

## Minutes

### Elizabeth Woodville School

<b>Meeting:</b> Full Governing Body	<b>Date:</b> Thursday 7 <sup>th</sup> March 2019
<b>Chair:</b> Tim Read (TR)	<b>Clerk:</b> Teresa Elkin (TE)
<b>Apologies:</b> Hayley Richardson (HR); Fran Brill (FB)	<b>Absent:</b> Louise Bassett (LB)
<b>In attendance:</b> Chrissie Staley (ChS) External Consultant (part); David Barker (DB); Dr Jamie Clarke (JC); Howard Miller (HW); Jo Chitty (JCY); Sharan Matharu (SM); Shelagh Dunlop (SD); Sonya Amor Marshall (SAM) (part); Sue Christopher (SC); Jason Abbott (JA).	

		Action By	Date
<b>1.</b>	<b>INTRODUCTIONS, NOTICE, APOLOGIES &amp; QUORUM</b>		
<b>1.1</b>	The Chair welcomed everyone to the meeting and it was agreed that the meeting was quorate.		
<b>1.2</b>	Apologies were submitted by Hayley Richardson and were accepted. Fran Brill contacted the FGB to submit apologies due to traffic issues. It was noted that Louise Bassett was absent.		
<b>2.</b>	<b>DECLARATION OF INTERESTS IN ITEMS ON THE AGENDA</b>		
<b>2.1</b>	There were no declarations.		
<b>3.</b>	<b>DECLARATION OF ANY OTHER BUSINESS</b>		
<b>3.1</b>	There were no declarations.		
<b>4.</b>	<b>MINUTES OF THE MEETING THURSDAY 22<sup>RD</sup> NOVEMBER 2018 AND MATTERS ARISING</b>		
<b>4.1</b>	The minutes of the meeting were agreed and were signed by the Chair.		
<b>4.2</b>	<p><b>Matters Arising</b></p> <p>Governors were informed that messages have been left for Louise Bassett regarding her absence; no response has been received yet.</p> <p>The timetable has been adjusted although there are still some concerns.</p> <p>The Sports Centre action plan is being worked on by Sonya Amor-Marshall; equipment is now in place, there is a plan for recruitment and costs are being obtained for new flooring.</p>		

	<p>Persistent Absence - still waiting for figures from Carolyn Radford.</p> <p>Sharan Matharu will present an updated paper for impact statement.</p> <p>Jamie Clarke proposed on the production of Cross-TLT figs on staff attendance.</p>	<p><b>CR</b></p> <p><b>SM</b></p>	<p><b>ASAP</b></p> <p><b>ASAP</b></p>
<b>5.</b>	<b>OFSTED UPDATE</b>		
<b>5.1</b>	<p>Some governors confirmed that they were not in receipt of the report. The report is on the Ofsted website now – it was delayed due to technical reasons by Ofsted.</p> <p>The outcome was Requires Improvement, and good for Leadership and Management.</p>		
<b>5.2</b>	<p>Governors were informed of the next steps:</p> <ul style="list-style-type: none"> <li>• Middle Leaders will to work with teams to develop strengths;</li> <li>• Pastoral systems need developing: <ul style="list-style-type: none"> <li>○ Safeguarding was effective;</li> <li>○ Role of tutor and tutor time needs developing;</li> <li>○ Inspectors met with PLLs to develop systems, provision and impact - need to know students needs better;</li> <li>○ Tracy Cotter has taken on PLL lead for Year 11 – with effective improvement initially;</li> </ul> </li> <li>• Post-16 work needed to improve the outcomes;</li> <li>• Confident that improvement to good is taking place.</li> </ul>		
<b>5.3</b>	<p>Science is the weakest subject:</p> <ul style="list-style-type: none"> <li>• Looking to appoint Head of Science but the field is not looking strong;</li> <li>• There are currently high levels of absence in Science;</li> <li>• Recruiting Science teachers currently, but this is a ‘struggle’;</li> <li>• TT curriculum time is being reduced in 2019-20; <ul style="list-style-type: none"> <li>• Provision is too much <ul style="list-style-type: none"> <li>▪ More going to IT, options, Maths;</li> <li>▪ PSHE - a lesson being re-introduced</li> <li>▪ Regular item for Governors - the Standards and Curriculum committee to monitor science.</li> </ul> </li> </ul> </li> </ul>		
<b>5.4</b>	<ul style="list-style-type: none"> <li>• Middle Leaders are generally very positive about seeking and making improvements;</li> <li>• Chrissie Staley is working on developing pastoral systems and support through TLT;</li> <li>• Leaders are being flexible in attempting to recruit effective Science teachers;</li> <li>• There are too many supply teachers;</li> <li>• Leaders are working hard to recruit specialists – e.g. Science, this was a legacy issue that pupils and parents raised;</li> <li>• Governors agreed to focus on specific key areas for improvement in</li> </ul>		

	<p>their committees;</p> <ul style="list-style-type: none"> <li>• Governors noted the improvement in Leadership &amp; Management, particularly the Interim Headteacher and the Trust;</li> <li>• The Ofsted outcome has put the school in better light with parents <ul style="list-style-type: none"> <li>• School has appeals for places for the first time ever;</li> <li>• Parents from Northampton town looking to bring their children to Elizabeth Woodville School.</li> </ul> </li> </ul>		
<b>6.</b>	<b>KPI'S</b>		
<b>6.1</b>	<p>Sharan Matharu provided a summary:</p> <ul style="list-style-type: none"> <li>• P8 -0.35 (was -1.1 at this point last year, at its worst) <ul style="list-style-type: none"> <li>○ Interventions are now appropriate;</li> <li>○ The gap between Pupil Premium and non-Pupil Premium appears to be widening so strategies needed to improve;</li> <li>○ English/Maths cross over is being analysed and provision put in place to ensure careful match;</li> <li>○ Tutor time sessions to add provision;</li> <li>○ Science is a concern but still ahead of last year.</li> </ul> </li> </ul>		
<b>6.2</b>	<p>KS5 is looking more positive 98% A*-E (an improvement on last year)</p> <ul style="list-style-type: none"> <li>• 3 x Year 13 students are struggling with mental health.</li> </ul> <p>Attendance overall is 4.86%.</p> <p>Sharan Matharu shared the Exclusion data; 3 Permanent Exclusion this year (the Local Authority would not help with specialist provision so Health &amp; Safety concerns led to the Permanent Exclusion)</p> <p>Racist incidents have been recorded - inappropriate use of words/gestures but the school is working with students.</p>		
<b>6.3</b>	<p>Teaching days absence - data presented to governors.</p> <ul style="list-style-type: none"> <li>• Leaders taking action when staff hit stages in attendance.</li> </ul> <p>Leavers - caretaker left since data shared with governors but there has been some difficulty in recruiting support posts.</p>		
<b>6.4</b>	Teaching – is now good at 72% (was 61% at this time last year)		
<b>7.</b>	<b>ATTENDANCE DATA</b>		
<b>7.1</b>	This was reviewed in agenda item 6.		
<b>8.</b>	<b>FEEDBACK FROM COMMITTEES</b>		
<b>8.1</b>	<p><b>Resources Committee – presented by Dave Barker</b></p> <p>The committee has met several times since the previous FGB meeting and actioned the following:</p> <ul style="list-style-type: none"> <li>• Approved the purchase of gym equipment - now in place;</li> </ul>		

	<ul style="list-style-type: none"> <li>• Staff restructuring;</li> <li>• Had fire inspection on both sites - 'tolerable' outcome which is secure; <ul style="list-style-type: none"> <li>○ Impact for governors to meet the shortcomings on the one report received already.</li> </ul> </li> </ul>		
<b>8.2</b>	<p><b>Curriculum and Standards Committee – presented by Shelagh Dunlop</b></p> <ul style="list-style-type: none"> <li>• Teaching &amp; Learning updates;</li> <li>• Teaching across the sites is broadly similar;</li> <li>• CPD brochure for staff - including staff with known specialities;</li> <li>• Sixth Form review - 'student action plan' now in place to drive improvement for individuals;</li> <li>• Student voice feedback is more positive than from parents - need to communicate better to parents - although Ofsted found parents to be largely positive;</li> <li>• e-safety training for parents - well received by parents attending;</li> <li>• New inclusion hub on north – there will be a report on effectiveness at the next meeting.</li> </ul>		
<b>9.</b>	<b>STAFFING</b>		
<b>9.1</b>	Sharan Matharu advised that staffing is still 'turbulent' in places. A recent recruitment fair at a Trust school has led to applications for Modern Foreign Languages and Geography posts. EWS currently has a vacancy in English but the Maths vacancy is probably resolved.		
<b>9.2</b>	<p>Trustees reviewed a new staff structure:</p> <ul style="list-style-type: none"> <li>• 2 Deputy Headteachers – governors were provided with the rationale for this, but its based on having a strong leader on each site who 'owns' the leadership; <ul style="list-style-type: none"> <li>○ Visible leadership is key in helping each site to develop;</li> <li>○ The Headteacher cannot be split over two sites;</li> <li>○ Adverts have been placed this week;</li> <li>○ 10 appointments by potential candidates are already booked;</li> </ul> </li> <li>• Other posts remain restructured as previously discussed by the FGB – this is a move to a more logical structure.</li> </ul>		
<b>9.3</b>	<p><b>Tim Read questioned the timescale for appointments?</b> Sharan Matharu confirmed that its in progress and there have been enquiries from ten potential candidates and agreed to keep governors aware of the process.</p> <p>David Barker provided an overview of the document 'Leadership Proposal for Elizabeth Woodville School', a hard copy was circulated to governors. Sharan Matharu added that the Pastoral team structure has been developed in response to a question during the recent Ofsted inspection.</p> <p><b>Tim Read asked if they would be teaching?</b> Yes, due to cost. <b>Jason Abbott asked if there is a Head of Year on each site?</b> Yes. <b>Jason Abbott also</b></p>		

	<b>questioned the Assistant Headteacher roles?</b> Sharan Matharu confirmed that they would stay on the site they are currently.		
9.4	<p>Howard Miller stated, “Its important that Sharan Matharu has the opportunity to deliver the role of strategic lead whilst being close to practitioners in the school.”</p> <p>Jamie Clarke confirmed that the Trust has asked Sharan Matharu to stay as the interim Headteacher until the end of the summer term – Trustees have made this decision and are keen to move quickly to secure future leadership.</p>		
10.	<b>BUDGET UPDATE</b>		
10.1	Governors discussed the number of staff in the school and Jamie Clarke confirmed that Tove Learning Trust would assist in the shortfall for the short-term.		
10.2	<p><b>EWS Sports Centre Update</b></p> <p>Sonya Amor Marshall provided background to the issue. The plan to replace the machinery has been actioned and using funding such as the Chancellor’s ‘Little Extras’ may help to replace the flooring. The school is considering the use of a lottery grant to part-fund the lighting on the south site.</p> <p>A job description has been drafted for the new Willison Centre Manager post.</p> <p>The suite will be re-painted over the Easter holidays.</p> <p><b>SC asked if there were any plans to renew the AstroTurf?</b> Sonya Amor Marshall explained that it’s very expensive and difficult to obtain funding for it via a CIF bid. As a long-term requirement it could cost approx. £300k. Jamie Clarke explained that as more schools join the Trust, CIF bids would no longer be open to schools due to the size of the Multi Academy Trust. There will be other funding streams but they will be part of longer-term affordable planning. There is currently a conditions survey being carried out across all Trust schools. Sharan Matharu assured governors that she would be working to ensure that the school is higher up the priority list.</p> <p>Jason Abbott added that parents at the recent open evening stated that they did not want their children to come to the school due to the state of the building. Jamie Clarke advised that it’s probably more a reflection of the reputation of the school.</p>		
10.3	<p><b>2019-2020 Budget Update</b></p> <p>Sonya Amor Marshall circulated a hard copy of the documents ‘Budget Monitoring February 2019’ and ‘Notes for Budget’ and provided a summary.</p>		

	<p>It's predicted that the school will achieve a £52,667 revenue carry forward – overall, not in year. In response to a question from Jamie Clarke, the school is just about breaking even. Sonya Amor Marshall explained that it's moved from £47,724 because of the 'little extras' money. As a result of questioning by Jamie Clarke, Sonya Amor Marshall agreed to compare the sum to previous figures.</p> <p><b>Jamie Clarke highlighted that if the school could make such efficiencies and savings, what are these and how is it done?</b> Sonya Amor Marshall advised that the capital carry forward is expected to be £26k.</p>	<b>SAM</b>	<b>ASAP</b>
<b>10.4</b>	<p><b>Jamie Clarke asked if there will be an overspend on trips?</b> Sonya Amor Marshall advised that this money cannot be included in the budget – there is £30k of trip money still to be spent. Jamie Clarke queried the remaining £40k therefore and Sonya Amor Marshall detailed what this is spent on and confirmed that they will be 'netted off' in response to a question from Jamie Clarke.</p> <p><b>Dave Barker enquired whether a school fund account could be produced to make this clearer to governors?</b> Sonya Amor Marshall advised that she could print out the codes to show a breakdown and show the incomes and expenditure – trips are cost neutral and the budget needs to show this.</p> <p><b>Governors queried whether there were any staffing costs to the school in the figures?</b> No. Sonya Amor Marshall was advised that the cost of staff supporting a trip should be costed in and Jamie Clarke agreed that it should be built in – as long as the school does not make a 'profit' on it.</p>		
<b>10.5</b>	<p>Sonya Amor Marshall explained that the cost of reprographics in the school is a department cost. <b>Dave Barker questioned whether this should be shown as income to the school?</b> Sonya Amor Marshall explained that it's shown this way due to the reporting nature of FMS and governors discussed further. Jamie Clarke agreed to obtain clarity from the Chief Financial Officer.</p>	<b>JC</b>	<b>ASAP</b>
<b>10.6</b>	<p>Sonya Amor Marshall advised that there are 'mis-codings' under Admin/Support staff and these will be amended when the school changes to the new financial reporting system. Jamie Clarke added that this software would create financial consistency across the Trust.</p>		
<b>10.7</b>	<p>There will be a small reimbursement for external staff, which will be funded by the Trust to pay for January salaries. The school will be responsible for paying their salaries for February and March.</p>		
<b>10.8</b>	<p>Work experience will be introduced for Year 12 students this year and next year, Year 10 students will also experience work experience.</p>		
<b>10.9</b>	<p>Jamie Clarke commended the school on balancing its budget and requested that the Resources committee reviews how the savings were</p>	<b>Resour Ces</b>	<b>Next meeting</b>

	made.  <b>Dave Barker questioned whether the move to a new finance system, will affect the figures?</b> Sonya Amor Marshall advised that there will be a 'mini' year-end review and Jamie Clarke added that the 'large sums' would remain the same.	Comm	
10.10	Tim Read thanked Sonya Amor Marshall for her presentation and expressed thanks on behalf of the governing body as she is leaving the school.		
	Note: at 7.48pm Sonya Amor Marshall left the meeting.		
11.	<b>SCHOOL POLICIES</b>		
11.1	Governors approved the policies: <ul style="list-style-type: none"> <li>• Stress Policy</li> <li>• Staff Equality Policy and Anti Bullying</li> </ul>		
	Note: at 7.50pm CS left the meeting		
12.	<b>UNIFORM</b>		
12.1	Sharan Matharu provided a summary of the responses to the recent survey. 29% of respondents would like the uniform to include skirts for girls. Both staff and students have requested to change the school tie.		
12.2	Sharan Matharu agreed to take the following items to the student body: <ul style="list-style-type: none"> <li>• To allow knee length skirts for girls, as an option;</li> <li>• To change the design of the school tie – governors proposed that the school should investigate an affordable cost;</li> <li>• There is the possibility of introducing an optional branded school jumper, but hoodies and sweatshirts will not be allowed;</li> <li>• To investigate the idea of a PE top;</li> <li>• To introduce a 'standard' black blazer.</li> </ul>	SM	ASAP
12.3	Sharan Matharu confirmed that it was a "Comprehensive response" <b>Jo Chitty asked if there was an option for a school badge that can be sewn or ironed on the blazer?</b> Governors requested that the uniform is 'cost effective'.  It was agreed that the new uniform rules need to be distributed by Easter and Governors agreed the proposals.		
13.	<b>GOVERNOR LINKS</b>		
13.1	A list of proposed governor links was circulated prior to the meeting. JC advised that TOVE Trustees are reviewing the way that governance operates across the MAT, to offer best use of experience and offer best		

	<p>value. Governors are required to hold leaders to account and act as a critical friend. FGB's will be smaller – Trustees will approve of the size and approach of AIB's. This will develop greater consistency and clarity and would enable governors to serve on more than one FGB.</p> <p>The Trust will be responsible for appointing the Chair who will likely be a Trustee or a 'professional' Chair. JC agreed to keep governors informed of changes – "This will be a positive move forward".</p> <p>TR agreed that, "It is a welcome and greater link between the FGB and the Trust".</p>		
<b>14.</b>	<b>ANY OTHER BUSINESS</b>		
<b>14.1</b>	There was no other business declared.		
<b>15.</b>	<b>Meeting Dates</b>		
<b>15.1</b>	<p>The FGB will meet as follows:</p> <ul style="list-style-type: none"> <li>• 7.15pm Thursday 2<sup>nd</sup> May</li> <li>• 7.15pm Thursday 20<sup>th</sup> June</li> </ul> <p>It was agreed that Dave Barker and Sharan Matharu would agree Resources committee meeting dates.</p> <p>It was agreed that Shelagh Dunlop and Sharan Matharu would agree Curriculum and Standards and committee meeting dates.</p>	<p><b>DB, SM</b></p> <p><b>SD, SM</b></p>	<p><b>ASAP</b></p> <p><b>ASAP</b></p>

The meeting was closed by the Chair at 8.20pm

	<b>Action Points</b>	<b>Responsible</b>	<b>Date to Complete</b>
<b>4.2</b>	<p>Persistent Absence - still waiting for figures from Carolyn Radford.</p> <p>Sharan Matharu will present an updated paper for impact statement.</p>	<p><b>CR</b></p> <p><b>SM</b></p>	<p><b>ASAP</b></p> <p><b>ASAP</b></p>
<b>10.3</b>	Carry forward - Sonya Amor Marshall explained that it's moved from £47,724 because of the 'little extras' money. As a result of questioning by Jamie Clarke, Sonya Amor Marshall agreed to compare the sum to previous figures.	<b>SAM</b>	<b>ASAP</b>
<b>10.5</b>	Sonya Amor Marshall explained that the cost of reprographics in the school is a department cost. It's shown this way due to the reporting nature of FMS and governors discussed further. Jamie Clarke agreed to obtain clarity from the Chief Financial Officer.	<b>JC</b>	<b>ASAP</b>
<b>10.9</b>	Jamie Clarke requested that the Resources committee reviews how the savings were made.	<b>Resour Ces</b>	<b>Next Meeting</b>



		<b>Comm</b>	
<b>12.2</b>	Sharan Matharu agreed to take the list of proposed uniform changes to the student body.	<b>SM</b>	<b>ASAP</b>
<b>15.1</b>	Dave Barker and Sharan Matharu would agree Resources committee meeting dates.	<b>DB, SM</b>	<b>ASAP</b>
	Shelagh Dunlop and Sharan Matharu would agree Curriculum and Standards and committee meeting dates.	<b>SD, SM</b>	<b>ASAP</b>

Signed: .....

Date: .....

Full Governing Body Chair

*For the purpose of the Minutes, the term "school" and "academy" are interchangeable.*