**Minutes**

**Elizabeth Woodville School**

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| **Meeting: Local Governing Body** | **Date: Wednesday 5th February 2020** |
| **Chair: Jason Abbott (JA)** | **Clerk: Teresa Elkin (TE)** |
| **Apologies: Sue Christopher (SC)** | **Absent:** |
| **In attendance: Sharan Matharu (SM) Principal; Jason Abbott (JA); David Barker (DB); Jo Chitty (JCY); Hayley Richardson (HR); Dr Jamie Clarke (JC); Melissa Scott (MS); Chris Watt (CW): Helen Gilligan (HG) Deputy Head (part)** | |

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|  |  | **Action By** | **Date** |
| **1.** | **INTRODUCTION, NOTICE, APOLOGIES, QUORUM, MEMBERSHIP** |  |  |
| **1.1** | JA welcomed everyone to the meeting. Melissa Scott (MS) as a newly appointed governor was welcomed and all present introduced themselves. |  |  |
| **1.2** | Apologies were submitted by Sue Christopher (SC) and were accepted. |  |  |
| **2.** | **DECLARATION OF INTERESTS** |  |  |
| **2.1** | There were no declarations. |  |  |
| **3.** | MINUTES OF THE MEETING 4th DECEMBER AND MATTERS ARISING |  |  |
| **3.1** | The minutes of the meeting were agreed and were signed by the Chair. |  |  |
| **3.2** | **Matters Arising**  Item 1.1: the school will continue to advertise for another governor, ideally from the south site. HG agreed to research further.  Item 7.1: Pupil Premium breakdown – governor responsibility in financial reports? Governors were informed that it’s not a governor responsibility but good practise, **JA asked, “Who’s responsibility is it therefore?”** Governors agreed that they will review the plan and visibility moving forward. CW advised that the Pupil Premium colleague in school should present an update to the FGB to ensure that the money is spent in the right place and the impact. DB agreed that he has sight of this report, as the Pupil Premium governor.  All other actions are complete. | **HG** | **ASAP** |
| **4.** | **GOVERNING BODY MEMBERSHIP** |  |  |
| **4.1** | This was discussed HG agreed to try to recruit a new Parent Governor. |  |  |
| **5.** | **SCHOOL DAY** |  |  |
| **5.1** | There was a presentation by HG, a hard copy of the proposal was shared with governors. Behaviour starts to fall at the end of lunchtime. Students find it hard to settle at the start of Period 5.  A change to the school day would mean that the school day could finish slightly earlier and to support staff well-being, staff meetings could start slightly earlier. HG summarised the change in timings. SM explained the use of the 10 minutes reading time in the afternoon.  **JCY asked, does the change have an impact on buses going in and out of the site?** HG agreed to check with transport providers. | **HG** | **ASAP** |
| **5.2** | CW advised that the change is ‘ok’ as long as the reading time is actually used, HG and SM agreed.  JC proposed a strategy review with the school about a structured reading programme – a good thing for the school to be doing. SM advised that there is a colleague now in charge of literacy who is very effective.  **HR asked if there is any consideration of student behaviour after school if they finish even earlier?** SM confirmed that the school will have to arrange for a parent organised bus to arrive earlier, currently these students are supervised by staff, whilst waiting for the bus at approx. 3.50pm.  **CW questioned, is there a consultation process with the parents as there could be childcare issues?** HG agreed that this will happen with approval from the FGB.  **DB asked, “What is the message to parents?”** Learning will be more focussed during lesson time. JC advised that this is the latest finishing school in the MAT, therefore EWS would be brought into line, finishing earlier would be an advantage in the winter. JC advised that the school is well within the education delivery time. |  |  |
| **5.3** | **JA asked, is 35 minutes enough time to feed all students**? SM confirmed, yes, its plenty of time, as evidenced by lunchtime duties. **JA asked, will** **behaviour not deteriorate earlier still?** SM advised; we can start the afternoon revision earlier. HW explained, that there is research that shows that learning deteriorates longer after lunch.  SM advised that parents have had issued with later lunches and it means that lunch is a little earlier. **JA questioned, is this common across the MAT?** JC confirmed that there is no school that has more than one lesson after lunch. JC added, students have mid-morning break, “this is an opportunity to re-fuel” |  |  |
| **5.4** | Governors agreed unanimously that the proposal should be sent to parents for consultation. SM agreed that the transport would be checked and proposed to consult w/c 10th February with responses by 25th February, for a September start.  CW proposed that this if its complete by 23rd March then it can be presented to the Trust Board.  Governors agreed to review at the next LGB meeting. | **SM, HG**  **LGB** | **Commence 10th Feb**  **26th March** |
|  | Note: HG left the meeting at 5.58pm |  |  |
| **6.** | **HEADTEACHER’S REPORT** |  |  |
| **6.1** | Shared with governors prior to the meeting.  **Year 11 data**  This cohort did better in KS2 than the previous year, so progress and attainment expectations are higher and hence is the challenge for staff/students.  SM expressed concern about Maths and Science data. Students need to be engaged and pushed. Students have had gaps in learning for a number of years. **CW asked, what plans are in place to make sure that strategies work and that there is a long-term plan?** SM outlined the messages to staff and gaps in learning has to be shared with departments. Governors discussed further.  DB asked, is there potential amongst leaders? SM advised, “They should be able to deliver”  **JA challenged, how are you reviewing progress in maths?** SM meets regularly with the team and looks at gaps in learning. **JA asked, “What is** **regularly?”** SM explained that this is informally, every few days and formally every 3 weeks. **JA questioned, is there anything we can do to help?** SM advised that a review of the department’s budget has taken place and management of this is being addressed.  Governors considered where there are wide differences in the data and asked leaders to put support plans and requested further support from the Trust. Progress to be reported back at next meeting. | **SM** | **26th March** |
| **6.2** | * **Student Behaviour/Student Voice**   Exclusions and isolations have reduced. Pupil Premium students spend more time working in isolation and being excluded, this is something that needs to be addressed.  **JA asked, is the message that behaviour is improving?** Yes. SM summarised including the difference in approach between North and South site students.  CW highlighted that if its Pupil Premium students that are being excluded then this will affect their learning and overall data. |  |  |
| **6.3** | * **Attendance**   Should be better, last year 94.9% and currently 95% - illness has had a massive difference. Governors agreed to review data without eh ‘2 weeks of illness’ data included. Northamptonshire County Council (NCC) has been very supportive in prosecutions. |  |  |
| **6.4** | * **Safeguarding**   SM summarised the data. **JCY asked how many referrals were reported** **back to the school?** SM advised that its dependent on the individual case.  SM advised that a complaint has been submitted to NCC safeguarding leads and SM explained the case. There has been no action by Social Services. Governors welcomed the fact that the statutory duty is being carried out. |  |  |
| **6.5** | * **Staffing Update**   SM provided an update of staff changes. |  |  |
| **6.6** | * **Teaching and Learning Update**   The quality of teaching and learning is improving.  SM summarised the outcomes from learning walks.  SM detailed a number of staff who are being put on informal support plans. |  |  |
|  | Note at 6.25pm CW left the meeting |  |  |
| **6.6 cont** | SM is checking that data is ‘sustainable’. |  |  |
|  | Note at 6.27pm CW re-joined the meeting. |  |  |
| **6.6 cont** | **JA asked, does this tie in with weaker subject areas and triangulation?** SM outlined the review in place, there are improvements with coaching and staff are taking ownership of their own learning walks in their own departments. Deep Dives have taken place. |  |  |
| **6.7** | * **Staff Well being**   **JA questioned, have there been staff and student surveys**? SM advised that she is hoping they will be circulated the week before half term and will report back to the next LGB.  **JCY asked if the informal staff support is weak areas of maths and science?** SM explained that data provides evidence to launch support plans, and explained the rationale. | **SM** | **26th March** |
| **6.8** | * **Curriculum**   Students have chosen their options with a positive parents evening – **CW asked, how is this reflected in the behaviour of Year 8, can we enlist** parental support in a constructive way? SM explained that there was some poor behaviour of students.  **JC asked, is the Year 8 situation improving?** SM advised, “We are putting in more procedures” |  |  |
| **6.9** | * **Buildings and Budget**   SM summarised the list of improvements and repairs form the SIF bid. **HR asked, are any of the issues on the list a Health and Safety risk?** SM advised, three of them are compliance issues.    **JA challenged, are we compliant, but we must be at a minimum level of compliance?** JC advised that the bids will identify where there are Health & Safety issues. CW assured the LGB that there is an Estates Manager who is addressing and reviewing all schools in the MAT.  NCC has awarded £68K to improve tennis courts south. JA agreed to investigate local re-surfacing costs. | **JA** | **ASAP** |
| **6.10** | JC explained the support in place to help schools where staff are on long term sick. SM explained that members of the central team have supported in key areas.  JC advised the LGB needs to start to plan for local building works (i.e. showers) and priorities need to be planned for. |  |  |
| **6.11** | * **Deep Dives**   Humanities are positive – “The Head of Department is coming into their own” **JA questioned further?** SM advised that changes are not embedded yet, staff would like to meet more often, **JA challenged, why can they not do** **this?** SM explained, they need more time, and cannot affect student learning, “I prefer that staff teach and not spend time in planning meetings”  **JA asked, how are we applying ambition into North site students**? Will have support from South site staff.  **JA questioned, is there a plan to address reading across the school?** SM confirmed there is a strategy in place to address this.  **JA challenged that presentation is not strong? This was noticed during governor visits.** SM advised that Maths now has an action plan. |  |  |
| **6.12** | * **Post 16**   There are some attendance concerns and reviewing students going out on break and lunch, to try to keep them on site. The Post 16 Lead is creating an action plan.  **JA questioned that there are no lessons on a Monday?** – no vocational lessons. **Is there a perception that Monday is part of a longer weekend**? SM assured governors that this was not the perception amongst students.    **JCY asked, do we need to consider a swipe card system to keep students on site**? This is limited by resource/budget. **JCY highlighted that the outcomes did not reflect what was seen on the governor visit.** |  |  |
| **6.13** | * **Enrichment**   SM provided an overview. |  |  |
| **6.14** | **CW proposed that the Principals report could benefit from some timings against plans, to enable governors to judge progress as to how improvements are progressing; when action points are being addressed and when complete.** CW proposed inviting Middle Leaders to present to the LGB. |  |  |
| **7.** | **NEW KPI’S** |  |  |
| **7.1** | JC advised that there is consistency across the school across a range of measures. Trying to get School On a Page (SOAP) and a model is being rolled out across the Trust. Governors welcomed this. SM to present a draft for the next meeting. | **SM** | **26th March** |
| **8.** | **GOVERNOR MONITORING** |  |  |
| **8.1** | **Pupil Premium**  DB provided a summary following his visit and his report was shared with governors. SLT are aware of the challenge and the gap – but there was not enough of a sense of urgency – plans in place but need to see actions. DB will arrange another meeting very soon. Will have Pupil Premium presentation in June meetings.  SM clarified that she was aware that there perhaps needs to be a Deep Dive into Pupil Premium. She is in receipt of the external consultant’s report and actions are being shared.  Academic and Pastoral departments need to work together.  The Action plan will be shared with DB as Pupil Premium governor and will review at the next LGB meeting. CW added that there need to be dates when actions will be completed. | **SM** | **26th March** |
| **8.2** | Governors discussed that governor meetings with students directly are to be re-introduced. JA proposed that such meetings need to be targeted.  It was agreed that governors speak to students during visits and they are addressed during Deep Dives. **HR asked, do you feedback to students, do** **they feel valued?** SM confirmed that this happens if a concern is raised. |  |  |
| **8.3** | JCY did a school visit, and students well engaged. JCY thanked SM for arranging the visit. Behaviour was very good and there were no issues. Sixth formers were engaging about their next moves. SM questioned the Business Class who had poor recall.  JA visited the south site and summarised his report. Students were aware of their targets. |  |  |
|  | Note: at 7.18pm HR left the meeting |  |  |
| **9.** | **GO4SCHOOLS** |  |  |
| **9.1** | JA shared with the LGB, what a parent sees on Go4Schools. |  |  |
|  | Note at 7.19pm HR re-joined the meeting. |  |  |
| **9.1 cont** | JC proposed that it may be a time to explain the judgement in the software to students and parents as it can be confusing. The school has received a complaint from a parent due to the mis-reading of the reporting. **HR asked,** **is there guidance that can be circulated to parents?** SM advised that it has been sent out. SM will engage with a Trust colleague (Jo Hockton) re: the set-up of the reporting.  Parent evenings to explain Go4Schools are booked for each site.  **JCY asked, is the parent now happy with the response and explanation?** School colleagues are in touch with the parent. | **SM** | **ASAP** |
| **10.** | **ANY OTHER BUSINESS** |  |  |
| **10.1** | There was no other business declared.  It was agreed to review the Door code at the next meeting – there have been no reported incidents. | **LGB** | **26th March** |
| **10.2** | HR plans to meet with Harry Barrett and will share a SEN review for governors. The Clerk to add to the next agenda. | **Clerk** | **26th March** |
| **10.3** | DB and MS provided apologies for the next LGB meeting. The Clerk to note. | **Clerk** | **26th March** |
| **11.** | **MEETING DATES 2020** |  |  |
| **11.1** | * 5.30pm Thursday 26th March: finance review on agenda * 5.30pm Thursday 11th June * 5.30pm Thursday 17th September   JA and SM to schedule meeting dates for 2020-2021 with data drops. | **Clerk** | **26th March** |
| **12.** | **TRAINING SESSION** |  |  |
| **12.1** | JC provided an overview of the platform for governors, showing access to key documents. |  |  |

The meeting was closed by the Chair at 7.38 pm

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|  | **Action Points** | **Responsible** | **Date to**  **Complete** |
| **3.2** | The school will continue to advertise for another governor, ideally from the south site. HG agreed to research further. | **HG** | **ASAP** |
| **5.1** | **JCY asked, does the change have an impact on buses going in and out of the site?** HG agreed to check with transport providers. | **HG** | **ASAP** |
| **5.4** | SM agreed that the transport would be checked and proposed to consult w/c 10th February with responses by 25th February, for a September start.  Governors agreed to review at the next LGB meeting. | **SM, HG**  **LGB** | **Commence 10th Feb**  **26th March** |
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| **6.7** | **JA questioned, have there been staff and student surveys**? SM advised that she is hoping they will be circulated the week before half term and will report back to the next LGB. | **SM** | **26th March** |
| **6.9** | NCC has awarded £68K to improve tennis courts south. JA agreed to investigate local re-surfacing costs. | **JA** | **ASAP** |
| **7.1** | To present a draft of the School On a Page (SOAP) | **SM** | **26th March** |
| **8.1** | The Action plan will be shared with DB as Pupil Premium governor and will review at the next LGB meeting. | **SM** | **26th March** |
| **9.1 cont** | To engage with a Trust colleague (Jo Hockton) re: the set-up of the reporting on Go4Schools. | **SM** | **ASAP** |
| **10.1** | To review the Door code at the next meeting. | **LGB** | **26th March** |
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| **10.3** | DB and MS provided apologies for the next LGB meeting. The Clerk to note. | **Clerk** | **26th March** |
| **11.1** | LGB - Thursday 26th March: finance review on agenda | **Clerk** | **26th March** |

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

Local Governing Body Chair

6.3 – Attendance – Sharan did we say we were going to look at the data ‘without the 2 weeks of illness’ (if this is too difficult not to worry)

6.7 – Student Voice – JA offered to help with the survey questions and analysis if needed.

6.11 – JA comment…. Presentation in maths books on North.

10.1 – Door code…Sharan – we need to make sure governors focus on “strategy” rather than “operational”. If possible I’d like a short update on this rather than a long discussion.