

**The Minutes of the Full Governing Board (FGB) Meeting
Held on Thursday, 13TH December 2018 at 1.00 pm in the Learning Resource Centre**

1. Present:

Tahir Darr (**TD**) (Vice Chair of the Governing Board);
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);
Kelly Ogden (**KO**);
Nick Regan (**NR**);
Joanna Symons (**JS**);
Kevin Ward (**KW**);
Stuart Weatherall (**SWe**) (Chair of the Governing Board).

1.2 Apologies were received and accepted from:

Tom Davies (**TPD**);
Michelle O'Doherty (**MO**).

1.3 The meeting was quorate.

1.4 In attendance:

Marya Marriott (**Clerk**);
Sarah Mills (**SM**) (Assistant Headteacher);
Jonathan Reeves (**JR**) (Deputy Headteacher);
Ashley Russell (**AR**) (Observer).

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.

1.1 SWe welcomed everyone to the last meeting of the calendar year, particularly Ashley Russell who was a prospective governor. AR had experience of trusteeship in a different arena and was keen to be involved with the Education of young people. SWe asked everyone to introduce themselves.

The formal FGB meeting had been preceded by its annual meeting with the Student Council; to best accommodate student and teaching commitments, the order of the agenda was adjusted. It was agreed that the students' feedback would be discussed after the Safeguarding presentation.

SWe reminded the Board that the annual meeting with staff had been added to the day's events in order to make attendance easier for staff. The meetings with the student council and staff were opportunities for the governing board to obtain direct feedback from those constituencies and triangulate the information with that provided at meetings.

1.4 Governor Resignation

Due to business demands, Barry Raynes (BR) had resigned during October 2018; GIAS (Get Information About Schools), Companies House and the school website had been updated.

SM had written to BR, on behalf of the Governing Board, expressing thanks for his important contribution to the school. BR had been a stalwart Governor/Trustee and Oldfield School Member. BR had been the Board's Safeguarding Governor and had chaired the Personnel and Student Welfare Committee.

1.7 Notification of Any Other Urgent Business

Appointment of the Safeguarding Governor was added to the published agenda; this item was dealt with at Item 7.

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

SM provided an overview of the National picture in relation to Safeguarding and highlighted changes particularly those that related to governance.

What is Safeguarding?

' the action we take to promote the welfare of children and protect them from harm – is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.'

Source: Working Together 2013.

SM advised that although Bath was one of the least deprived areas in the country there were 5 areas of significant deprivation within the local authority area. The school was noticing that there were larger numbers of children from those areas and from South Gloucestershire and Bristol, which were also affected by deprivation.

Governors asked: What is a C2 referral?

A: Child Protection concerns have been reported - it is not yet an urgent situation but may be soon. We have had some very recent cases in that category - Christmas increases the pressures on families.

SM advised that all governors were responsible for child protection at the school, not only the nominated Safeguarding Governor. Staff at Oldfield were very good at reporting and sharing information about students to ensure that the quality of safeguarding was secure. SM shared an example where a governing board had inappropriately appointed a governor to the role of DSL (Designated Safeguarding Lead), the governor was not on site to deal with issues.

Oldfield's Safeguarding Team comprised:

Designated Safeguarding Lead: Sarah Mills – AHT (Assistant Headteacher): Inclusion

Deputy Safeguarding Leads:

Justine Macalister, Ross Fenwick, Mark Hayward, Victoria Ryan (Hoys)
Ruth Henry (PSW); Megan Ely (Education Welfare Officer); James Sully (SENCo (Special Educational Needs Co-ordinator)); Jessica Lobbett (AHT).

Prevent: Graham Nash (AHT)

DSL role and responsibilities

- Maintaining child welfare and child protection records centrally, securely and, where appropriate (i.e. CP records), confidentially.
- Sharing records appropriately when children leave or move schools
- Co-ordinating action in child protection situations e.g. Monitoring and support plans in school, referring to other agencies, attending child protection conferences and other meetings.

SM advised that as the DSL she was required to always be available to the agencies involved in safeguarding for example social services and police.

Governors asked: How are you contacted?

A: I have a link to my email on my mobile phone.

SM highlighted the legislation, guidance policies and processes in place to support the duty to safeguard and promote welfare, including safer recruitment and whistle-blowing. It was noted that:

- All staff must read part one of KSCIE 2018 and Appendix A. They signed the document and completed the questionnaire.
- All governors should understand their responsibilities – outlined in Part 2 of KCSIE.
- *‘Governing bodies must ensure that they comply with their duties under legislation. They must have regard to this guidance, ensuring that policies, procedures and training in their schools or colleges are effective and comply with the law at all times.’*
- The nominated governor for safeguarding provided challenge to SM in relation to Part 2 of KCSIE.

B&NES (Bath and North East Somerset) Local Authority’s Early Help Assessments were carried out as soon as needs were identified in order to ensure they didn't escalate. (Early Help Assessments were replacing CAF (Common Assessment Framework). The school sign-posted kooth.com to students, a safe and confidential on-line support service.

Working Together to Safeguard Children 2018 was statutory guidance. It was noted that there were 3 identified safeguarding partners: police, the local authority (social care) and the clinical commissioning group (health), which schools were required to support when necessary.

Governors asked: Have there been any cases relating to Prevent? [ie Preventing people being drawn into terrorism.]

A: There have been some, but nothing serious.

Governors asked: Do you have good relationships with the LADO? (Local Authority Designated Officer (for safeguarding).)

A: It can be difficult to develop because the postholder’s frequently move on but they do respond and have been easy to work with.

SM advised that students were very comfortable approaching staff about issues. It was noted that discussions with the student council earlier in the day had reflected that ease.

The Governing Board thanked SM for her clear and helpful presentation.

Action: SM to forward slides for circulation. [Added to Safeguarding file on GovernorHub.]

[SM withdrew from the meeting at this point.]

3. Student Council

VJ, SWE, TD and DG had met with 13 members of the Student Council. The students had reported that there 58 Council members. The overwhelming majority of the feedback had been very positive.

Areas praised:

- The cafeteria and Snack Shack.
- The new timetable.
- The community atmosphere.
- Students reported that they felt safe and that bullying had improved [sic].
- Teaching at the school was really positive; students reported that they had teachers who inspired them and gave them advice about where they wanted to be in [sic] future.
- The school had embraced health issues, including mental health, and students knew where to go to for help.
- The Reward Shop.

- Challenge activities.
- The Sixth Form.
- The number and range of school clubs.
- The sports' facilities.

Suggestions

- Introduce a noticeboard to advertise school club events or anything else of interest to students
- The Head of Year to meet with every class so that students know who they are and can raise issues with them directly.
- LGBT/ equality - more active promotion of the agenda.

Areas to consider

- Students were very keen to retain the same science teachers throughout their time at Oldfield.
- Students reported that there was some inconsistency in how the Behaviour Policy, including detention, was applied; there were some differences between subjects.
- Students had queried why they were punished if they were late for tutor groups if the only activity undertaken was reading i.e. they could do that in their own time.
- There were some logistical issues in relation to the cafe i.e. long queues - some students became annoyed because they had to wait.
- Flight path: Year 10 felt "hard done by" because it wasn't made clear to them how important their SATs were - and felt restricted in future choices as a result.
- Students wanted to know what MABLE (More Able). Students reported that the crux was communication - everyone should know what MABLE is and those not identified as MABLE should not feel undervalued.
- Setting - A small group felt that it was unfair that because they had crumbled under exam pressure they were now in the bottom sets. They didn't know how to do exams and wanted to know if there was any support or help. (However, other students were positive about setting.)
- Revision: Some felt it would be beneficial to be able to stay on the school's premises to revise because at home they tended to be distracted. Some reported that they struggled to revise and would like to be given techniques and guidance on how to approach revision. [Governors noted that the learning resource centre was open until 4:30 p.m. each day. it was acknowledged that parents wouldn't necessarily know how to prepare or help their children revise.]
- There was some inconsistency to the setting of homework and the application of sanctions if the homework was not completed or not completed on time.
- Shortage of resources, including glue sticks and very out-of-date dictionaries.

General

The students thought it was a good idea to be a governor.

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

- Catering
- Revision
- Understanding of MABLE

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

4. **The Minutes of the last Full Governing Board Meeting, 20th September 2018.**
The minutes were approved; they were signed by TD, who was Acting Chair at that meeting.
5. **Matters Arising from the last Full Governing Board Meeting.** Please see pages 9-10.

6. **Approval of the Trustees' Report and Financial Statements for the Year Ended 31st August 2018**

The draft Trustees' Report and Financial Statements for the Year Ended 31st August 2018 for Oldfield School had been circulated in advance of the meeting.

KW, Chair of the F&GP (Finance & General Purposes Committee) advised that the annual accounts had been discussed in detail at the last F&GP Committee meeting, held on 29th November 2018; the accounts had been presented at that meeting by James Gare for the School's accountants, MHA Monahans (Statutory Auditor; Chartered Accountants). The draft minutes of the meeting were available to all via GovernorHub

Monitoring of reserves: The F&GP Committee had queried why the figures in the balance sheet did not reconcile against the cash position. This was because the school paid income tax and when salaries were paid on the 25th of each month National Insurance, tax and pension payments equivalent to £160,000 in total per month was paid. This meant that each month there was a liability equating to that amount. There were also some unpaid invoices relating to 2017-2018 financial year which were recorded as liabilities. It was noted that it would be possible to run with negative reserves; there were no issues in relation to the school's position as a going concern.

The matters in relation to reserves only affected the current financial year. The Governing Board had long known, and planned for, the current financial year (2018-2019) ie it would be a 'low-water mark' in terms of reserves. The reserves would begin to grow in the next financial year. Eighteen months previously, it had been agreed that the Reserves Policy be changed to a structure based on operating days, rather than a specific sum. It was noted that technically, the Governing Board had breached its reserves policy.

In line with new requirements identified in the Academies Financial Handbook 2018, management accounts would be provided monthly to the Chair of the Governing Board and the Chair of the F&GP Committee; all accounts would be available to all governors.

The full Governing Board agreed that the **Trustees' Report and Financial Statements for the Year Ended 31st August 2018** would be adopted and filed in line with ESFA (Education Skills Funding Agency) requirements. The Chair of the Governing Board signed the accounts on behalf of the Board.

5. **Headteacher's Report**

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

Governors asked: Has the gap between boys and girls remained the same?

A: Yes, but this data is only for Assessment Point 1 (since the summer term 2018).

Governors asked: To what do the Success Scores relate?

A: How many sub-grades students are performing above their flight path - along the lines of Progress 8. However, where students have a lower flight path the data slightly skews the figures. We need to undertake gap analysis; some groups may appear artificially narrower than they actually are.

Governors asked: Do you think the Success Scores are useful?

A: Yes - it will become more apparent as staff can see how individuals are progressing. There is an overall shift from 0.+6 to 0.1 this time.

SMK advised that he was concerned about the PPG (Pupil Premium Grant) group because the gap had widened. It was noted that a sub-group within PPG students had joined the school late.

Governors asked: What percentage are in the PPG group?

A: I'd need to check the precise percentage but of those students who joined the school late 6/10 are supported by PPG, some of those don't attend school. We want to look at this in more detail on an individual basis. [VL withdrew at this point, 2:50 p.m.]

Governors asked: What percentage of the MABLE group are boys?

A: I'd need to check the exact percentage but there are more boys than girls.

Governors asked: Is the Year 11 cohort less able than last year?

A: There are some challenges but the great majority are doing well.

Attendance: It was noted that there were some key individuals in every year who were not attending school; at the date of the meeting, overall attendance was very slightly below 94%.

Exclusions: Overall exclusions were very slightly up due to a very small group; strategies were being devised for those individuals.

Governors asked: Is everything in place for that group?

A: Where necessary we will seek managed moves or purchase alternative provision - it's an expensive strategy but a cost we have to accept.

Governors asked: Are all those students in the same year group?

A: They are mainly in Years 9, 10 and 11, and have generally joined the school late. They have been allowed a standard of behaviour that is not acceptable at Oldfield School. We are going to discuss this with BET (Bath Education Trust) soon.

Governors noted that the priorities for the 2018-2019 academic year were boys and students supported by PPG.

7. Governor/Trustee Appointments

7.1 Governor Re-appointment

Kelly Ogden's term of office as a Parent Governor had ended. In accordance with Article 58, Kelly Ogden was appointed as a Co-opted Governor, for a 4-year term of office ending on 12th December 2022.

7.2 Parent Governor Elections

SMK: Action on-going. The vacancies had been advertised.

7.3 Appointment of the Chair to the PSW (Personnel and Student Welfare) Committee

It was agreed that this item would be deferred to the next PSW meeting.

7.4 Appointment of the Safeguarding Governor:

The Governing Board agreed that JS be appointed as Link Governor for Safeguarding.

8. Personnel and Student Welfare Committee Report

Due to unforeseen circumstances, the last meeting of the PSW Committee, held on 22nd November 2018, had not been quorate. All business on the agenda had been discussed, minutes of the meeting had been circulated to all Governors via GovernorHub. Those who attended the meeting asked the Governing Board to consider the following recommendations:

8.1 Appointment of Jo Symons to the PSW Committee

The Governing Board confirmed JS' appointment to the PSW Committee.

8.2 Adoption of Policies

- a. Pay
- b. Behaviour for Learning
- c. Teacher Performance Management
- d. Retirement.

The policies had been circulated via GovernorHub. The Governing Board confirmed that the policies should be adopted.

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**

10. Curriculum Committee Report

The minutes of the last Curriculum Committee meeting, held on 11th October 2018, had been circulated via GovernorHub. Updates had been addressed in the Headteacher's Report.

11. Finance & General Purposes

In addition to the Annual Accounts, KW advised that the Committee had held detailed discussions in relation to the CIF (condition improvement fund) Bids.

SMK confirmed that the school's applications had been submitted to meeting the EFSA deadline (13th December 2018). The school had submitted bids for expansion, new windows and planning. The expansion bid had included a commitment to 20% from the school, which included a contribution from the Local Authority. The school had committed 2 contributing 10% of the windows bid. Contingency funds had been included in the bids.

SMK summarised the CIF Risks:

- Unforeseen additional costs, for example in relation to the landscape review, which the Planning Department had requested.
- The architects had written the bid based on the lowest tender price offered by contractors rather than the highest. (It was noted that this was the EFSA's is expectation). However, the school's bid was likely to be viewed more positively because the tendering work had been completed.

The price of tenders not being time-limited had also been identified as a risk but a fixed-price had subsequently been negotiated. The expansion work would be scheduled for completion in June 2020.

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

13. Parental Engagement (Survey Data)

Collated data from recent parents' evenings had been circulated in advance of the meeting.

The questions used were aligned to Ofsted's Parents' View survey. The results were very positive. There was a very high number of positive responses to all questions. Parents reported that their children felt safe and made progress. More than 99% strongly agreed or agreed that the school was well led. More than 98% had agreed or strongly agreed that they would recommend Oldfield School.

14. Any other URGENT Business

There was no further business for the formal agenda. The meeting closed at 3.00 pm

Term 3 Meeting Dates:

WEDS 16.01.19 5.30pm

Curriculum 2/4

Thurs 24.01.19 5.30pm

F&GP 3/6

Thurs 07.02.19 5.30 pm

Full Governing Body – meeting staff 3/6

Term 3 ends 15 February 2019

Items noted for the next Full Governing Board agenda: Review of Articles of Association

APPROVED

9. Matters Arising/Record of Decisions

From 20th September 2018

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

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 – ITEM 2

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

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 ongoing:** 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 ongoing: 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.

Item 15. Annual Review of Scheme of Delegation (SoD)

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

Item 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

Item 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

Item 19.1 Admissions: 2020 Intake.

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. [Post meeting update: Following the Admissions Committee meeting on 6th December 2018 it was agreed that future meetings would take place each academic year on the same day as the Term 1 meeting of the FGB.]

From 24th May 2018

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 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 [fully] 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 ongoing: 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 ITEM 13

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 [This would be addressed in 2019, once the new F&F Manager was in post.]