

**The Minutes of the Full Governing Board (FGB) Meeting
Held on Thursday, 26th March 2019 at 5.30 pm in the Learning Resource Centre**

1. Present:

Tahir Darr (**TD**) (Vice Chair of the Governing Board);
Tom Davies (**TPD**);
Duncan Giles (**DG**);
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**);
Ashley Russell (**AR**);
Joanna Symons (**JS**);
Stuart Weatherall (**SWe**) (Chair of the Governing Board).

1.2 Apologies had been received and were accepted from:

Nick Regan (**NR**);
Kevin Ward (**KW**).

1.3 The meeting was quorate.

1.4 In attendance:

Marya Marriott (**Clerk**);
Jonathan Reeves (**JR**) (Deputy Headteacher).

1.5 Declaration of Business Interests and Conflicts of Interests.

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

1.6 SWe welcomed everyone to the meeting.

The meeting was advised that two new trustees had joined the Board. (Please see item 12.)

2. Notification of Any Other Urgent Business

Two brief items were added to the published agenda, which would be dealt with at the end of the meeting.

3. The Minutes of the last Full Governing Board Meeting, 7th February 2019.

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

4. Matters Arising from the last Full Governing Board Meeting. Please see page 9.

5. Headteacher's Report

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

5.1 The consultation on the **new Ofsted Framework** would close on 5th April 2019; the new framework was due to be implemented from September 2019. Members of SLT (Senior Leadership Team) had attended briefings and

the implications for the school were being explored. The school's SEF (Self-Evaluation Form) would be re-shaped to reflect the new framework.

5.2 SEF: Against current Ofsted criteria, the SLT was judging the school to be 'good' in all areas. It was noted that was a slight widening of the gender gap but there was limited confidence in the judgement because very small groups were involved. There were no red flags. A new data set would be available for the next Curriculum Committee meeting.

5.3 Behaviour: A group of c15 students was being frequently excluded but the sanction was not having the desired impact. Exclusions were at a higher level than at the same point in the previous year. SMK advised that there were some arguments for permanently excluding those involved – but that would not help those students.

Governors asked: Do they cause significant disruption to other students?

A: Some do – it's a small group but it has a disproportionate impact – on students and on staff.

Governors asked: Are boys or girls involved?

A: Both.

Governors asked: Is the problem linked to students who joined the school late?

A: Some of it – perhaps 50% have arrived from other schools and brought lower standards of behaviour with them.

Governors asked: What's the other half of the group like?

A: It varies – sometimes it is a one-off exclusion where a student has crossed a line and been given a detention.

Governors asked: Apart from 15/20 challenging cases, is behaviour generally good?

A: In my position it is hard to be objective but when I visit classrooms I generally see students who are engaged with their learning. The best barometer for me is the SIP (School Improvement Partner), his view is that the school had improved over time.

It was noted that a group of students who were often absent and often misbehaved had been interviewed; some members of the group said they were disruptive because they didn't feel valued. Although some staff had felt that behaviour needed improvement, Pastoral team members felt that it was much better.

Governors asked: Is Wellsway opening alternative provision?

A: Yes. It will help. Headteachers in Bath are trying to work together. Issues are partly linked to austerity and partly due to poor provision in the area.

Governors asked: What is Rock Steady?

A: It's an organisation we send some students to visit to give them a different type of educational experience to encourage them to modify their behaviour. We also use Jamie's Farm.

Governors asked: What is categorised as 'authorised absence'?

A: Absence where parents say their child is unwell.

Governors asked: Do we follow up?

A: Yes – where there are patterns ie a child is off every 2 weeks.

Governors asked: Do we use PP (Pupil Premium) funding for trips, for example the Sixth Form visit to New York?

A: Yes. It is difficult for some, including the New York visit, because they are so expensive. However, Sixth Formers do receive a bursary so they could put that towards trips as well. There are other grants as well.

Governors asked: Do we monitor PP students' participation in trips?

A: We do further down the school, and parents can request support.

Governors asked: Do you get many requests for support?

A: We do get some.

5.4 Budget: The school was in a reasonably healthy position. Almost £1 million had been allocated for capital spending. Additional funding had been received for the Sixth Form as result of higher student numbers. Funding scenarios had been included in the report; the additional funding had been included. SMK planned to request a further increase for the next academic year's Sixth Form. It was noted that, on current information, in 5 years there was likely to be a funding deficit.

Governors asked: Why is a deficit likely?

A: It relates to unfunded pay increases and pension contributions. However, there is some positive news – this year's pay award was part funded and it seems likely that c£50k will be provided from 2020. We hope that in a year's time the picture will be clearer because the Spending Review will have happened.

6. School Improvement Partner's Report

The most recent SIP visit had taken place on 5th March 2019. The focus had been behaviour for learning and attendance; the report had been circulated in advance of the meeting.

The Headteacher's Interim Review had been conducted, as part of the visit, by the Performance Management Governors; the SIP had provided professional support. VJ had taken part in the visit; the visit had provided valuable insight, VJ had witnessed good student engagement.

Governors asked: What is the C1-C3 system?

A: It refers to different types of behaviour sanctions, for example detention. There have been changes to the system.

Governors asked: Has the reference to the need for some staff to have training on how to speak to students been looked into?

A: Yes. The quote is slightly out of context but coaching will be provided.

Governors asked: You've advised that there are some continuing issues in relation to MFL (modern foreign languages), have we had applications for the vacancies?

A: We've had applications from some strong candidates. We also have strong teachers below those posts now.

Governors asked: Are we being realistic aiming for 96% attendance?

A: No – but we must. I need to check the benchmarking data in terms of deprivation measures.

Governors asked: The report says work is shared by 3 members of staff, are there people who 'own' attendance for an area?

A: We are considering Chris' comment with regards to how tutors are involved.

Governors asked: Who flags up attendance issues?

A: One of the attendance team deals with the administration, another delivers interventions for those persistently falling below targets.

Governors asked: Are they reliant on being given information?

A: The Heads of Year are responsible, they meet with the Pastoral team weekly or fortnightly. We are always asking if more could be done and checking that systems are applied consistently. We would benefit from a 'smarter' approach.

Governors asked: Do Heads of Year have ownership, ie if someone is off every third week of the month could they act?

A: Yes – Chris' report is not saying that is not happening.

The Board was pleased to note that the SIP had observed 'amazing' improvement at the school and that behaviour had been impeccable during breaktime.

Governors asked: What will you do with the report?

A: It will be discussed at SLT (senior leadership team).

Governors asked: What's Pittville?

A: A school in Cheltenham; the SIP worked with the school while he was the Headteacher of Balcarras.

7. Staffing Structure

The proposed leadership structure for 2019-2020 (teaching staff) had been circulated in advance of the meeting.

Changes to the structure were highlighted. Usually, the changes would have been reviewed by PSW (Personnel and Student Welfare) Committee but the meeting planned for 27th February 2019 was cancelled due to a clash of dates. TLRs (Teaching and Learning Responsibilities) provided additional allowances for staff with leadership roles. It was noted senior leadership team responsibilities existed for staff on the leadership scale.

Governors asked: How many variances are there?

A: The highest is 1d but that is not used by many schools.

Governors asked: Do we follow national guidelines?

A: Yes. The Board has the freedom to decide but we have chosen to follow the national system pay scales.

New TLRs were proposed for the following posts, which would be advertised internally.

- Head of Year 12;
- Head of Business Studies/Economics
- Assistant SENCO (Special Educational Needs Co-ordinator).

The TLRs were proposed because roles and responsibilities had expanded. It was noted that there was likely to be further growth to SEND in the next academic year; a need for additional TA (teaching assistants) was anticipated. It was noted that the role of SENCO had to be carried out by a teacher, training was only provided for appointed SENCOs.

The costs of the TLRs had been added to the budgets. The Governing Board approved the TLRs. The posts would be advertised before Easter 2019. **Action: SMK**

8. Finance & General Purposes (F&GP) Committee

The Committee had meet on 7th March 2019. The focus of the meeting had been the budget, capital projects and the fire alarm.

A new alarm system had been installed during summer 2018 but it wasn't commissioned, which had implications for the school's insurance. It had been discovered that the system did not provide full coverage. As a result, 24-hour site supervision had been put in place. The issues related to compliance rather than safety; professional opinions about what constituted compliance varied.

An independent assessment of the system had been conducted. The company which installed the system had been asked to return and complete the work. It was not possible for all of the work to be done due to matters relating to asbestos; that issue was logged as a variance, which was allowable.

The design certificates had been obtained and the commissioning certificate would be provided after the sounders have been checked during the holiday. All certification would be sent to the school's insurance providers so that cover could be reinstated. The Facilities, Finance & Human Resources Manager, would investigate to establish how the situation had arisen.

The school would seek redress; the school's solicitors had advised that the matter should be pursued swiftly.

There were some historical issues relating to cabling and installation. Advice about remedies and costs was being obtained.

Governors asked: There was no liability for the period the school was not insured?

A: No.

9. Capital Projects

9.1 Science Laboratories (CIF Bid)

SMK advised that the key capital project was transforming the old gymnasium into science laboratories, which would enable the school to expand.

Governors asked: If the CIF Bid is approved, what is the likely timescale?

A: The work would begin in summer 2019 and be completed in summer 2020. Potentially, that will be happening at the same time as the SEND Base is being built and new windows are installed. The logistics will be planned once the outcomes of the bids are known. If the bids are successful we would try to have the SEND Base built first.

9.2 Sixth Form Accommodation

The expenditure for development of the Penn Building had been approved by the F&GP Committee. The cost was expected to be c£70k for the entire project, funded by the school. The changes would double the available study and social space.

The school was awaiting planning consent, the building had Grade 2 listed status. The architects' design allowed for the original layout to be reinstated.

9.3 SEND Base

The scheme would provide a dedicated base for the teaching and learning of students with ASD (Autism Spectrum Disorders). Completion before January 2020 was anticipated.

The architects' design had been costed at £800k, which was too expensive. New designs had been requested; they would be considered by the F&GP Committee. The LA (local authority) had confirmed that it would contribute to the project if it went ahead.

The LA had recently had its SEND provision inspected. As part of the process, Oldfield's views about the provision had been requested; the school had been supportive. The inspectors had asked SMK if Oldfield could become a SEND school, SMK had responded positively. SMK was scheduled to meet with LA representatives to discuss the possibilities before Easter 2019.

9.4 Windows

A CIF Bid for replacement windows had been submitted.

Action: SMK – building plans to be filed on GovernorHub

10. School Admissions: September 2019

The RSC (Regional Schools' Commissioner) had approved the school's application for significant change. Approximately 200 places would be offered for 2019-2020.

Governors asked: Are the applications predominantly from Bath?

A: Around 70-80%, it was c60% this year – which is a significant change. We've had 110 applications from 3 schools.

Governors asked: Are places awarded based on catchment rather than preference?

A: It's decided by catchment and the distance from school.

Governors asked: Are we hoping to increase the Year 7 intake to 224 in 2020?

A: Yes. The school's budget is healthy because places are being filled.

11. Sixth Form Applications

To date, the school had received 90 applications from students who were likely to achieve the required grades. A further 30-40 other applications had been submitted. It was anticipated that there would be c200 Sixth Form students at the school in September 2019, comprising 95 students in Year 13 and c105 in Year 12.

Governors asked: How many applications have come from outside the school?

A: About 15.

Governors asked: Do Sixth Form students interact with the rest of the school?

A: Yes.

12. Parent Governor Appointments

- 12.1** Two parents had put themselves forward for the 2 advertised places; an election process had not been required. Martin Crook (MC) and Carl Lander's (CL) terms of office began on 1st March 2019 and would run for 4 years, ending on 28th February 2023.

TD was providing in-house induction for the new Trustees. **Action on-going: TD** [TD had asked MC and CL to suggest suitable dates.]

12.2 Committee Membership:

MC was appointed to the Finance & General Purposes Committee.

CL was appointed to the Curriculum Committee.

13. Governance Audit

The final report had been circulated in advance of the meeting. The draft report had been discussed at the F&GP Committee's last meeting.

It was noted that the Board commissioned Audit West to carry out 3 visits per annum in order to provide external assurance that the school was compliant with statutory requirements and risks and controls were being effectively managed.

The auditor had judged the school to be Level 4 (green): *'The systems of internal control are good and reasonable assurance can be provided. Only minor weaknesses have been identified over the areas detailed in the Assurance Summary.'* Work to address the minor weaknesses was underway and would be monitored via the F&GP Committee.

14. Governors' Skills Audits

It was confirmed that all members of the Board should complete the forms. It was agreed that the remaining forms would be forwarded to the Clerk, the collated data would be discussed at the next FGB meeting.

Action: AI

15. Any other Business

- 15.1** The Governing Board **meeting schedule for 2019-2020** had been circulated and was noted.

Action: Clerk - update GovernorHub.

- 15.2** It had been confirmed that the next **BET Governance Event** would take place on Thursday, 16th May 2019, 6.30 pm-8.30 pm. The event would be held Combe Grove Manor Hotel, Bath. Speakers from Bath Spa's Institute of Teacher Education would discuss Ofsted and the new framework. Further details would be forwarded in due course.

The meeting closed at 6.55 pm.

Items for next agenda:

- Governors' Skills Audit
- Articles of Association

Term 5 Meeting Dates:

Thursday, 25th April 2019, 5.30pm. Curriculum Committee

Wednesday, 1st May 2019, 5.30pm. Finance & General Purposes Committee

Thursday, 23rd May 2019, 5.30pm. Full Governing Body & AGM.

The Full Governing Board meeting was followed (7-9 pm) Exclusion Panel training. The session was attended by:

Rachel Bromiley (Personal Assistant to the Headteacher/Clerk to Exclusion Panels);

Tahir Darr (TD) (Vice Chair of the Governing Board);

Tom Davies (TPD);

Duncan Giles (DG);

Vicki Jackson (VJ);

Michelle O'Doherty (MO);

Kelly Ogden (KO);

Ashley Russell (AR);

Joanna Symons (JS);

Stuart Weatherall (SWe) (Chair of the Governing Board).

[Staff Governors did not attend because they are were not able to sit on panels.]

4. Matters Arising/Record of Decisions

From 7th February 2019

Item 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.

Item 5. Headteacher's Report

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

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

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

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

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 on-going: Governors to tell the Clerk if they had attended any of the events.

Item 7.3. Link Governor 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.

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

...AR would agree a date for his initial Learning Walk with SMK. **Action ongoing: AR**

Item 5. Governance Audit

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

Action: SWe/SMK **AGENDA**

Item 9. Review Articles of Association. AR offered to review the existing Articles against the new Model.

Action ongoing: AR/Clerk

From 13th 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 ongoing: SMK/KO (KO to feedback to students.)

From 24th May 2018

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.]