

Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the governing body held in the school on Tuesday, 20 June 2017 at 4.00pm.

Present:

Mrs A Treney (chair), Mr A Barton, Mrs S Brown, Mr M Cruddas, Mrs P Curtis, Mrs B Davies, Mr B Edgerton, Mr R Freestone, Mr P Hudson, Dr M Jary, Mr I Johnstone, Mr M Prescott, Mr D Thomas, 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:

No apologies were received.

Governor Training – Office 365

Prior to the start of the formal meeting, a short training session was led by Mr J McKenna, IT Manager, informing governors of the installation of Office 365 which would, in future, store all records and documentation relating to school governance. Governors were advised on how to access Office 365 which would be in place from September 2017. A new helpdesk would also be available to provide ongoing support.

Mr McKenna was thanked for delivering the training session and for the information provided.

1. Governing Body Matters:

- a) Declarations of Interest - there were no declarations of interest.
- b) Membership – there had been no changes to membership of the governing body since the last meeting.
- c) Calendar of Committee Meetings – this matter was to be discussed later in the meeting.
- d) Parents' Evening – Mr Johnstone and Mr Hudson had represented the governing body at the recent parents' evening and both reported that it had been a positive evening with parents expressing continuing support for the school. Any issue raised had been forwarded to the appropriate person for action to be taken.

It was resolved –

That Mr Hudson and Mr Johnstone be thanked for representing the governing body at the parents' evening.

- e) Terms of Reference – this matter was to be discussed later in the meeting.

2. Chair- Power to Act:

The chair reported that it had not been necessary to act on behalf of the governing body between meetings.

3. Minutes:

The minutes of the meetings held on 28 March and 2 May 2017 had been previously made available to governors via FROG.

It was resolved –

That the minutes be received and taken as true records, subject to the following amendments:

28 March – All governors were present at the meeting other than those who had submitted apologies as recorded.

2 May – An apology for absence was received from Mr I Johnstone.

4. Matters Arising:

Meeting 28 March

(Minute No 14) - completed DBS checks were still awaited for Mr Alcock and Mrs Brown, recently appointed governors. The headteacher also confirmed that DBS checks are undertaken for all staff appointed to the school.

Meeting 2 May (Budget)

- a) Pupil Premium – the headteacher reported that pupil premium expenditure had mirrored that of previous years.
- b) IT Server – the headteacher reported that a new IT Server had been purchased for the Uttoxeter Learning Trust and that Thomas Alleyne's had contributed £12K towards the cost of this. The headteacher further reported that capital funding could be used towards maintaining the server.

5. Staff Presentation:

Louise George, head of department for Health and Social Care was present for this part of the meeting to inform governors of the work undertaken by her department and also made available examples of students' work. Governors were informed in particular of its strengths, challenges and future plans, including:

Strengths – A level results; BTEC Health and Social Care; work in the local community.

Challenges – GCSE results in 2016 although stronger results were anticipated this year; recruitment to courses.

Future plans – to ensure consistency and best practice across all courses, with greater parental involvement.

Having outlined the strengths, challenges and future plans, Ms George then outlined departmental plans to bring about the required improvements, which included in particular working with other schools and for greater student awareness in Y10/Y11.

Before concluding her presentation, Ms George invited questions from governors.

It was resolved –

That Ms George be thanked for attending the meeting and for her informative presentation on the Health and Social Care department.

6. 2017/2018 Budget:

Mr Storer, Business Manager, circulated details of the 2017/2018 budget and he confirmed that this had been previously been discussed in detail at the recent meeting of the Finance Committee. He also reported that the Finance Committee had recommended approval of the budget as presented. Mr Storer outlined the key areas of the budget and governors noted that a projected increase in pupil numbers and the new funding formula would have a positive impact on future budgets.

It was resolved –

That Mr Storer be thanked for the clarity of the 2017/2018 budget report and that it be approved as presented.

7. School Improvement Plan:

The School Improvement Plan was made available for governors and the headteacher reminded governors of the 4 key areas covered in the plan which had been implemented from September 2016. The headteacher gave a brief overview of the progress being made against the various actions, including in particular those around leadership and management. Discussion followed and a number of future actions were identified, with priority given to the marketing of the school. This would include the impact of current transport arrangements and the role of the local authority.

It was resolved –

That a similar format for the School Improvement Plan should be followed for the next school year and that it should be more widely available to governors, through inclusion in Office 365.

8. Governance Issues:

Discussion took place on a number of proposed future governance arrangements:

a) Governor Self-Review

The chair referred to the work that had been undertaken around governance self-review for all schools in the Uttoxeter Learning Trust and would continue as necessary.

b) Committee Structure and Terms of Reference

The headteacher circulated a report outlining a proposed revised committee structure, together with proposed terms of references for the committees. The key element of the proposed new structure was moving from three committees to two – Managing and Resourcing; Learning and Standards. The Steering Committee would remain in addition to the two committees.

Consideration was given to the proposed terms of reference for the new committees, with the particular reference to the election of two vice chairs rather than the traditional one. Such a move would improve succession planning for future chair appointments. During the discussion, several amendments were put forward for the committee terms of reference and the headteacher undertook to make the necessary changes.

It was resolved –

- i) That the revised two committee structure, to comprise Managing & Resourcing and Learning & Standards be approved with effect from September 2017.
- ii) That approval be given to the election of two vice chairs for both committees.
- iii) That the terms of reference for both committees be approved subject to the headteacher making the necessary amendments as indicated during discussions.

c) Calendar of Meetings

The headteacher circulated a draft calendar of meetings for the school year 2017/2018 and views were sought. Discussion took place around the frequency of meetings and the appropriate times of the year to be held. A number of suggestions were put forward.

It was resolved –

That the calendar of meetings be received and that the headteacher be requested to prepare a revised calendar taking account of the views raised.

d) Committee Membership

The chair had recently written to all governors requesting preferences for committee membership should the revised structure be approved.

It was resolved –

- i) That committee membership be agreed as follows, subject to ongoing review:

Managing & Resourcing – Mr P Taylor (chair), Mr P Curtis (vice chair), Mr P Hudson (vice chair), Mr A Barton, Mrs S Brown, Mr B Edgerton, Mr R Freestone.

Learning & Standards – Dr M Jary (chair), Mr M Cruddas (vice chair), Mr M Prescott (vice chair), Mr S Alcock, Mrs B Davies, Mr I Johnstone, Mr D Thomas, Mrs L Walton.

- ii) That the committee chairs and vice chairs would normally be elected at the first meeting of the autumn term, with effect from September 2018.

e) Governor Terms of Office

Discussion took place regarding current terms of office for governors and it was noted that there was some uncertainty around dates following conversion to academy status.

It was resolved –

That the headteacher and clerk be requested to review the current terms of office for all governors and to report back at the next meeting.

f) Key Performance Indicators (KPIs)

The chair reported that she had identified the appropriate KPIs to reflect committee responsibilities and which were outlined.

It was resolved –

That the committee KPIs be approved subject to ongoing review.

9. Committee Reports:

The following committee reports continued to be made available on FROG:

- i) Finance and Fabric
- ii) Teaching and Learning
- iii) Human Resources
- iv) Steering Group

It was resolved –

That all committee reports be noted and approved.

10. Headteacher's Report:

The headteacher circulated a detailed report on the work and activities of the school. Particular reference was made to Y11 subject performance and interventions that were put in place to help bring about continued improvement. A summary of Y10 department performance was also given since the last meeting. The headteacher also reported that the number of student entries for Ebacc remained a concern but that work continued to address this.

It was resolved –

- i) That the headteacher be thanked for her detailed report and that it be received.
- ii) That governors also place on record their thanks to all members of staff for their continued hard work and commitment to the school.

11. Safeguarding and Health and Safety:

The headteacher referred to a recent incident in school that resulted in a health and safety review. This had since been completed and it had been confirmed that all identified actions had been undertaken. The headteacher further reported that, although requiring a health and safety review, no student had been harmed as a result of the incident.

It was resolved –

That the health and safety report be received and noted.

12. Confidentiality:

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

13. Date of Next Meeting:

Governors were reminded that the next meeting was to be held in the school on Monday, 25 September 2017 at 3.30pm.

The meeting finished at 6.35pm.

Signed.....

Date.....