

## Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the governing body held in the school on Monday, 2 March 2020 at 4.15 pm.

### **Present:**

Mr M Prescott (chair), Mr A Barton, Mr S Clarke, Mr M Cruddas, Mrs P Curtis, Mrs B Davies, Mr B Egerton, Mr T Hollins, Mr P Hudson, Mr M Osborne-Town, Mrs L Perry, Mr P Taylor.

Mrs J Rudge (Headteacher)

### **Also in Attendance:**

Mrs A Maingay (Deputy Headteacher)  
Mrs C Dodd (Assistant Headteacher/Head of VI Form)  
Mrs E Peers Assistant Headteacher/Head of English  
Mr A Storer (Business Manager)  
Dr S Clark (ULT Chief Executive Officer)  
Mr R Sheldon (Clerk to the Governing Body)

### **Apologies:**

Apologies for absence were received and accepted from Mrs S Brown, Mr J Davey, Dr M Jary, Mrs L Perry.

### **Governor Training – Data sources as a tool for school improvement:**

(Governors present for training – Mr Prescott, Mrs Curtis, Mrs Perry, Mr Osborne-Town, Mr Taylor).

Prior to the start of the formal meeting, a short training session was led by Mrs Peers (assistant headteacher/head of English) who referred to three key documents that would help governors monitor and challenge school performance:

- Guide to Analysing School Performance
- School Performance Summary 2018/2019
- FFT Self-evaluation Summary Dashboard KS4 2019

Copies of the documents were circulated to governors and also made available in Office 365. Mrs Peers outlined the different types of data made available in each of the documents and how it was used by the school to help identify school improvement strategies.

Discussion took place and governors agreed that detailed discussions around school performance would continue to take place during meetings of the full governing body or the Learning and Standards committee to ensure that appropriate actions were taken to bring about improvement where necessary.

It was resolved –

That Mrs Peers be thanked for leading the training session.

### **194. Climate Change:**

Okynaus Ari, VI form student, was invited to the meeting to discuss with governors a report that he had prepared, and was discussing with the headteacher, to outline concerns around climate change and the need for the school to address this. His document – “Reducing Thomas Alleyne’s Impact on Climate Change” – had been previously made available in Office 365. A student Eco committee had also been established. A number of ideas had

been put forward in the report to identify possible changes that could be made within school and the headteacher confirmed that consideration was being given to each of them. Other schools in the ULT and nationally would also be encouraged to adopt similar ideas to impact on climate change. Both were pleased to report that one suggested change had already been made and applied across all schools in the county. This was for school buses to turn off engines whilst waiting for students at the end of a school day.

Discussion followed and governors congratulated Okynaus for his report and informed him that full and proper consideration would be given to all ideas put forward. Governors were also keen to ensure that other students throughout the school continued to support this initiative in the long term. The headteacher further reported that the School Improvement Plan will be revised to reflect climate change issues and would help governors monitor progress.

It was resolved –

- i) That Okynaus be thanked for attending the meeting and discussing his excellent document with governors.
- ii) That climate change issues be included as a standard agenda item for meetings of the Managing and Resourcing committee to ensure that full consideration was given to any idea submitted to help bring about change.
- iii) That consideration would be given to the appointment of a link governor to support the Eco committee.

#### **195. Governing Body Matters:**

a) Membership

The chair was pleased to welcome Mr Hollins to his first meeting as a staff governor.

b) Governor Vacancies and Succession Planning

The clerk confirmed that there were currently no vacancies in governing body membership. The chair referred to the need for consideration to be given to succession planning and reminded governors that Dr Jary was leaving the governing body at the end of the school year. With this in mind, he had asked Mr Cruddas to take on the link governor role at that time for safeguarding and student behaviour/attendance and for Mrs Curtis to take on the link governor role for pupil premium and SEND.

It was resolved –

- i) That governors fully support the changes to link governor responsibilities, with thanks to all concerned.
  - ii) That the chair be requested to give consideration to the appointment of a link governor with responsibility for the Teaching School.
- c) Restructuring of Steering Committee  
The chair reminded governors that the Steering committee was represented by governing body and committee chairs and vice chairs. He recommended that membership should also reflect roles of link governors.

- d) Register of Business Interests  
The clerk reported that the business interests' register continued to be revised to reflect changes to the governing body.
- e) Declaration of Interests  
There were no declarations of interest for items to be discussed at this meeting.

**196. SIP Area for Improvement – English Progress Review:**

Mrs Peers, assistant headteacher/head of English, circulated a report to show the English progress review for the period September 2019 to March 2020 and actions that had been taken since her appointment to the post in September 2019 to bring about improvement. Mrs Peers went through the detail of the report and highlighted the three key aims of the review:

- for the English contribution to the Progress 8 measure to be at least 0
- for an increased number of students to leave with standard and higher passes
- to improve numbers engaging in post-16 study

An outline was given of the different intervention strategies that had been put in place to bring about improvement and the impact to-date of those strategies. Next steps had also been identified together with success criteria to help measure progress.

Discussion followed and the chair reported that he had undertaken a learning walk prior to this meeting and had visited several English lessons. He had been pleased to note that student engagement was good in each of the classes. The chair further reported that he would also look at a sample of students' books before the end of the current term which would also help him better understand the impact of the intervention strategies.

It was resolved -

- i) That Mrs Peers be thanked for her presentation on the English progress review and that governors welcome the positive improvement strategies that had already been put in place.
- ii) That governors would continue to review the progress of English throughout the school to support, and challenge as necessary, the impact of the intervention strategies.

**197. Chair – Report of Actions Taken:**

That chair reported that, in consultation with the headteacher, a financial settlement figure had been agreed for a member of staff who had recently left the school.

It was resolved –

That governors support the action taken by the chair.

**198. Minutes:**

The minutes of the meeting held on 2 December 2019 had been previously made available to governors in Office 365.

It was resolved –

That the minutes be received and approved.

#### **199. Matters Arising:**

a) School Admissions (Minute 179(b) refers)

The headteacher was delighted to report that to-date 239 students had been allocated a place at Thomas Alleyne's and that the number of students opting for a place at JCB Academy rather than here had not been as great as originally anticipated. The headteacher further reported that she hoped that the admissions number would increase further and to support this she had attended the Y8 open evenings at each of the middle schools. The school's budget was currently being re-modelled to reflect the increased number of admissions.

b) School Transport (Minute 179(e) refers)

The headteacher reported that she had contacted the local authority regarding school transport and agreement had been reached for students not to be charged for a seat. However, each student must submit an application and, if successful, would then be allocated a seat. All parents had been advised of these arrangements.

c) Ofsted Inspection (Minute 180 refers)

The headteacher reported that parental concerns regarding access to emails and the limited time to respond to the parental survey had been relayed to Ofsted as requested.

d) Inspection Data Summary Report (IDSR) (Minute 182 refers)

The headteacher reported that a copy of the school's IDSR had been circulated to the three middle schools.

e) Back Lane

This matter was kept under review by the Managing and Resourcing committee and Mr Hudson reported that the Council had considered possible changes to the future use of Back Lane but that no decisions had been taken. He would continue to pursue this matter on behalf of the school and update the Managing and resourcing committee as necessary.

#### **200. Approval of Curriculum Plan:**

A copy of the draft Curriculum Plan was circulated to governors and the headteacher went through the detail of it. A recommendation was made for an additional teaching group in Y10 and Y11 and for there to be 9 teaching groups in Y9. An update was given on staffing appointments necessary to reflect the changes and arrangements made to interview for Maths and Science posts.

It was resolved –

That governors approve the proposed Curriculum Plan and that the headteacher be authorised to take necessary actions to improve staffing levels following the budget review.

#### **201. Headteacher's Report:**

The headteacher circulated a detailed report on the work and activities of the school, a copy of which had also been previously made available in Office 365. Governors had been asked to read the report in advance of the meeting and identify issues requiring further clarification. This would enable the headteacher to focus on the key issues to bring to the attention of governors.

In outlining the detail of her report, the headteacher focussed in particular on post 16 arrangements and Mrs Dodd, head of VI form, was also present. An extract from her report was circulated to governors and governors were taken through the detail of it.

a) Post 16 Improvement Update

Governors noted that there had been 158 applications for the 6th form which was a slight decrease from the previous year. However, recruitment was still taking place and it was hoped that this figure would increase. Discussion took place regarding recruitment strategies and the subject courses that could be available for both A level and vocational. Details of the subject numbers for September 2020 were noted.

It was resolved –

- i) That A level and vocational subjects be offered for September 2020 as outlined, with the exception of Drama and French.
- ii) That the headteacher be requested to look at the possibility of English language and literature being offered as a joint course.
- iii) That the headteacher be requested to interview students regarding the structure of teaching for the vocational courses offered in Forensic Science and Health and Social Care.

b) Leadership and Management Score Card

The headteacher reported that the leadership and management score card remained strong. The post of assistant headteacher had recently been advertised and 49 applications received, with interviews to be held shortly. Performance management of support staff was currently being reviewed and the reason for this not being judged as outstanding. The school's number on roll was significantly below the planned admission number (PAN) and therefore remained a concern. The headteacher reported that she was investigating the possibility of the school's PAN being reduced to reflect the number on roll. Governors would be kept informed.

c) Subject Support and Interventions

Governors noted the extra time being put in by members of staff to support students and the intervention strategies being put in place to improve individual outcomes. Governors also noted the very low level of staff absences in comparison with national figures which reflected their commitment to supporting students.

It was resolved –

That the chair be requested to write to staff, on behalf of the governing body, to thank them for their continued commitment to supporting the school and its students.

d) Teaching School

The headteacher was pleased to report that DfE funding for the teaching school was to continue for a further year.

e) Student Attendance

The headteacher reported that there had been a dip in student attendance figures and outlined various strategies that had been put in place to bring about improvement. Governors would be kept updated on the impact of these intervention strategies.

f) Safeguarding

The headteacher outlined the recent changes made to the school's safeguarding team and was pleased to confirm that this remained a particular strength of the school. The new behaviour system was now in place but was necessary to be embedded in school practice before comparisons could be made with the previous system. Governors would be kept updated.

**202. Uttoxeter Learning Trust (ULT):**

Governors had been pleased to welcome Dr S Clark to the meeting having recently taken up post as chief executive officer in January 2020. Dr Clark informed governors that her priority had been to get to know the schools as quickly as possible and also outlined some of her future plans to ensure the continued development of the ULT. This included working with local governing boards to further develop links with local businesses and employers which could support school enrichment activities. Further thoughts around this would be discussed with the School Representation Board.

Discussion also took place regarding the following ULT matters:

- Central Funding – Dr Clark confirmed that this remained under review by trustees, together with a review of central services to be available to schools which could offset any increase in the top slice.
- Redundancy policy – Dr Clark outlined the proposed changes to the redundancy policy and payments to be made in the event of redundancy. Letters had been sent to all staff to inform them of the changes agreed by trustees and they had been asked to respond. Governors were disappointed that trustees had agreed to change the redundancy policy given the number of staff that had expressed concerns during the consultation process, particularly as this might deter other schools from joining the ULT in the future.
- Trust Improvement policy – work on developing the Plan continued and views of headteachers and governors would be sought.
- Staff recruitment – Dr Clark clarified that staff recruitment would remain delegated to individual headteachers and governing boards but that she would be co-ordinating appointments across the ULT.

It was resolved –

- i) That Dr Clark be thanked for attending the meeting and for updating governors on the work of the ULT.
- ii) That, in the event of trustees deciding to increase the top slice for central funding, governors request that any increased payment be deferred for a year given the implications for the school's budget.

**203. Managing and Resourcing Committee:**

Governors noted that there were no minutes of meetings of the Managing and Resourcing committee to receive.

**204. Learning and Standards Committee:**

Minutes of a meeting of the Learning and Standards committee, held on 14 January 2020, had been previously made available in office 365.

It was resolved –

That minutes of the meeting of the Learning and Standards committee be received and noted.

**205. Pay Committee:**

Minutes of a meeting of the Pay committee, held on 23 October 2019, had been previously made available in Office 365.

It was resolved –

That the minutes of the Pay committee be received and noted.

**206. Headteacher Performance Management:**

The chair and headteacher confirmed that performance management targets had been set and a review meeting had been held. There was nothing further to report.

**207. ULT Pay Policy:**

The headteacher confirmed that the ULT Pay policy had been updated, as previously discussed and that a copy of the policy was now available in Office 365.

It was resolved –

That governors note the updated ULT Pay policy.

**208. Invacuation/Lockdown Procedures:**

The headteacher reported that invacuation/lockdown procedures were now in place to make clear necessary actions to ensure the safety of staff and students should circumstances dictate. The procedures had been determined in accordance with local and national guidance and a copy was available in Office 365.

It was resolved –

That the invacuation/lockdown procedures be received and approved.

**209. Safeguarding:**

The headteacher reported that safeguarding continued to be a key priority for the school but that there were no specific safeguarding issues to report.

The headteacher further reported that the school was closely monitoring the situation regarding Coronavirus and assured governors that any decisions taken around planned school trips would be in accordance with any guidance received from the health authorities. Consideration was also being given to the possibility of remote learning for students in the event of the school having to close due to the virus. Governors would be kept fully updated.

It was resolved –

That the Coronavirus update be noted and governors support any agreed actions, in accordance with national guidance, to minimise any disruption to the students' education.

## 210. Evidence for KPIs:

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

- KPI 2 – Governors support and strengthen school leadership  
Evidenced through governor support with the interviews for the post of assistant headteacher. (Minute 201(b))
- KPI 3 – governors contribute to school's self-evaluation and understand its strengths and weaknesses  
Evidenced through the data training prior to the start of the meeting.
- KPI 4 – governors provide challenge and hold the headteacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and their behaviour and safety  
Evidenced through discussions around the English progress review and for governors to continue to support and challenge the impact of improvement strategies. (Minute 196)  
Evidenced through the comprehensive school improvement information recorded in the headteacher's report, and discussed by governors. (Minute 201)  
Evidenced through discussions around Coronavirus and support for the headteacher to take appropriate actions to minimise any disruptions to the students' education, whilst also keeping them safe. (Minute 209)
- KPI 6 – governors ensure solvency and probity, and that financial resources are made available to the school and are managed effectively  
Evidenced through consideration and approval of the Curriculum Plan, with the headteacher authorised to increase staffing as required following the budget review. (Minute 200)  
Evidenced through discussion and approval of the sixth form subject courses to be made available taking account of anticipated numbers and financial viability. (Minute 201(a))

## 211. Confidentiality:

Governors were reminded of the need for confidentiality with regard to a number of issues discussed, and documents received, during the meeting but it was agreed that there was no need for any of the issues to be recorded in a confidential appendix of the minutes.

## 212. Date of Next Meeting:

It was resolved –

That the next meeting of the full governing body be held in the school on Monday, 8 June 2020 at 4.00pm. (To be preceded by a training session to start at 3.30pm).

Signed.....  
M Prescott

15 June 2020  
Date.....