

Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the governing body held in the school on Monday, 25 September 2017 at 4.00pm.

Present:

Mrs A Trenery (chair), Mr A Barton, Mrs S Brown, Mr M Cruddas, Mrs P Curtis, Mrs B Davies, Mr B Egerton, Mr P Hudson, Dr M Jary, Mr M Prescott, Mr P Taylor.

Mrs J Rudge (Headteacher)

Also in Attendance:

Mr A Storer (Business Manager)

Mr T Brunt (Deputy Headteacher)

Mr R Sheldon (Clerk to the Governing Body)

Apologies:

Apologies for absence were received and accepted from Mr R Freestone, Mr I Johnstone, Mr D Thomas and Mrs L Walton.

Tour of School:

Prior to the start of the formal meeting a short tour of the school was undertaken by a number of governors. Thanks were given to Mrs Rudge, headteacher, for leading the tour.

Governor Documents:

Documents relating to the meeting had been made available on Office 365 and, whilst many governors had been able to access the documents, not everyone had been able to. Some governors also felt that the site was not particularly easy to navigate and there was also some uncertainty around the ability to edit documents that appeared on the site.

The headteacher asked any governor to contact her direct if they wished to gain a better understanding of accessing Office 365 and she also undertook to ensure that governors had a 'read only' access and no editing rights.

14. Governing Body Matters:

- a) Declarations of Interest - there were no declarations of interest.
- b) Membership – the revised governance structure had been discussed and approved at the last meeting and a review would be undertaken after its first year of implementation. With regard to membership, governors noted that parent elections would shortly commence as the terms of office for two governors were shortly to come to an end, but hoped that the two parent governors in question would seek re-election.
- c) Pecuniary Interests – the clerk agreed to circulate the pecuniary interest pro-forma to governors so that records could be updated.

15. Chair- Power to Act:

It was resolved –

- i) That the chair, or vice chairs in the event of absence, be given approval to make urgent decisions on behalf of the governing body between meetings.
- ii) That the committee chairs, or vice chairs in the event of absence, also be given approval to make urgent decisions on behalf of the committee between meetings although the views of the chair of governors should also be sought before doing so.

16. Chair – Report of Actions Taken:

That chair reported that, since the last meeting, a staffing matter had been resolved and a review of the complaints policy undertaken to reflect the ULT's complaints policy.

It was resolved –

That the chair's action be noted and approved.

17. Minutes:

The minutes of the meeting held on 20 June 2017 had been previously made available to governors via Office 365.

It was resolved –

That the minutes be received and approved as presented.

18. Matters Arising:

There were no matters of report.

19. Steering Committee:

Governors noted that a meeting of the Steering committee had been held on 13 September 2017 and the headteacher outlined the key issues considered at the meeting. Notes of the meeting had been made available on Office 365.

20. Update of Examination Results for KS4 and KS5:

A detailed summary of the KS4 and KS5 results had been made available in the headteacher's report and Tiff Harris (KS4) and Carol Dodd (KS5) attended the meeting to provide governors with an analysis of the results. Further inputs were also provided by the headteacher as appropriate

Key Stage 4

Tiff Harris circulated a copy of her KS4 report and provided some context around the results, given the recalibration of the points now awarded to grades. This meant that a useful comparison with previous years' results could not be made. The report gave a breakdown of results for all departments and, whilst highlighting the many positives, the current challenges faced by the foreign languages and computing departments in particular were noted. An assurance was given that teachers in all departments continued to analyse the results to enable the heads of departments to identify where further support may be necessary to bring about further improvement. The headteacher also reported that EBacc remained a key challenge for the school and outlined some of the strategies being put in

place to address this, including working more closely with the first and middle schools in the promotion of languages.

Key Stage 5

Carol Dodd circulated a report showing the 2017 outcomes and updates for post-16 provision. Some context on the outcomes was given due to the recent A-level reforms. Comparisons with previous years' results were therefore of little value but an outline was given of the strategies being put in place to bring about further improvement, including more targeted intervention and a review of study time. The support given to disadvantaged students, aimed at reducing the gap, continued to be given priority.

Governors raised many questions during both presentations to gain a better understanding of how the results impacted on the school and for assurance that strategies were being put in place to bring about required improvements. Governors were pleased to note that the school's results reflected the hard work undertaken by staff in supporting students.

It was resolved –

That Tiff Harris and Carol Dodd be thanked for attending the meeting and for their informative analysis of the 2017 results.

21. Headteacher's Report:

The headteacher circulated a detailed report on the work and activities of the school and referred in particular to the following issues:

- i) Admissions and Number on Roll
This continued to be a key concern for the school and discussions were being held with headteacher colleagues around marketing strategies.
- ii) Teaching School Application
The application bid continued to be prepared and would be ready for submission should formal application be sought in the future.
- iii) Teaching and Learning Communities
Tim Brunt, deputy headteacher, gave an update on this project which had just completed its second year and which included a recent celebration event held in London.
- iv) School Website
Work on improving the school website had been undertaken in previous months but the headteacher reported that she was still looking to improve the site further. This would include ensuring that all policies were up-to-date and accessible.
- v) Academy Audit
Andy Storer, business manager, reported that Moore Stephens had been appointed by the ULT as its external auditor and had recently undertaken system checks at the three schools to identify any audit risk areas. An audit pack was to be submitted by Friday, 27 October 2017.

vi) Attendance

The headteacher was pleased to report that the school's attendance figures had improved from the previous year. In response to a request from governors the headteacher undertook to also include post-16 attendance figures in future reports.

vii) ICT Server

The headteacher was pleased to report that the ICT server for all schools in the ULT had now been successfully installed.

It was resolved –

That the headteacher be thanked for her detailed report and that it be received.

22. Uttoxeter Learning Trust (ULT):

The chair was pleased to report that approval had now been given for Ryecroft and Oldfields Hall middle schools to join the ULT, hopefully from January 2018, which would result in all three Uttoxeter middle schools being in the ULT. Two other first schools would also be joining at the same time.

The headteacher was also pleased to report that all schools in the Uttoxeter pyramid remained in strong partnership, despite the different governance arrangements.

23. Pay Policy:

The business manager circulated a copy of the draft Pay policy 2017 which was based on the model policy put forward by Staffordshire County Council, following consultation with professional associations. The proposed changes from the previous policy were highlighted, including in particular school group size; leadership group; pay progression; unqualified teachers allowance; recruitment and retention; student intervention classes. In addition to approving the revised Pay policy, governors were asked to determine the pay increase for all staff – 1% had been recommended. The revised policy would be considered in detail at the next meeting of the Learning and Standards committee where formal approval would be sought.

The headteacher further reported that the Pay policy for all schools would be reviewed by the ULT from September 2018 but any changes would be subject to discussion with governing bodies.

It was resolved –

- i) That the amended draft Pay policy 2017 be received and approved in principle, subject to further discussion at the meeting of the Learning and Standards committee meeting.
- ii) That the pay increase for all teaching staff be set at 1% for 2017.

24. Safeguarding:

Governors were reminded that a level 1 safeguarding course was to be held in school the following day (26 September) at 3.15pm and attendance was encouraged. Discussion followed and a number of governors reported that they had undertaken similar training in other capacities and therefore not necessary for them to attend.

It was resolved –

To ensure that training records could be updated, governors were requested to let the clerk know of any training undertaken and to also forward certificates as appropriate.

25. Evidence for KPIs:

The chair reported that the matters considered at this meeting met the following key performance indicators:

- KPI 2 – governors support and strengthen school leadership
Evidenced through Minute 22 and discussions around the expansion of the Uttoxeter Learning Trust from January 2018.

- KPI 4 – governors provide challenge and hold the headteacher and other senior leaders to account for the improving quality of teaching, pupils' achievement and their behaviour and safety
Evidenced through Minute 20 and discussions around KS4 and KS5 results and the challenge for leaders to identify areas of weakness and for strategies to be put in place to bring about improvement.

- KPI 6 – governors ensure solvency and probity, and that financial resources are made available to the school and are managed effectively
Evidenced through Minute 21 and discussions around the appointment of an external auditor by the Uttoxeter Learning Trust, which will include looking at the financial systems already in place at Thomas Alleyne's.

- KPI 8 – governors engage with stakeholders, including staff and parents
Evidenced through Minute 21 and discussions around continued improvement of the school's website through ease of accessibility for parents and other stakeholders.

26. School Representation Group:

The chair reported that the next meeting of the school representation group was to be held the following evening (26 September) at Ryecroft Middle School and asked for any items that should be discussed on behalf of the school.

It was resolved –

That discussion should include arrangements for all schools to work closely together with regard to modern foreign languages (mfl) and joint marketing.

27. Any Other Business:

There were no other items of business to discuss.

28. Confidentiality:

Governors agreed that none of the matters discussed during the meeting should be recorded as confidential.

29. Date of Next Meeting:

Governors were reminded that the next meeting of the full governing body was to be held in the school on Monday, 29 January 2018 at 4.00pm – to be preceded by a training session at 3.30pm.

The meeting finished at 6.35pm.

Signed.....

Date.....