

**The Minutes of the Full Governing Board (FGB) Meeting**  
Held on Thursday, 6<sup>th</sup> February 2020 at 5:30pm  
in the Learning Resource Centre

**1. Present:**

Stuart Weatherall (**SWe**) (**Chair of the Governing Board**)  
Tahir Darr (**TD**) (**Vice Chair of the Governing Board**);  
Tom Davies (**TPD**);  
Duncan Giles (**DG**);  
Ruth Henry (**RH**);  
Vicki Jackson (**VJ**);  
Carl Lander (**CL**);  
Steven Mackay (**SMK**) (**Headteacher**);  
Michelle O'Doherty (**MO**);  
Kelly Ogden (**KO**);  
Ashley Russell (**AR**);  
Kevin Ward (**KW**);  
Nick Regan (**NR**);  
Verity Lewis (**VL**);

**1.2 Apologies** had been received and were accepted from: Martin Crook (MC); Jon Reeves (**Deputy Headteacher**)

**1.3 The meeting was quorate.**

**1.4 In attendance:**

Rachel Bromiley (**Clerk**);

**1.5 Declaration of Business Interests and Conflicts of Interests.** There were no declarations.

**1.6** SWe welcomed everyone to the meeting.

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

SLT structure.

**3. The Minutes of the last Full Governing Board Meeting, 12<sup>th</sup> December 2019.**

The minutes were approved by the Governing Board; they were signed by the Chair.

**4. Matters Arising from the last Full Governing Board Meeting.** [Please see page 8.]

**5. Headteacher's Report**

The report has been circulated for review prior to the meeting.

MKS highlighted key points from the report.

The outcomes for current Year 11 – the school still expect them to be good at +.3 and will be pleased if we get those outcomes. Year 10 are still unknown.

Governors asked: where would that put us as a school? A: above average.

Governors asked: On the back of what was brought up in the Ofsted report, do we know why our PP students are doing better than the national average? A: We don't know, but they are anomalous. They have had a better schooling over the past four years than they may have done previously. There will be a range of things, some of which are things we would have done. This is the first cohort for which we would have had a PP strategy. Ofsted asked whether we had evaluated what had been done last year and it is hard to know whether it is that that has made a difference. One of the PSO's role is to work purely with those children which they would not have had previously. Ensuring that these children are included on trips and visits, which they would not have had before.

Governors asked if there is anything else that we could be doing? A: MKS said that there is not anything else that we think we could offer.

Governors asked whether attendance has an impact? A: MKS said that it is likely that it does, but it is difficult to measure. You cannot measure the gap, but until you get the outcomes it is impossible to know.

Governors mentioned that it was suggested by Ofsted that we should have a governor linked to attendance. There was a question over what they would do specifically and this would possibly come under the PP governor.

Measuring impact will be individual student based but we could review the behaviour after trips. 43% of PP students participate in trips as opposed to around 52% of students on the whole. We need an analysis of the money we are spending on PP to see if it is delivering good outcomes.

Governors asked: should we be tracking participation by all students in extra-curricular activities. A: It would be difficult to monitor as you are relying on staff to do so. Not sure what the benefit of this information would be. EDF have done analysis which shows the kind of things that do have an impact and we do those.

Governors asked: Do we engage with students on the effectiveness of support: we could do some student voice to find out their opinions on this.

MKS commented that exclusions are still too high. MKS met with Inclusion and Education Director at BANES. He told him that there will be no more commissioned places made available but they have agreed with Learn@Mat on an expansion, so then we may be able to pay and secure more places for our school.

It was noted that AR is meeting with Sarah Mills regarding safeguarding on 27<sup>th</sup> February.

MKS commented that the 6<sup>th</sup> form outcomes will not be great. We are aware of the reasons why - the students are not working hard enough and the school have not managed the expansion as well as they could have done. There is another set of mocks arranged for them which will make a difference but not as much as we would like. The Year 12 students are better as the threshold for entry was higher. There will be around 100 students joining the 6<sup>th</sup> form this September.

Governors asked: what ratio of our current Year 11 students stay on to 6<sup>th</sup> form? A: 90% of Year 12 were existing students. One student has left due to underachievement.

Governors asked: will they go on to further education somewhere else? A: yes, likely.

Our Year 11 students are genuinely receiving impartial advice about joining the 6<sup>th</sup> form. The majority of our 6<sup>th</sup> form enter with the aspiration of university.

With regard to the budget, the most likely scenario is model B which is very healthy. We are committed to spend £1.5million.

Governors asked: will the SEND base cater for just Oldfield students or BANES as a whole? A: It will serve BANES, but there are only 8 places. These are children that would struggle in a mainstream environment but that are likely to get through to 6<sup>th</sup> form. It is likely that 8 children will join in Year 7 from across a wide area.

VL raised the point that literacy levels for the current Year 7 are low. MKS said that the school are aware of this, which is why we have introduced Reading Plus in order to improve them. This is partly due to the change of cohort and some children are just low ability. We have created two groups in Year 7 for reading support, increased the TA support and introduced Lexia interventions.

Governors asked is that likely to be an ongoing thing? A: yes, but we don't know what the students will be like this coming year.

Governors asked: was it reflected in their SATS? A: yes it was.

It was noted that the total exclusions for this year are slightly lower than last year at the moment.

Governors asked: Is there anything that we might see in the future that might reduce the number of exclusions? A: yes, there will be more AP provision in BANES and the SEND base. Exclusion is always a last resort but some things you can't allow to happen.

Governors commented that the school attendance is lower than last year? A: This time of year it will be and we had a lot of sickness absence in November/December which has had quite an impact. There was quite a lot of staff absence too.

SIP, the academic excellence Year 11 intervention – is it something to be concerned about. No, study skills session took place a couple of weeks ago and is happening with parents in a couple of weeks. Most will change to amber or green as the decision was taken not to do it in Term 1.

Governors asked: is there a good chance of filling the staff vacancies?

A: MKS said:

- there had been some interest in the EP role. The LA EP doesn't have the capacity to give us more hours so we are trying to employ one of our own.
- RS teacher – no news on that role yet.
- LOL Creatives – just being advertised.
- SEN TA – still recruiting.
- Assistant Head of Year – advertising now.

Governors asked if there were any internal staff that we could train to be a HLTA? A: Possibly.

## 6. Draft Ofsted Report

MKS and REJ had taken notes at the end of each day of the inspection. On reflection there isn't much you can do to prepare for an inspection. There was a 90-minute conversation with Ofsted on the day of the call to talk through the process and what they will be looking at. It was initially a Section 8 inspection as we were an outstanding school and it was then converted to a Section 5 inspection, and became a two-day inspection. Ofsted asked us to suggest departments for deep dives, but they didn't look at data at all. The heads of subject were knowledgeable and Ofsted agreed with our suggestions about leading departments.

On day two there was a lot of time spent in lessons and speaking to the school leaders. Nothing they saw on the second day contradicted what we had said. They commented on the honesty and integrity of the staff. Staff we keen to talk about their subject areas. Students were courteous and polite. There was nothing mentioned that we did not already know and aligned with our SEF and SIP. It helps that we are already working on it. They recognised that the school is a very different school to that inspected 7 years ago.

Governors asked: Regarding the four paragraphs on how the school can improve, is there anything that the governors can be looking at? A: the areas for improvement are already in the SIP and we could make it clearer how they are monitored. In some areas SEN works well and not in others, and the same for PP, etc.

VL commented that the teachers handbook that Broadlands use which is a good format and she can share with MKS. **Action: VL**

We need to demonstrate that the 4 paragraphs raised are incorporated into the SIP. **Action: MKS**

To move to be an outstanding school is really hard. Ofsted have raised whether they will be keeping the Outstanding judgement. It's likely that only selective schools will receive that judgement. MKS is sending a letter to parents which is really positive and well written with aspirations for outstanding.

Have governors sent a message to staff? A: No. **Action SWe**

The Parent View response was very good but there had been a change in the questioning from previous. We will adjust our internal parent view questionnaire accordingly. The results indicated that 94% would recommend the school. More than 30% of SEN responses were unhappy but we understand that this is a good response compared to other schools in BANES. We are aware that SEND parent responses are subjective so it will always be a polarised view. 89% of parents said that the school responded well but this may be impacted by the SEND parents.

Governors asked: did the Parent View questionnaire close on the second day of inspection as some parents couldn't comment? A: We think so.

The school and governors should be proud and the governors need to keep pushing forward with the ambition that we have.

Governors asked when the next inspection would be? A: 4 years to the next inspection, unless anything happens to prompt an inspection.

## 7. SEND Capital Project Update

This has been explained in quite a lot of detail in the Heads Report. Chris Wilford, BANES, advised MKS that the funding from BANES has been agreed. We will not hear from the RSC until March and if they do not approve it, then BANES will not providing any funding. MKS spoke with the RSC who felt that our application was thorough and should be enough to be approved. The tenders are due back in early March. The school are paying around £500k towards the project. The next key event is planning permission. If the tenders come back higher than anticipated then we may need to find some more money. Hopefully it will come in under budget. The project is due to finish on 24<sup>th</sup> August.

Governors asked if there were likely to be any potential problems with planning? A: It is possible that they could ask us to make changes to the plans or bats could move in before it is demolished.

## 8. The Trust

### a) GDC Training

Stone King can offer training with two members of their team for those members who may be involved in GDC or the independent review panel. It would be a 2-hour sessions covering the process, the panel's role and the HT role, decisions, etc. IRP's are regularly sending it back to the GDC on exclusions. It was suggested the training take place prior to the next FGB on 26<sup>th</sup> March. **Action: MKS**

### b) Clerking arrangements

As discussed previously we agreed to go ahead with Judicium and MKS/SWe met with Jeremy Kaye on Monday. Jeremy would be our clerk although an alternative would be provided if he

could not make any meetings. Jeremy can clerk all the meetings except the July meeting for which they will provide an alternative clerk. We agreed that the meeting dates and timings would all remain as we had planned. The next meeting is PSW and the agenda should be circulated by Jeremy next week. We will wait to see how he works and his format, before we decided whether we need to change anything.

DG left the meeting at 18:55

- c) Meeting schedule

## 9. Updates from Committee Chairs -

- a) Curriculum Committee Report (met 9<sup>th</sup> January 2020) NR  
Nothing specific to share.
- b) Finance & Audit Committee Report (met 23<sup>rd</sup> January 2020) KW

Is everyone aware of the new name? KW explained that the new title is more appropriate and compliant with the committee's responsibilities.

KW explained that there is a potential liability around support staff holiday. It has been to court but there is likely to be an appeal. There is a risk that it could be back-dated and include ex-staff to 2014. Judicium have advised us to pay but we have decided to wait on the outcome of the appeal.

## 10. Any Other Urgent Business

### SLT Structure

MKS explained that whilst not proposing to restructure, he is planning to appoint an additional Deputy Headteacher. He has not prepared a rationale but has prepared a structure of how that might look. The school is 30% bigger than it was three years ago and the SLT structure has not changed. MKS explained that they would like this role to specifically be in the pastoral team as there is a significant impact in this area. The current leadership team are spending significant amounts of time supporting pastoral areas and do not have enough time to do their curriculum roles.

Taking the responsibilities that belong to Sarah Mills and Jessica Lobbett's roles and turning it in to 3 roles. MKS said that he would still manage all three roles. The cost would be around £100,000 with oncosts, net of around £85,000 as this person would also teach. We need this role to improve the school.

In terms of appointing, time is of the essence to get a better quality field.

Governors asked: is this is a good time to get a good field A: MKS said this is the best time. The last time we did this, we didn't get past the first day and had to re-advertise. MKS has only spoken with REJ about this so far not the rest of SLT.

MKS circulated the current structure for everyone to review and explained that the roles under MSS and LOJ would be shared under the three roles.

**Governors asked if this was succession planning and could be an internal appointment? A:** internal applicants could apply.

MKS circulated the proposed new responsibilities structure for everyone to review and talked through the key points.

KW suggested that maybe we should wait until after the tender results are in as that could be an additional £50 or £100k that we have to find. He also asked how our structure compares to other

comparable school structures. MKS explained that Oldfield is unusual in only having one Deputy Headteacher.

TD said there was extra emphasis on some of the roles as that links directly to what we have just seen in the Ofsted report. Would it be appropriate if assistant heads reported to deputy and then to MKS. From a finance perspective, like to see written down how the figures look with this included.

**Action: MKS** to circulate figures.

MKS explained that if we receive the capital gain, it is not an issue and even if we don't, the cash flow looks positive. We would be advertising after February half term so we would not be interviewing until towards the end of term 4.

Governors asked whether we would have to do a change consultation? A: there is a notion that their (SLT) roles can change from year to year. We are not restructuring, we are just remodelling the responsibilities.

Governors asked if Sarah, for example, could request to change her role? A: yes but they will be directed. RH commented that she felt the proposed structure would be a really positive move and that it would provide much more support for the pastoral team.

Governors asked how the restructure would future proof us? A: that would be it, we would not need to change the structure again for the size of the school.

MKS said that the financial impact on worst-case scenario model C would reduce it to maybe £800,000.

Governors asked if there is any risk to us filling our PAN? A: No, we are not concerned about that.

Governors agreed to proceed with the appointment subject to the figures being shared and the PSW meeting. **Action: MKS**

SWe asked for governor volunteers to approve the advert, job description and person specification. We need to agree the selection process and it will involve as many governors as possible, together with staff. **Action: SWe, TD, CL, VJ, KO**

The Governors gave their thanks to RB for clerking during term 2 and 3.

**Items noted for next agenda:**

- Trust matters
- Articles of Association
- Flightpaths **REJ**

The meeting closed at 19:25.

**Term 4 Meeting Dates:**

Thu 27 Feb 2020	Personnel & Student Welfare Committee
Thu 12 Mar 2020	Finance & Audit
Thu 27 Mar 2020	Full Governing Body

All meetings will begin at 5.30pm



## Matters Arising/Record of Decisions

From 12<sup>th</sup> December 2019

### Item 5. Accounts

**Action:** MKS to circulate with Trustees report before they are approved. The accounts can be approved on Quorate.

### Item 8. Future Clerking Arrangements

**Action:** MKS to contact Judicium to confirm that we will proceed with their clerking service.

**Item 10. Articles of Association** - will be covered when a Clerk is in place **C/F**

**Item 12.2. Trust matters** – will be covered when a Clerk is in place **C/F**

From 19<sup>th</sup> September 2019

### Item 10. Oldfield Strategy/School Improvement Plan

The updated KPIs (Key Performance Indicators) and Department Plans would be added to GovernorHub.

**Action:** SMK

### Item 11. Changes to Keeping Children Safe in Education (KCSIE) 2019

The Safeguarding Lead had advised that all staff and **governors must:**

- a. **Read and acknowledge their understanding of Child Protection and Safeguarding Policy and complete the questionnaire 2019-2020.** **Action ongoing: All governors [Completed by AR]**
- b. In addition all must read Part 1 and Annex A of KCSIE 19 and the DfE document 'What to do if you are worried about a child'. **Action ongoing: All governors [Completed by AR]**

It was noted that governors should also be familiar with all other parts of KCSIE19. Further information could be accessed via the South West Child Protection Procedures website -

<https://www.proceduresonline.com/swcpp/>

### Item 16.6 Governor Training Providers

...governors would review the brochure and forward any queries or objections by 4<sup>th</sup> October 2019; if there were no objections by that date a subscription would be purchased. **Action: All/Clerk**

Integra staff had confirmed that in-house, bespoke, training could be provided at additional cost of c£200 per session. It was agreed that an in-house session on Complaints Panel training would be requested for 26<sup>th</sup> March 2020 at 3.30 pm, prior to the full governing board meeting. It was confirmed that staff governors would not need to attend. **Action: Clerk; Governors** to note date.

From 23<sup>rd</sup> May 2019

**Item 7.2** It was agreed that the presentation on Flight Paths would be included on the next FGB agenda. It was agreed that it would also be valuable to know how the information was communicated to pupils. **Action ongoing: JR [Due to the fullness of the agenda, the item was rescheduled for March 2020]**

### Item 10. Draft Articles of Association

The Clerk advised that AR had provided very useful feedback on the draft model. However, it had not been possible to prepare the draft in time for the meeting. The item was deferred. **Action ongoing: Clerk [Due to the fullness of the agenda, the item was rescheduled for March 2020]**