are likely to self-fund the qualification in future.

**11. Finance & General Purposes**

The Committee had met on 24<sup>th</sup> January 2019.

KW advised that four budget scenarios (included in the Headteacher's Report) and the school's CIF Bids had been considered. The news about local authority funding meant that those scenarios were now out-of-date.

**Governors asked: Is the £250k from the LA (local authority) to refurbish the old science laboratories?**

A: It's the LA's contribution to a new block. If the bid is successful, the rest of the funding will be provided by the ESFA (Education and Skills Funding Agency). The school will bear the liability for issues such as cost overrun.

The minibus lease would end on 19<sup>th</sup> September 2019; the school planned to lease vehicles that could be driven without a special license.

**Governors asked: Is that Section 19?**

A: A D1 is needed – the training and licence cost c£1k. The cost and logistical issues limit the amount of people we can train and stops us using the minibuses we currently lease as much as we'd like.

**Governors asked: Is there likely to be any liability on the existing lease?**

A: No.

**12. Any other URGENT Business**

There was no further business for the formal agenda. The meeting closed at 7.00 pm

**13. Items for next agenda:**

- Governance Audit.

**Term 4 Meeting Dates:**

PSW: **WEDNESDAY**, 27<sup>th</sup> February 2019 at 5.30pm

F&GP: Thursday, 7<sup>th</sup> March 2019 at **4.00 pm**

FGB: **TUESDAY**, 26<sup>TH</sup> March 2019 at 5.30 pm

#### 4. Matters Arising/Record of Decisions

From 13<sup>th</sup> December 2018

##### Item 1.5. Declaration of Business Interests and Conflicts of Interests.

SMK reported that he was a Member of his former school.

Action carried forward: SMK/Clerk - update register of interests form.

##### Item 3. Student Council

The Governing Board agreed the core themes to be followed up would be:

- Catering
- Revision
- Understanding of MABLE

Action carried forward: SMK/KO (KO to feedback to students.)

##### Item 7.2 Parent Governor Elections

Action: SMK The vacancies had been advertised. [Please see item 7.1.]

##### Item 9. Governor/Staff Relations Policy

It was agreed the focus of this non-statutory policy was covered in the Governors' Code of Conduct and the school's Whistle-blowing Policy. It was agreed that this policy could be removed. Action: SMK

##### Item 12. Governor Panels: Exclusion Appeal Training

The Chair advised that a larger pool of governors trained to take part in exclusion panels was needed. Training which provided a case-study approach, rather than simply reading through the school policy, was being sought.

Action ongoing: Clerk to circulate suggested dates for an evening training session.

[It was further agreed that the Clerk would ask the contractor to provide the training immediately after the next FGB, it that was not possible the most popular date would be booked.]

From 20<sup>th</sup> September 2018

Item 12. 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

##### Item 13. Governor rota for attendance at school events; 'Pupil Pursuit'

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

Action: SMK.

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

Action ongoing: Governors to advise Ishbel Tovey and SMK if they would like to undertake a Learning Walk. [NR, TD and KW had recently completed learning walks.]

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

##### Item 13. Parent Governor Recruitment

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

##### 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. [This item had been added to the Facilities, Finance & Human Resources Manager's remit; the Manager was newly appointed. Compliance with GDPR was unlikely to be problematic but it was noted that some school had received SARS (subject access requests) which were time-consuming and onerous. ]