**Minutes**

**Elizabeth Woodville School**

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| **Meeting: Local Governing Body** | **Date: Thursday 19th September 2019** |
| **Acting Chair: Jason Abbott (JA)** | **Clerk: Teresa Elkin (TE)** |
| **Apologies: Chris Watt (CW); Hayley Richardson (HR)** | **Absent:** |
| **In attendance: Dr Jamie Clarke (JC); Sharan Matharu (SM) Principal; Sue Christopher (SC); Jason Abbott (JA); David Barker (DB) (part); Jo Chitty (JCY); Teresa Devey (TD) School Business Manager.** | |

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|  |  | **Action By** | **Date** |
| **1.** | **INTRODUCTIONS, NOTICE, APOLOGIES & QUORUM** |  |  |
| **1.1** | In the absence of Chris Watt (CW), Jason Abbott (JA) offered to be the Acting Chair, who welcomed everyone to the meeting and it was agreed that the meeting was quorate.  JC informed the LGB that JA has been asked to Chair the LGB, JA confirmed that he had provisionally accepted the offer. CW will continue as a governor. |  |  |
| **1.2** | Apologies were submitted by Chris Watt (CW) and Hayley Richardson (HR) and were accepted. |  |  |
|  | Note: DB joined the meeting at 5.32pm |  |  |
| **2.** | **DECLARATION OF INTERESTS IN ITEMS ON THE AGENDA** |  |  |
| **2.1** | There were no declarations. |  |  |
| **3.** | **GOVERNOR MATTERS** |  |  |
| **3.1** | A number of governors returned their completed Declarations. Governors who have not yet completed their declarations were asked to return these to school. | **Govs** | **ASAP** |
| **4.** | **DECLARATION OF ANY OTHER BUSINESS** |  |  |
| **4.1** | It was agreed that ‘Governor Responsibilities’ would be discussed as an items of Any Other Business. |  |  |
| **5.** | MINUTES OF THE MEETING THURSDAY 20TH JUNE 2019 AND MATTERS ARISING |  |  |
| **5.1** | The minutes of the meeting were agreed and were signed by the Acting Chair. There were no matters arising. |  |  |
| **5.2** | Item 6.3: JC advised that lesson observations have been carried in the light of the new Ofsted framework – now known as ‘lesson visits’ or ‘CPD to support colleagues’. |  |  |
| **5.3** | 8.1: Departmental Planning – SM provided an overview. **JA asked, are the plans** **being refined?** Yes it will be a work in progress in each department. SM agreed to take this forward to the next meeting, in response to a question from JA. The Clerk to add to the next agenda.  SM to investigate making documents on Google Classroom available to all governors. | **Clerk**  **SM** | **17th Oct**  **ASAP** |
| **5.4** | Safeguarding report for next meeting – Clerk to add to the next agenda.  JC advised that governors can sign the Google form on line, to confirm that they have read the policy and Keeping Children Safe in Education. | **Clerk** | **17th Oct** |
| **5.5** | Item 6.10: Staff Well-being – a staff group has been established on south site. Well-being Friday has been introduced. SM provided an update for governors. There is now a national helpline for teachers, which will be promoted. **JA asked about monitoring through a staff survey and getting a benchmark of future improvement.** |  |  |
| **5.6** | Item 6.12: The Gatsby document has been shared with staff. |  |  |
| **5.7** | Item 7.2: Clerk to keep in the agenda – SIP/SEF | **Clerk** | **On-going** |
| **5.8** | Governors were encouraged to attend open evenings, where possible.  DB confirmed that he would be attending the Open Evening on 25th September.  JA and DB confirmed that they would be attending governor training on 26th September. (Note: they will not be able to attend Open Evening on 26th September). |  |  |
| **5.9** | Item 11.1: JA confirmed that he has attended exam review meetings.  SM to invite governors to the remaining meetings. | **SM** | **ASAP** |
| **6.** | **HEADTEACHER’S REPORT** |  |  |
| **6.1** | SM provided a summary of the Headteacher’s Report, circulated prior to the meeting. SM provided an overview of the Camps International trip and award ceremonies. |  |  |
| **6.2** | **Exam Summary**  SM confirmed that she was pleased with August exam results and has communicated with SWAN Headteachers – all other schools had a minus for value added – EWS achieved ‘zero’.  GCSE English was “a standout success”, despite poor results in Maths and Science. |  |  |
| **6.3** | **Start of new term**  There has been a positive start to the term for staff. The School has launched the ‘EWS Way’. Re-enforcing consistency with students. Behaviour on both sites has been much better. The biggest difference is in Science – students want to learn more. Some improvement is still required in the pace of some lessons.  Behaviour contracts are being put in place for targeted students. |  |  |
| **6.4** | This is a confidential item and is minuted separately. |  |  |
| **6.5** | **Staffing**  JA asked about current staff vacancies & SM provided an update:   * English vacancy is being covered by a good quality supply teacher * Science – we have received one application * Business – this has been vacant for 2 years and is difficult to recruit to * The school is considering using an agency to support future recruitment (though this has a cost implication)   There is strong teaching amongst supply staff. JC and SM undertook a learning walk to see this.  **JA queried whether ads are out for the Science post?** SM provided an update.  **JA questioned the English post recruitment?** A supply teacher, who is good, is covering one post. |  |  |
| **6.6** | **Exam Summary**  The document was circulated to governors prior to the meeting and SM provided a summary.  There has been a positive trajectory over the last 3 years but the performance in maths, MFL and Disadvantaged students was disappointing. Areas which were under focus performed well.  Supply teachers had taught maths students historically and now experienced maths teachers are in place. Governors discussed that ‘solid’ maths teachers have now moved on. SM shared case studies regarding the performance of some challenged students.  **JA asked, why were English results so good?** SM explained that the department has schemes of learning, rigorously follow procedures, diagnostic therapy, very aware and ready for exams. JA added that parents are invited in to discuss preparation for exams.  SM reminded governors that MFL did not perform well, but were a staff member short.  **JA challenged, can anything be shared and learned from the English department?** SM advised that they are sharing their PiXL strategies and have asked Maths and Science departments to start to look at these.  SM reminded the LGB that given the changes in the Senior Leadership Team, the Ofsted inspection and other challenges in the year, the staff worked hard with their students.  JCY led the “well done” to SM and her team. It was acknowledged that they have moved the team forward. SM agreed to pass on governors’ appreciation. It was acknowledged that there is an EWS student who was possibly the most successful performing student in the Trust. | **SM** | **ASAP** |
| **6.7** | **A Levels**  SM circulated the documents ‘A Level Estimated value’ and a summary of ‘Top students for attainment and results.’  **JCY asked, did everyone in Post-16 go to their university of choice?** SM advised that where they did not get their first choice, they mostly got their second choice. |  |  |
| **6.8** | **Exclusion Summary**  SM circulated a summary prior to the meeting and provided an overview. SM provided a summary of the challenges with key students and parents. Exclusions have reduced and behaviour patterns enable staff to focus on the year that requires support and plans are in place.  **JA enquired whether the statistics per year group reflect national figures?** JC advised that the national figures should be available in October and will be reported on at the next meeting. The Clerk to add to the December agenda. | **Clerk** | **4th Dec** |
| **7.** | **KEEPING CHILDREN SAFE IN EDUCATION 2019-2020** |  |  |
| **7.1** | SM advised that all governors read Part 1 and circulated copies of additional slides that were shared with staff. It was agreed that the LGB should have a Safeguarding governor – JCY agreed to take this responsibility.  JC advised that a governor checking the SCR (Single Central Register) would be supported by a Trust colleague who was more familiar with the SCR.  At the next meeting, governors will be asked to sign KCSIE or to sign online. The Clerk to add to the December agenda. | **Clerk** | **4th Dec** |
| **8.** | **SCHOOL ATTENDANCE** |  |  |
| **8.1** | JC provided a summary – attendance has improved. Persistent Absence is slightly above national average, but “There is more work to do”  JA proposed that it should be reviewed once a term at LGB meetings: Attendance, PA and Exclusions with more information on Pupil Premium students. SM agreed to provide. The Clerk to add to the next agenda.  SM advised that attendance assemblies have been held with every year group. | **Clerk** | **17th Oct** |
| **9.** | **BUILDINGS UPDATE** |  |  |
| **9.1** | SM provided a brief update.  **South Site**  Painting has been undertaken and plan of action is in place.  **North Site**  Roof will be completed on time.  Windows have been “challenging”.  Asbestos has been found and specialists have been brought in to treat it. **DB challenged, did we know it was there?** TD advised that when the boarding was initially removed, the asbestos was discovered. **JA asked** **when would this be completed?** SM explained, by November. **JA queried,** **can we cope with the additional cost of this treatment?** TD advised that she would address this under agenda item 10. |  |  |
| **9.2** | **Costs**  TD advised that surveyors have tested other cladding boards, which are cement boards - which is good news as no asbestos was found in the survey. The aim is to complete the gym work and the school is calculating a shortfall. **JA asked, what is this?** Approx. £30k. but, it is an income generating building.  **JA questioned, “Where will the £30k come from?”** TD advised that she would address this in agenda item 10. |  |  |
| **9.3** | SM added that the sports hall flooring on North site has been completed.  JA noted that he had received positive feedback from gym members. The Swimming pool is generating increased income. |  |  |
| **9.4** | TD advised that more improvements are planned for the leisure centre and plans are in place for north and south sites. |  |  |
| **10.** | **BUDGET UPDATE** |  |  |
| **10.1** | TD advised that there will not be a balanced budget for this year and circulated a summary. Due to the number of maintenance issues that have not been addressed historically, it now affects the current budget.  Transport costs have been saved and the school has purchased a second minibus which will be used to maximum effect.  JC advised that there is a £148k deficit budget, which the Trust has awarded as a loan that the school will have to pay back. TD confirmed that there are strategies for payback, staff costs will not increase as the school has capacity.  The new Willison Centre Manager is working with TD to maximise the income from the facility. |  |  |
| **10.2** | There has been a 2% staff pay increase in the budget. |  |  |
| **10.3** | TD advised that the school has reviewed energy costs and new solar panels will be inserted as part of the roof project. The historic projection for energy costs did not match the actual. **DB asked, “Why was this?” Price rises?** TD explained that one contract was variable which was surprising but was not forecast properly. TD will have an energy audit with the company used by the Trust and will investigate grants. Forecasts are now “real”. |  |  |
| **10.4** | JA highlighted number of pupils and parents that are choosing a ‘good’ school, outside the EWS catchment area. **DB questioned, what assumption have you made about increasing student numbers?** SM advised that forecasts have been made and the Local Authority (LA) has requested that the school take extra numbers of students. TD added that £50k has therefore been placed in the budget. SM advised that she is meeting with the LA tomorrow, 20th September for an update. |  |  |
| **11.** | **POST 16 BURSARY** |  |  |
| **11.1** | TD advised that there have been some changes to eligibility; a revised process is now in place. Gavin Martin Head of Post 16 has drafted a guide and developed an application form with TD to ensure that the process is compliant. |  |  |
| **12.** | **ANY OTHER BUSINESS** |  |  |
| **12.1** | **Governor Responsibilities**  The following responsibilities were agreed:  Dave Barker – Pupil Premium  Jo Chitty - safeguarding  Hayley Richardson – SEN  JA agreed to contact HR to confirm that she was happy to accept the assigned responsibility. | **JA** | **ASAP** |
| **13.** | **MEETING DATES** |  |  |
| **13.1** | * 5.30pm 17th October - The Clerk agreed to investigate if Emma Pitson was available to clerk. It was agreed that SM would invite Heads of Maths and English to present ‘Intent and Implementation’ followed by Q&A. * 5.30pm 4th December   It was agreed that all future meetings would be held on the North site.  SM to propose dates for the remainder of the academic year | **Clerk**  **SM**  **SM** | **ASAP**  **By 17th Oct**  **17th Oct** |

The meeting was closed by the Chair at 7.13 pm

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|  | **Action Points** | **Responsible** | **Date to**  **Complete** |
| **3.1** | Governors who have not yet completed their declarations were asked to return these to school. | **Govs** | **ASAP** |
| **5.3** | To add Departmental Planning to the next agenda.  To investigate making documents on Google Classroom available to all governors. | **Clerk**  **SM** | **17th Oct**  **ASAP** |
| **5.4** | Safeguarding report for next meeting – Clerk to add to the next agenda. | **Clerk** | **17th Oct** |
| **5.7** | To to keep in the agenda – SIP/SEF | **Clerk** | **On-going** |
| **5.9** | To invite governors to the remaining exam review meetings. | **SM** | **ASAP** |
| **6.6** | To pass on governors’ appreciation to staff. | **SM** | **ASAP** |
| **6.8** | To add exclusion statistics to the December agenda. | **Clerk** | **4th Dec** |
| **7.1** | At the next meeting, governors will be asked to sign KCSIE or to sign online. The Clerk to add to the next agenda. | **Clerk** | **17th Oct** |
| **8.1** | JA proposed that it should be reviewed once a term at LGB meetings: Attendance, PA and Exclusions with more information on Pupil Premium students. SM agreed to provide. The Clerk to add to the December agenda. | **Clerk** | **4th Dec** |
| **12.1** | To contact HR to confirm that she was happy to accept the assigned responsibility | **JA** | **ASAP** |
| **13.1** | To investigate if Emma Pitson was available to clerk the next meeting.    To invite Heads of Maths and English to present ‘Intent and Implementation’ followed by Q&A.  To propose dates for the remainder of the academic year | **Clerk**  **SM**  **SM** | **ASAP**  **By 17th Oct**  **17th Oct** |

Signed: ……………………………………………………………………………………. Date: …………………………………………….

Local Governing Body Chair