



The Minutes of the Full Governing Board Meeting
Thursday, 13th July 2017 at 5.30 pm in the Learning Resource Centre

Present:

Tahir Darr (TD) (Vice Chair;
Duncan Giles (DG);
Ruth Henry (RH);
Vicki Jackson (VJ);
Steven Mackay (SMK) (Headteacher);
Kelly Ogden (KO);
Margaret Roberts (MR);
Joanna Symons (JS);
Kevin Ward (KW);
Stuart Weatherall (SWe) (Chair).

1. **SWe welcomed** everyone to the meeting.
2. **Apologies** were received and accepted from:
Michelle O'Doherty (MO);
Barry Raynes (BR);
Nick Regan (NR).
 - 2.1 It was noted that Sally Basson had resigned. The governing Board was very grateful for the huge amount that Sally had contributed to the success of the governing Board over many years.

It was agreed that SWe would write to Sally on behalf of the governing Board. **Action: SWe.**
[Post meeting note: The Company Secretary updated Edubase and Companies House records to reflect Sally's resignation on the 10/07/2017.]
 - 2.2 The meeting was quorate.
 - 2.3 In attendance:
Patrick Heuff (PH) (Deputy Headteacher); Marya Marriott (Clerk).
3. **Declaration of Business Interests and Conflicts of Interests.**
There were no declarations of interest.
4. **The Minutes of the Annual General Meeting, held on 25th May 2017**
 - 4.1 The minutes were agreed to be a true record and were signed by the Chair. (Passed to SMK for the governing Board file.)
 - 4.2 **Matters Arising from the Minutes of the Annual General Meeting:**
Item 5: It was agreed that UHY Hackers should be re-appointed as auditors for the current financial year (2016-2017). **SR: Action completed.**

Item 5: In accordance with the requirements of the Academies' Financial Handbook, it was agreed that a tendering process would be activated in readiness for the 2017-2018 financial year. **SR: Action completed.**

5. The Minutes of the last Full Governing Board Meeting, held on 25th May 2017
- 5.1 The minutes were agreed to be a true record and were signed by the Chair. (Passed to SMK for the governing Board file.)
6. Matters arising from the last Full Governing Board Meeting
Please see page 9-10.
- 6.1 It was agreed that the Pre-meeting preparation form would be used for future meetings. Governors would forward forms at least 48 hours before the meeting so that the Clerk could collate responses. **Action: Clerk/All.**
7. Approval of the Annual Budget
KW advised that the budget had been examined in detail at the F&GP Committee meeting held on 29th June 2017 and highlighted the following:
- a. The deficit had been vastly reduced, from £500,000 to £142,000, because the lagged funding was catching up. *caused by the lagged funding had been reduced*
 - b. There would be a slight surplus in 2018-2019.
 - c. Reserves were at a level the committee felt provided sufficient security.
 - d. The capital budget would be under pressure due to the need for maintenance work. The existing budget, £50,000 per annum, would not be sufficient. However, it was possible that some other cost centres would be underspent and funds be re-directed.
 - e. Going forward, confidence in budget forecasting would be more secure due to the detailed work undertaken this year.
 - f. The position regarding the new National Funding Formula was still unclear. The consultation was due to end. If the 'cap' were removed the school was likely to be £200,000 per annum better off. However, the funding would not be introduced until 2018-2019.
 - g. Bath Community Academy (BCA) was closing; some BCA students would join Oldfield in September 2017; the funding to support them had arrived early which was beneficial to the school.
 - h. Oldfield was beginning to see the financial benefits of school growth; the only caveat was the need to ensure that the 6th Form growth was in line with projections.

Governors asked: How are numbers for the 6th Form looking?

A: At the moment they are in line with forecasts.

The governing Board agreed that the proposed annual budget for 2017-2018 should be adopted. **Action: SMK.**

Governors asked: Has the budget changed much from the original forecast this year?

A: We are likely to be £70-80,000 better off than we had thought due to underspends. In addition, a sum included for accruals, c£50,000 was not needed; that won't be included in future.

KO and DG joined the meeting at this point (5.45 pm).

8. Appointment of Auditors

The UHY Hacker had been acting as the school's auditors for 4 years; it was good practice to offer the work for tender after that period.

Expenditure for the cost of the audit was well within the headteacher's delegated powers but approval of the auditor's appointment remained with the governing board.

The appointment process was sound. The school had asked companies to bid: UHY Hacker; Bishop Fleming; Monahans and one other, which had not responded. UHY Hackers services were very familiar to the school; meetings had been held with Monahans and Bishop Fleming to explore their offer.

It was agreed that because the Company Secretary would have the greatest amount of contact with the successful bidder, her views as to the best firm should be taken into account. SMK was awaiting final

information about the contenders back office provision and references. It was agreed that the school would not retain UHY Hacker because it was based in Birmingham; a locally-based firm was likely to be beneficial.

Governors asked: UHY provided a useful benchmarking booklet, will we be able to get that sort of information in future?

A: Yes.

Governors asked: Can either of the new companies offer work experience?

A: We will ask. **Action: SMK**

It was agreed that SMK would confirm the final recommendation via email as soon as possible after the meeting; the governing Board agreed that SMK would be delegated authority to act on that recommendation. **Action: SMK.** [Post meeting note: After completing enquires (shared with all governors), SMK and the Company Secretary recommended Monahans to act as auditors. The Headteacher and Business Manager of a local MAT had confirmed that that they received excellent service.]

9. Outputs from Strategy Meeting (Standing Item)

The group had not met.

It was agreed that a section for comments on the latest outputs would be added to the pre-meeting prep form.

Clerk: Action completed.

10. Headteacher's Report

The report had been added to GovernorHub in advance of the meeting.

SMK highlighted the following:

10.1 '2.4 Academic Achievement – Y10

The focus is now on next Y11's cohort. Whilst the PP gap has all but gone, the gender gap remains (-0.32), and we must ensure our more able students are effectively stretched and challenged to achieve the highest grades. With English, maths and science accounting for 70-80% of our P8 score, it is essential that all three curriculum areas continue to improve. The additional fortnightly hour that both English and maths will receive next year will help. Whilst the mid-ability students are doing very well (P8 projection of +0.57), this is not reflected with our most able (-0.34), and this will be a core element of next year's faculty improvement plans.'

Governors asked: At what point did the above data come from?

A: It was AP5 (Assessment Point).

Governors asked: Does the data include the More Able?

A: No – the MAble group will be a key priority.

Governors asked: Was the SLT/Support Staff meeting successful?

A: We improved our understanding of the day-to-day issues and working conditions. Health and well-being was discussed. There were members of the team that didn't say anything at the meeting but did come and raise issues afterwards.

Some support staff are not content with the CPD arrangements, even where a significant amount of CPD has actually taken place. Sometimes that dissatisfaction is because staff are not clear that, in order for the investment to be justified, CPD must link to the delivery of the school's objectives, as well as being attractive to the individual. Activities such as coaching are not always perceived to be CPD. We plan to meet on a bi-termly basis.

Governors asked: How do Progress 8 grades equate to the old system?

A: Grade 1 is equivalent to the old Grade G; Grade 8 is equivalent to an A*.

Governors noted that on the data dashboard items rag-rated 'red' were 'hot' (positive).

10.2 CIF (Condition Improvement Fund) Bid. Consideration of a new bid would be needed. The deadline for submission was in December 2017. A specialist no win-no fee company would be commissioned to write the bid. Action: SMK/F&GP Agenda – October 2017.

10.3 Governors asked: Has BANES decided where to award the SEND funding for which it asked schools to submit bids?

A: Our bid for that funding was unsuccessful. We haven't been told who did receive the funding. However, BANES has been back in touch; more funding may be released – Oldfield would need £140,000 to support the project.

Our annual budget for 2017-2018 includes £10,000 for HERS (Hospital Education Service). It is subsidised but still very expensive. The service provided by BANES is likely to end next year and be replaced with on-line alternative. We would prefer to use the budget to employ a new teaching assistant to provide home support; that approach would improve things for the students because HERS provision doesn't start until children are out of school for c.8 months.

Governors asked: How many Oldfield students use HERS?

A: Five at the moment – if we run it ourselves it would have greater impact.

10.4 Governors asked: Are we still carrying out Exit Interviews?

A: Yes – BR and KO will be holding them next week.

10.5 The School Development Plan had been completed and evaluation was underway.

10.6 The Data Dashboard was up-to-date.

10.7 Safeguarding

Detailed information was included within the Headteacher's Report.

Governors asked: How many parents attended the e-safety awareness talk?

A: Approximately 40; we hope the numbers will grow.

10.8 Numbers on roll: Overall there had been c.1100.

Governors asked: Have parents been notified about the change to the school day?

A: Yes – via the newsletter. We will be sending a reminder.

10.9 Exclusions were slightly lower (6.5%) than the previous year (8.5%), proportionately this was good.

Governors asked: What was the main cause of exclusion?

A: Persistent disruptive behaviour. We have had to toughen up; it is too soon to know if that is showing an impact in lessons.

Governors asked: Are staff being more consistent in relation to behaviour?

A: It has improved but there's more to do. I am monitoring behaviour points and the application of sanctions – just telling students off is not enough. We have had 2 permanent exclusions. The parents appealed one – it was upheld. An appeal regarding the second is in progress.

10.11 Bullying, Racist Incidents and Complaints.

Data for the current year were included in SMK's report. It was agreed that trend data for these categories and exclusions would be included in future Headteacher Reports to the full governing board. Action: SMK.

Governors asked: Are levels of bullying high (40 during the current year)?

A: Some work to clarify whether the categorisation of incidents as bullying is appropriate and consistent might be needed.

The governing Board thanked SMK for the clarity and quality of his Headteacher's Reports.

10.12 Senior Leadership Team (SLT) Roles & Responsibilities

SMK circulated a chart detailing the structure and individual responsibilities for September 2017; the biggest change was to pastoral responsibility. Leadership capacity would be increased on Lucy James' return.

- a. All members of Tier 2 would lead at least 1 learning area – Patrick Heuff would lead 3.
- b. All members of Tier 2 would have pastoral responsibilities for specified year groups.
- c. Patrick Heuff, Deputy Headteacher would lead the Leaders of Learning.
- d. Lucy James' responsibilities would remain broadly the same
- e. Sarah Mills would lead on everything related to inclusion.
- f. Jessica Lobbett's role was new; the focus was leading behaviour for learning; Jessica would work closely with Lucy. It was not possible for one individual to effectively lead the school on pastoral and inclusion matters.
- g. A line management role for support staff would probably be needed.

Governors asked: Who's currently responsible for support staff?

A: The line management of administration staff is shared between Siobhan Randall and Ishbel Tovey.

Governors asked: Can students go to any member of SLT with pastoral issues?

A: No; year groups have been assigned.

Governors asked: Is it during this coming year that we will be overstaffed?

A: Yes. We should consider maintaining it, to some degree, by making appointments early in the year when we have the best chance of a strong field.

11. Updated School Self Evaluation Form & School Improvement Plan

The updated documents had been added to GovernorHub.

12. Capital programme Summer 2017

A spreadsheet detailing refurbishment projects had provided to the F&GP Committee.

- a. Quotes for the upgrade of the Music Block, including replacement of windows, had been requested. Three quotes had been received, one quote was for a managed project but the costs were unaffordable for the school. The school would manage the project; the Site Manager had ensured that there was a full audit trail for quotes. No single item was above the £25,000 threshold when F&GP approval was needed. The work would cost £44,560.
- b. Work towards refurbishment of the 6th Form would cost £15,833. Further work would be needed but was not possible from the current allocation.
- c. Other necessary refurbishment work would cost £10,199.
- d. The upgrade of lunchtime facilities, including the Snack Shak, would cost £25,550.
- e. The total for the proposal was £97,000.

The F&GP Committee recommended the proposal to the FGB. The proposal was accepted. **Action: SMK.**

It was noted that in 2017-2018 the £50,000 capital budget would be allocated to other Penn Building work. The Apprentice painter and decorator had completed her training and was now employed at the school full-time. Redecoration of classrooms would be scheduled at a rate of 1 per week in the coming year.

Governors asked: Are staff consulted on refurbishment.

A: Yes – although it is not always possible to accommodate individual preferences.

13. Schedule of Policies

The new schedule had been circulated via GovernorHub. SMK summarised actions:

- a. The schedule had been fully updated.
- b. All statutory policies were in place.
- c. Where appropriate, policies had been amalgamated; superfluous items had been removed. The overall number of policies had been greatly reduced.

- d. All policies required to be published on the website had been updated, including review dates.
- e. All policies had been re-branded with the new school logo.
- f. There were some remaining policies that would benefit from being updated although all were workable and legally compliant.
- g. The policy schedule identified which member of staff had the lead for each policy, and whether SLT, a governing board committee or the FGB reviewed and approved the policy; far fewer were approved by SLT.

Governors asked: Are there any policies requiring update that would cause Ofsted concern?

A: No. The Health and Safety Policy had been updated and approved.

Governors asked: Why have we got out of date policies?

A: Workload. There were lots of unnecessary policies in place and some delegation was inappropriate.

It was noted that there would be big changes to the Data Protection Action from 2018 which would impact on schools.

14. Personnel & Student Welfare Report (met 15.06.2017).

The minutes had been circulated in advance of the meeting. TD identified the key discussion points:

- a. Staff Attitude Survey
- b. Health & Safety Group feedback
- c. Ant-bullying strategy. KO would meet with Sarah Mills. **Action: KO**
- d. Safeguarding. Lockdown procedures would be explored during the next academic year. It was noted that this was a big challenge for the school due to the large number of entry points.
- e. Governing Board response to student questions.
Action: Clerk to forward notes of December 2016 meeting with students to SMK.
Action: SMK to prepare a response for KO to share with students.
Action: KO to feedback to students.

15. Finance & General Purposes Committee Report (met 29.06.2017)

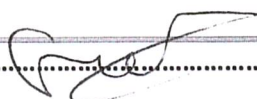
KW reported the main areas of discussion:

- a. The draft annual budget
- b. The 3rd Auditors report for 2016-2017. Some areas for action had been identified. However, the auditors appeared to have misunderstood some of the Board's Terms of Reference and governance arrangements. The Company Secretary would feedback concerns to the auditors.
- c. Agreement of a £2750 budget for costs associated with the Highway Stopping Up project, to support school safeguarding.
- d. Review of bid for additional capital funding (£60,000)
- e. Extension of the cleaning contract.
- f. Review of the Risk Register (See Item 27b.)

16. Curriculum Committee Report (met 06.07.2017)

SWe reported:

- a. Emma Prior, Head of the Science Faculty, had made an excellent presentation. She had joined the school in January 2017 but her work was already having a positive impact.
- b. The timetable did not favour those wanted to do triple science. The shortage of laboratory space meant it was difficult to deliver practical lessons. The school did still offer triple science but made it clear to parents that it was challenging for students. Too many students had been entered for triple science in the past.
- c. It had been difficult for the school to make confident predications about maths and English exam grades due to national changes to the system.
- d. Overall, attainment was likely to be better than in 2016.
- e. Progress 8 was an area of uncertainty. Girls were likely to do better than last year's cohort.



Governors asked: Four boys had their phones confiscated during exams – will that affect the school's overall results?

A: Yes. The boys weren't cheating – it was stupidity; all students had been repeatedly told they must not take phones into exams.

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

The group had not met. Meeting dates for 2017-2018 would be proposed. **Clerk: Action completed.**

It was agreed that the meeting 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. **Action: KW to lead.**

18. **Governor Elections and Appointments**

It was agreed that clarification regarding the number of elected Parent Governor places on the governing board was needed. **Action: Clerk.**

19. **Committee Appointments**

It was agreed that:

- a. VJ would be appointed to the PSW Committee
- b. JS would be appointed to the F&GP Committee

Clerk to update GovernorHub: **Action completed.**

20. **External Review of Governance**

SWe advised that he had spoken to the 3 candidates put forward to lead the review. After due consideration he recommended that Claudia Wade (CW), Independent Consultant be selected.

The cost of the review would be 2.5 days at £600 per day plus travel from Northamptonshire. CW would meet with governors, prepare a report with clear recommendations and present it at the next FGB meeting.

21. **Governors' Competency Framework**

The Clerk provided a short overview of the document, its purpose and the ways it might be used.

It was agreed that the document would be considered again once the External Review of Governance had been completed. **Action: SWe.**

22. **Link Governor Reports & Feedback from Governor Training Events**

- a. NR had circulated a report on Year 6 transition and permanent exclusion.
- b. VJ had met with Jan Malt to discuss achievement in English and the challenge of the new GCSE system. The visit had been very valuable.
- c. KO had met with Year 7 and 8 students.
- d. KO had also attended bowling with students
- e. KO had attended the school play.
- f. TD had attended Prevent training.
- g. KO, VJ and NR had attended sat on a Permanent Exclusion Panel.

23. **Confirmation of Meeting schedule for 2017-2018**

The annual schedule of meetings was confirmed. Action: All to note.

It was agreed that the Clerk would nominate 3 dates for Joint FGB/SLT evenings, based on the previous year's schedule. **Action: Clerk.**

24. **Register of Pecuniary Interests 2017-2018**

All governors who were present updated their forms. NR had provided his form in advance of the meeting.

Action: MO; BR to complete.

Action: Clerk to add to GovernorHub and pass to Company Secretary.

25. **Governors' Code of Conduct**

The form had been updated to reflect Edubase requirements.

All governors who were present updated their forms. NR had provided his form in advance of the meeting.

Action: MO; BR to complete.

Action: Clerk to add to GovernorHub and pass to Company Secretary.

26. Website Profiles

Ruth Henry had forwarded her profile to the Clerk.

Action: All governors without a website profile to forward to the clerk.

27. Any other URGENT Business

27.1 Safeguarding and Child Protection Policy

Governors asked: Item 5.3 (Key Personnel) makes reference to the Virtual School Headteacher – who is that?

A: It is a post appointed by BANES. Looked After Children (LAC) are effectively looked after by 2 schools.

It was agreed that amendments to clarify what should be considered serious self-harm and the appropriate action would be made to Item 7.9:

'What to do if faced with serious self-harm with/without suicidal ideation, requiring medical treatment. Eg: Injury or overdose (however small).

- Call the Emergency Services and a school first aider.'

Action: SMK.

Subject to the above change, the full governing board agreed that the policy should be adopted. The policy would be scheduled for review in July 2018.

27.2 Risk Register

It was noted that the register was not supposed to capture every possible risk.

It was agreed that the register would be monitored by all committees in relation to their responsibilities:

- F&GP: R01, 2, 3, 6, 7, 8
- PSW: R0 4, 5, 9, 10.
- CURRIC: R010.

Action: Committee Chairs.

It was agreed that R08 Business Continuity risk due to lack of specialist classrooms from 2016 should be removed. Action: SMK.

The register would come to the FGB once each year. Action: SMK/Clerk.

It was agreed that all governors should review the register and provide feedback as to whether the register provided an accurate picture of the school. Action: All governors to feedback on GovernorHub.

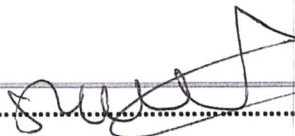
28. Items for next agenda

a. Election of Chair and Vice Chair.

Dates of next Governing Board Meetings:

- Full Governing Board - Thursday, 5th October 2017 at 5.30 pm - TBC
- Curriculum Committee - Thursday, 12th October 2017 at 5.30 pm - TBC
- Remuneration Panel - Thursday, 19th October 2017 at 3.30 pm - TBC
- Finance & General Purposes - Thursday, 19th October 2017 at 5.30 pm - TBC
- Personnel & Student Welfare Committee - Thursday, 30th November 2017 at 5.30 pm (Confirmed)
- Admissions Committee – Thursday, 7th December 2017 at 9.30 am TB

The meeting finished at 7.45 pm.



Item 3.2 Matters Arising

Item 6. Headteacher's Report.

...the number of students on ISPs included in future Headteacher Reports. **SMK: Action carried forward.**
...the governing Board would monitor PE through the Curriculum Committee. **SMK/NR: Action completed.**
...data about the trends regarding PEX, racist incidents and bullying should be included in future Headteacher Reports. **SMK: Action completed.**

Item 9. Strategy Meeting Update

... after each session the SEF and SIP should be updated and circulated. It was agreed that a timeline should be incorporated so that progress was evident. **SMK: Action completed** [In SEF and Strategic Plans folders – GovernorHub]

...the Strategic Plan's narrative would be updated. **SWe: Action carried forward.**

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: SMK.** [Agenda]

...a standing FGB agenda item would 'Outputs from Strategy Meetings'. **Clerk: Action completed.** [Agenda]

Item 10. Further Action in response to Staff Meeting Feedback

...further discussion of the survey would take place at the PSW (Personnel and Student Welfare) Committee. **SMK/BR: Action completed.**

Item 11. Proposal to Change the School Day

The governing Board approved the proposal. **SMK: Action completed.**

Item 14. Draft Annual Budget

SMK advised that a final review of the budget would be undertaken at the next F&GP meeting. It would be proposed for adoption at the next FGB meeting, on 13th July 2017. **SMK: Action completed.** [Agenda]

Item 16. Cleaning Services Contract

...the contract should be extended, subject to benchmarking against Bristol LA's services. **SMK: Action completed.**

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

c. VJ had spent a day shadowing a Year 8 student. It had been an excellent experience. The student was very helpful and considerate. JS would arrange a similar visit. **JS: Action carried forward.**

Clerk to update the training log. **Action completed.**

Item 18. Committee Appointment

...this item would be carried forward to the next meeting. **Clerk: Action completed.** [Agenda]

Item 19. External Review of Governance (ERG)

Clerk to source candidates to undertake the review. **Action completed.**

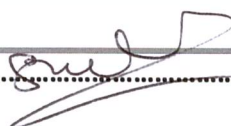
Item 20. Schedule of Policies

A further update would be provided at the next meeting. **SMK: Action completed.** [Agenda]

Item 21. Meeting schedule for 2017-2018

The Clerk circulated a proposed schedule to the Chairs and SMK. **Chairs/SMK: Action completed.**

22.1 Health & Safety Policy



The revised policy was adopted. SMK: Action completed.

Outstanding Actions from 9th February 2017

Item 20d. Next Chairs' meeting. Action carried forward. [Action transferred to SWe: propose and circulate dates.]

Outstanding Actions from 12th May 2016

Item 6d. Prevent Training... governors to forward their certificates to the Clerk Action: Governors – carried forward.
[Certificates had been received was from NR, VJ and TD.]

Further action:

- a. MO had completed the training and would ask BANES to forward the record of attendance. Action: MO
- b. Link to Prevent on-line training to be circulated. Clerk: Action completed.