

**The Minutes of the Full Governing Board Meeting
Held on Thursday, 15th March 2018 at 5.30 pm in the Learning Resource Centre**

Present:

Tahir Darr (**TD**) (Vice Chair) (TD joined the meeting via Skype);
Tom Davies (**TDv**);
Ruth Henry (**RH**);
Steven Mackay (**SMK**) (Headteacher);
Kelly Ogden (**KO**) (KO joined the meeting at 5.55 pm);
Barry Raynes (**BR**);
Joanna Symons (**JS**);
Kevin Ward (**KW**);
Stuart Weatherall (**SWe**) (Chair).

1.1 SWe welcomed everyone to the meeting.

1.2 Apologies were received and accepted from:

Duncan Giles (**DG**);
Vicki Jackson (**VJ**);
Verity Lewis (**VL**)
Michelle O'Doherty (**MO**);
Nick Regan (**NR**).

1.3 The meeting was quorate.

1.4 In attendance:

Patrick Heuff (**PH**), Deputy Headteacher;
Jessica Lobbett (**JL**), Assistant 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

It was agreed that 2 items would be added to the published agenda; they would be dealt with at the end of the meeting.

3. The Minutes of the last Full Governing Board Meeting, including Confidential minute, (8th February 2018).

3.1 The minutes were approved and signed by the Chair.

3.2 The notes of the annual meeting with Staff, held on 8th February 2018, were noted.

4 Matters arising from the last Full Governing Board Meeting

Please see page 7-9.

5 Headteacher's Report

The report had been circulated in advance of the meeting. It was noted that the exam prediction data had not been updated because there had not been an assessment point since the last (very recent) Board meeting. The attendance information had been updated.

SMK highlighted the key points, and asked for questions:

- 5.1 MABLE (More Able). The acceleration programme had continued through Term 4 and was proving very successful. Feedback from students and parents had been highly positive.
- 5.2 A student reward scheme had been introduced. The Student Council had selected the rewards.
- 5.3 BASE. There had been an increase in referrals to the team; 49% of those referred were supported by PP (pupil premium funding)

Governors asked: Could you add comparative data to future reports so that we have a better sense of the significance of the data?

A: Yes. **Action: SMK**

- 5.4 Attendance needed to improve, particularly in Year 11 and the PP group. The school planned to invest in 1:1 tutoring for some students to ensure they reach the predicted level. SMK had investigated whether the school had acted strongly enough to address the issues. That investigation confirmed that lots of intervention had taken place but not at an early stage; some poor habits had taken hold.
- 5.5 A review of the Humanities Learning Area had taken place in February 2018. The outcomes had been good.
- 5.6 The Teaching and Learning Policy had been reviewed; it would be considered at the next Curriculum Committee meeting.
- 5.7 Sixth Form. Numbers were still rising; could be as high as 80 students. Additional administration support was likely to be needed. If numbers continued to rise class sizes might need to be reviewed.
- 5.8 Careers interviews were being carefully targeted to ensure that the remaining available time was used effectively for those in greatest need of that support.
- 5.9 The EFA (Education Funding Agency) Funding Statement had not arrived. It was hoped it would in time for the F&GP meeting on 22nd March 2018.
- 5.10 Capital Programme. The first stage of the refurbishment programme would take place in the Easter holiday period.

Governors asked: Would it be possible for a bank of e-learning lessons to be developed?

A: The school subscribes to 'GCSE pod', a professional service which provides that support.

Governors asked: Is it well used?

A: Increasingly – some students use it extensively.

- 5.11 Exclusion Data table.

Governors asked: If I were an excluded student, would my data appear in both columns 4 and column 5?

A: Yes. We use Ofsted measurements and terminology. We plan to make more use of the reciprocal arrangement with St Gregory's as a deterrent.

6 External Adviser Visit

Chris Healy's (CH) last report had been circulated. CH was due to visit the school on 19th March 2018. Governors were reminded that that the External Adviser's visits were linked to school improvement priorities.

The foci of the upcoming visit would include:

- 6.1 SMK's interim Performance Management review; the Performance Management Governors would attend at 9.30 am. **Action: TD and KO.**
- 6.2 A review of Behaviour for Learning. The Behaviour for Learning Governor would attend that review. **Action: VJ.**
- 6.3 A meeting with the Head of the 6th Form.

7 Committee Reports

7.1 Curriculum

The committee had met on 18th January 2018, the minutes had been circulated and a report to the Board provided on 8th February. The committee's next meeting was scheduled for 24th April 2018.

7.2 Pupil & Staff Welfare

The committee had met on 22nd February 2018.

BR reported that the main business:

- a. A Safeguarding Report (Term 3) and an update on progress with agreed actions had been provided by Sarah Mills, Assistant Headteacher.
- b. An update on the Prefect System.
- c. A CPD Report from Lucy James, Assistant Headteacher. Changes to the reporting cycle had been agreed so that it was less onerous for LJ, but the committee was remained appropriately informed.
- d. VJ had been appointed Behaviour for Learning Governor.

The Board noted that the annual Staff Survey was due to take place; the 2017 questions would be used.

Action: SMK

7.3 Finance & General Purposes

The committee had met on 25th January 2018. The minutes had been circulated. The committee's next meeting would be held on 22nd March 2018.

The Board was advised that the school's financial position was currently stable but there were some 'unknowns' that could have significant impact:

- a. As yet the national recommendations for (all) staff pay rises for the coming year was unknown. Rises of 2% had been included in the budget for 2018-2019, and 1% for the following 4 years, but there were some indications that recommendations would be higher. Rises were likely to be unfunded by government; that had been the case for the previous 9 years. A rise of 2% would result in an increase to the total pay bill of 4-5% once factors such as National Insurance and increments had been taken into account.
- b. The actual amount of National Funding Formula the school would receive had not been confirmed.

A letter from recently appointed minister with responsibility for academies, Lord Agnew, had been circulated with the meeting papers.

8. School Admissions September 2018

- 8.1 SWe reminded the Board that the shortage of school places in the local authority area had been highlighted at the last meeting. Since then, BANES (Bath and North East Somerset) Primary and Secondary School Organisation Plan 2017–2021 had been sent to schools. (It had been circulated in advance of the meeting.)
- 8.2 BANES had asked the school to urgently consider whether it could take students above its PAN (planned admission number).
- 8.3 Due to the urgency SMK had asked SWE to consider the matter. SWE had made a decision on behalf of the Board, using Chair's emergency powers. As required, he was reporting to the Board on the use of those powers as soon as practicable.
- 8.4 There were 140 children in BANES without a school place for Year 7. Many of the Bath schools had children joining their rolls from outside of the local area. Whilst compliant with their admissions' criteria, some local students were being displaced. St Gregory's RC School had a very wide catchment area.
- 8.5 Hayesfield had agreed to take a further 6 pupils and Oldfield 10 more. The only school with capacity was St Mark's but it was not possible for that school to provide all the necessary staffing. St Mark's had been allocated 180 pupils for September 2018.
- 8.6 After discussion with SMK and BANES, SWE had agreed that the school would take a 'bulge class'; 30 of the students allocated to St Mark's would come to Oldfield instead but Oldfield would not increase its PAN.
- 8.7 BANES had agreed to provide Oldfield with £1k per pupil to fund the additional staffing required.
- 8.8 BANES had agreed that the additional funding would be provided in advance.
- 8.9 SMK had requested that the gender of the intake be balanced.

- 8.10 Space at the school would be a significant issue. It was likely that the school would have to restrict its intake to 200 in future years until the 2018 intake had left the school so that the pressure on space could be managed.
- 8.11 It was noted that there would continue to be a shortage of school places in future years.
- 8.12 The decision had been made because there was a moral imperative to ensure that every child had a school place.
- 8.13 It had been agreed that BANES Officers would meet with SWe and SMK to discuss Oldfield expansion and funding.

Governors asked: How will the funding work?

A: The school will receive £40K of additional funding from BANES to soften the impact of the lagged funding. The only additional costs for the school will be marginal ie for resources such books. The school has capacity within the existing staff.

Governors asked: Are there likely to be admissions appeals this year? (I have been asked by parents in my local area.)

A: Yes - there are no spare places. The school will be managing the process, although the Appeal Panel will be completely independent.

9. Sixth Form Applications

This matter was addressed at item 5.

10. CIF Bids (Outcome of 2017 & Future Expansion Bid)

- 10.1 The school had not been advised of the outcome of its existing bids.
- 10.2 The Expansion Bid would be discussed at the next F&GP meeting (22nd March 2018). Tim Fenton would be attending that meeting; he would provide advice on planning bids and funding.

11. Link Governor Reports & Feedback from Governor Training Events

- 11.1 TD reported that science at the school was in a positive position. TD had also attended a school assembly.
- 11.2 In response to feedback from the External Review of Governance, the Board had decided that it should enhance its external validation processes by being involved in the External Adviser visits and maximising its use of the Adviser’s expertise. The visits focussed on school priorities, as identified in the School Improvement Plan. It had also been agreed that the committees would appoint Link Governors for each priority.
- 11.3 The Board was asked to consider whether the original Link Governor roles should be retained, as well as the new roles. The following views were put forward:
 - a. The original roles had been put in place to increase governor visibility and knowledge of the school.
 - b. Retaining the original role in addition to the new system was likely to result in a capacity issue for some governors; some governors were able to visit the school very regularly, but others had more constraints on their time.
 - c. Some governors had been linked to a subject for several years and had developed significant knowledge of the area which should not be lost.
 - d. The key considerations should be:
 - Does a Link Governor Role add value for the Governing Board?
 - Does a Link Governor role add value to the Department?
 - e. Feedback from the 2017 Staff Survey had said governors were not very visible (although governors agreed that there were other ways to be visible).
- 11.4 It was suggested that the original Link Governor roles could be undertaken on a voluntary basis but ultimately agreed that some subjects having a Link Governor whilst others didn’t might be perceived negatively. [KO arrived at this point 5.55 pm.]

11.5 It was suggested that Links related to Learning Areas be created, that approach would result in 5 new roles. Once created the original roles would be deleted. It was agreed that this approach should be adopted. Action: TD to populate links to the 5 learning areas and Chris Healy's visits.

12 Competency Framework & Skills Audit

12.1 The completed forms (National Governance Association Model for Single Academy Schools 2017) and governors; 'free text' comments had been collated and shared (as 2 documents) on GovernorHub. It was noted that the DFE expected Boards to carry out skills audits regularly and use the information when recruiting new members. The information could also be used for committee appointments.

12.2 The governing body had no absolute gaps in its corporate skills set but additional Human Resources expertise would be beneficial; that could be identified when advertising the Parent Governor vacancies. (Although any parent could stand and if contested, parents would vote.) It was noted that the system was subjective.

12.3 It was agreed that the completion of the Skills Audit should take place annually. Action Clerk.

13 Governing Body Structure/Practice

It was agreed that suggestions would be put to the Board at its next meeting. Action: TD

14 Keeping Children Safe in Education (KCIE).

14.1 Those present confirmed that they had read parts 1 and 2 of the document, which had been posted on GovernorHub. It was noted that the document was due to be updated in September 2018.

14.2 It was agreed that the Safeguarding Quiz, used with staff to highlight gaps in knowledge, would be circulated, and discussed at the next meeting. Action: BR

Governors asked: What are our safeguarding responsibilities in relation to the group of Chinese children that are due to visit the school?

A: A full set of procedures is in place and being followed. The school is liaising with 3 local authorities to ensure that everything, including DBS checks, is covered.

15 GDPR (General Data Protection Regulation) Action Plan

The GDPR would become enforceable from 25 May 2018. PH advised that external auditors had assessed the school's readiness for the incoming regulation and identified actions.

15.1 A ROPA (Records of processing activities) system would be put in place which would state the records that both data controllers and data processors must maintain.

For controllers this would include:

- Relevant contact details
- The purposes of the processing
- The categories of data subjects and categories of personal data
- The categories of recipients, including specifically the identification of any third country or international organisation
- The envisaged time limits for erasure
- A general description of the technical and organisational security measures in place.

For processors this would include:

- Relevant contact details
- The categories of processing carried out on behalf of each controller (typically a customer)
- Transfers of personal data to a third country or an international organisation
- A general description of the technical and organisational security measures in place.

15.2 PH highlighted other planned action to ensure the school was compliant with GDPR: Processes relating to school leavers' personal information would be updated. Privacy notices, permissions and withdrawal of consent (which must be very easy to find) would be updated for put in place. The definition of a data breach, the action to be taken, and the timescales would be identified. A definition of what constituted a data loss and the action to be taken would be identified. Training for staff would be put in place; this would be a significant, ongoing, area of work.

15.3 The school was in discussions about appointing a DPO (Data Protection Officer) on a peer-to-peer basis, which would provide an opportunity for schools to learn from each other, and minimise costs.

15.4 It was agreed that a summary of the data collected in relation to the Governing Board would be sent to PH. **Action: Clerk** [JS left the meeting at this point – 7.05 pm.]

16 Subscription to Governor Services – 2018/2019

The Governing Board agreed that it would purchase a subscription to the local authority's governor support service for the forthcoming year. **Action: Clerk** to advise Finance and Facilities Manager.

17 Any Other Urgent Business

17.1 Deputy Headteacher Appointment

The Board had received some strong applications. A demanding 2-day interview process had been agreed. At the end of day 1 the panel would decide who would go forward for day 2.

The Board agreed to appoint SWe, BR and the Headteacher of Newbridge School as its selection panel. All governors were encouraged to be involved in other aspects of the process.

Action: All governors to advise Ishbel Tovey of their availability (21st and 22nd March 2018).

17.2 Multi Academy Trust (MAT) Update.

MO had forwarded questions which had been posed to the Trusts the primary school had approached. It was noted that several of the questions were not relevant to Oldfield because it was not a MAT.

17.3 **Training.** SWe and KO had enrolled on Exclusion Training (17th April 2018).

17.4 **BET (Bath Education Trust)** was holding a governance event on 22nd March 2018.

The meeting closed at 7.30 pm

Dates of the next Governing Board Meetings:

Thurs	26.04.18	5.30pm	Curriculum
WEDS	16.05.18	5.30pm	F&GP 5/6
Thurs	24.05.18	5.30pm	Full Governing Body & AGM 5/6

Items noted for the next Full Governing Board agenda (NB. This full Board meeting will be preceded by the AGM.)

- Finance Briefing (to be led by James Gare, Partner, MHA Monahans)
- Outcome of 2017 CIF Bid
- Expansion Bid

4. Matters Arising from the last meeting (8th February 2018)

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 20-22nd March 2018.

2.2 Application for Stopping Up of Public Highway.

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.

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 [Scheduled for 24th May 2018]**

5 Parent Governor Election

It was agreed that the vacancies would be advertised. **Action: SMK [Notice parents to be sent on w/c 19th March 2018.]**

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 responses from the school?

Action: KO to discuss with Sarah Mills, Assistant Headteacher. **[Meeting scheduled for March 2018]**

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

6 Governing Board Response to Student Council

A summary of the meeting with students on 7th 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 [SMK had provided guidance.]**

7 MAT (Multi Academy Trust)

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.

7.1 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.

7.2 Approval of Committee Terms of Reference (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**. [Scheduled for 22nd March 2018.]

7.3 Finance & General Purposes

The committee had met on 25th 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.

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**. [The school had not been advised of the outcome.]

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. [Agenda]

14.3 Chris Healy would be asked to attend and report at the Term 6 Board meeting. **Action: SMK/SWe** [The request had been made.]

8 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** [Agenda]

Matters Arising from earlier meetings

From 7th December 2017

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 the staffing decisions would be delegated to the F&GP Committee. **Further Action: Clerk** to update terms of reference and scheme of delegation.]

From 13th July 2017

Item 8 Appointment of Auditors

Can either of the new companies offer work experience? **Action ongoing: SMK** [The auditor had confirmed that this was possible.]

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**. [Agenda]

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 25th 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.** [The meeting schedule for February had been cancelled.]

APPROVED