

Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the governing body held in the school on Monday, 2 December 2019 at 4.15 pm.

Present:

Mr M Prescott (chair), Mr A Barton, Mr S Clarke, Mr M Cruddas, Mr J Davey, Mrs P Curtis, Mrs B Davies, Mr B Egerton, Mr P Hudson, Dr M Jary, Mr M Osborne-Town, Mr P Taylor.

Mrs J Rudge (Headteacher)

Also in Attendance:

Mrs A Maingay (Deputy Headteacher)
Mr R Sheldon (Clerk to the Governing Body)

Apologies:

Apologies for absence were received and accepted from Mrs S Brown, Mr T Hollins, Ms R Horry, Mrs L Perry.

Governor Training – Safeguarding Level 1:

Prior to the start of the formal meeting a Safeguarding Level 1 training session was led by Mrs A Maingay, deputy headteacher (and designated safeguarding lead). The training course had been arranged to ensure that governors fulfilled, and understood, their statutory responsibilities in relation to safeguarding.

Other members of staff employed at Thomas Alleyne's High School were also present for the training.

It was resolved –

That Mrs Maingay be thanked for delivering the Safeguarding level 1 training course.

175 Governing Body Matters:

- a) Membership
The chair was pleased to welcome Mr Davey to his first meeting as a co-opted governor. The chair was also pleased to report that Mr Hollins had recently been elected as a staff governor but was unable to attend this meeting due to prior commitments.
- b) Register of Business Interests
The clerk reported that the business interests' register continued to be revised to reflect changes to the governing body.
- c) Declaration of Interests
There were no declarations of interest for items to be discussed at this meeting. The chair also reminded governors to declare any work that may be undertaken in other ULT schools.
- d) Governor Attendance at Meetings
The clerk reported that governor attendance at meetings was generally very good and of no cause for concern. He further reported, however, that Ms Horry had been

unable to attend a number of meetings due to work commitments. The chair agreed to contact Ms Horry to remind her of the importance of attending meetings.

176. Chair – Report of Actions Taken:

That chair reported that it had not been necessary for him to act on behalf of the governing body between this and the last meeting.

177. Chair – power to Act:

It was resolved –

That the chair continues to be given power to act on any urgent matters arising between meetings.

178. Minutes:

The minutes of the meeting held on 23 September 2019 had been previously made available to governors in Office 365.

It was resolved –

That the minutes be received and approved.

179. Matters Arising:

a) Governor Attendance at Parents' Evenings (Minute 159(iii) refers)

The clerk reported that governor attendance at planned parents' evenings had been agreed and details given to the school office.

b) JCB Admission Arrangements (Minute 164(b) refers)

The headteacher reported that only 198 students had identified TAHS as first choice school, which coincided with the change of admission arrangements at JCB Academy.

It was resolved –

That governors would continue to keep this matter under review.

c) New First School in Uttoxeter (Minute 164(c) refers)

The headteacher was pleased to report that sponsorship of the new school had been awarded to the ULT.

d) Designated Safeguarding Lead (Minute 166(i) refers)

The headteacher reported that it was not usual for a school to have a full-time designated safeguarding lead and that a further report regarding this would be given at the next meeting of the Managing and Resourcing committee.

e) School Transport (Minute 170 refers)

The chair reported that he continued to pursue the matter of students having to stand whilst using public transport and that a risk assessment from the LA was still awaited. The headteacher further reported that transport arrangements for pupils living in Tean was being considered by the ULT, which was taking up a number of concerns on behalf of all ULT schools.

It was resolved –

That the concerns around school transport continue to be kept under review and that the headteacher also be requested to ask the bus operators to produce details of their insurance cover, particularly with regard to the number of standing passengers.

180. Ofsted Inspection Update:

The headteacher gave an update following the recent Ofsted inspection of the school and thanked those governors able to attend a meeting with the inspectors. The initial report was still awaited but the headteacher was pleased to report that a good relationship with the lead inspector had been established during the inspection and that it had been a positive experience.

It was resolved –

- i) That governors place on record their thanks to the headteacher, senior leadership team and all members of staff for all of their work to ensure that the inspection had proved to be a positive experience for the school.
- ii) That due to some concerns raised by a number of parents, the headteacher be requested to inform Ofsted of difficulties for parents to access inspection related emails through their phones and the insufficient time allowed for parents to respond to the parental survey.

181. Governing Body – Revised Terms of Reference:

A copy of the revised terms of reference for the governing body and its committees had been previously made available in Office 365.

It was resolved –

That the revised terms of reference for the governing body be received and approved as presented.

182. Inspection Data Summary Report (IDSR):

The headteacher reported that the IDSR produced by Ofsted for all secondary schools to show areas of strengths and weaknesses had recently been published. A copy of the summary report had been previously made available in Office 365. The headteacher was pleased to further report that the IDSR recognised TAHS as one of the highest performing schools in the area. The three year trend for progress 8 was particularly pleasing to note.

Discussion followed and the headteacher informed governors that the IDSR had also identified attendance as something to keep under review and consideration was being given to this. The headteacher also informed governors that over 250 students and a high level of staff had recently been absent for health reasons. The matter had been referred to Public Health and the school was working within guidance given. As the cause of ill-health had been mainly due to cough/flu symptoms it had not been considered necessary to close the school. Similar high levels of absence had been experienced by many other schools across the country. Although a high number of staff had been absent during that period, governors noted that, as shown in the IDSR, the number of days lost due to staff absence was well below the national average.

It was resolved –

- i) That the headteacher be thanked for her presentation on the IDSR and that governors acknowledge the many positive aspects of the school highlighted in it.
- ii) That the headteacher be requested to arrange for a copy of the IDSR to be given to the middle schools so that it could also be shared with parents of those schools and to also publicise the positive aspects of the report through the appropriate media.

183. 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.

The chair requested that, given the level of detail contained in the report and much of which had been considered in more detail at committee meetings, governors be requested to read future reports in advance of the meeting and to identify any issue requiring further clarification at the meeting. This would help focus on the key issues to be considered by the full governing body.

In outlining the detail of her report the headteacher focussed in particular on student outcomes and the strengths of subject departments. An outline was also given of strategies that had been put in place to bring about any required improvement.

a) Leadership and Management Score Card

Governors noted that this had been moved to green following the positive impact of the new additions to the senior leadership team. The team had also ensured that the daily operation of the school continued to work well during the recent high levels of staff absence and Ofsted had also recognised the systems in place to ensure this.

b) Y11 Headlines

Details were given of the current Y11 headlines and governors noted that mock exams were to be held before the end of the current term. The headteacher reported that intervention strategies would be put in place, as necessary, to reflect the outcomes of those exams. An outline was also given of the strategies put in place to support students who may miss the exams due to illness.

It was resolved –

That the Y11 headlines be noted and that the headteacher be requested to show in a future report the difference in outcomes for boys and girls, particularly for English.

c) Post-16

The headteacher reported that a sixth form review had recently been undertaken and a copy of the subsequent report had been previously made available in Office 365. An outline was given of the key issues raised in the report and the identified strategies that would help bring about necessary improvement. Post-16 attendance remained strong. Discussion followed and governors recognised the importance of all staff doing everything expected of them to ensure that improvement strategies were fully embedded.

It was resolved –

That a report to monitor the impact of improvement strategies for post-16 progress be made available for a future meeting of the Learning and Standards committee and that it be considered alongside the recent monitoring report provided by Mr Osborne-Town.

d) Y13 Headlines

Details were given of the targets and expected outcomes for Y13 students. The headteacher confirmed that strategies were in place to support students where necessary.

e) Learning Walks

A summary was given of the learning walks undertaken and the number of lessons that had been visited. Discussion followed and governors noted the number of lessons visited for those subject areas that had been previously identified for the need for improvement.

It was resolved –

That the summary of learning walks be noted but that the headteacher be requested to consider an increase in the number of learning walks for PE and ICT and Computing.

f) School Improvement Plan

Governors were informed that the School Improvement Plan was now available in Office 365 for them to read and monitor progress of the plan.

g) Teaching Groups

The headteacher reported that a review was currently being undertaken of class sizes and the use of mixed ability teaching where considered appropriate. Consideration was being given to the introduction of setted groups for students moving into Y10 and the budget modeller was being used to investigate the possibility of this. Discussion followed and governors recognised the importance of reducing class sizes and the benefits of setting student groups as appropriate.

It was resolved –

That governors support in principle the headteacher's proposal for setting student groups, subject to the necessary funding being available, and that the headteacher be requested to refer the matter to the Steering committee should there be a need for additional staff to be appointed.

h) New Sports Pavilion and Classrooms

The headteacher reported that the new sports pavilion and classrooms was nearing completion but a number of 'snagging' issues were being discussed with the building contractor before it was handed over. Arrangements would be made for an official opening early in the new year.

It was resolved –

That governors place on record their thanks to Fords, building contractors, for the work undertaken and in full co-operation with the school.

i) School Roof

The headteacher reported that a number of significant concerns had been raised with the roofing contractor during phase 1 of the work and had been discussed in detail by

the Managing and Resourcing committee. As a result a decision had been taken for Midland roofing to undertake the second phase of the work. The committee would continue to oversee the progress of the work.

j) CIF Bids 2020/21

The headteacher reported that consideration had been given to the CIF bids to be submitted for 2020/21 and recommended that the bids should be for replacement windows and the re-modelling of Dove House.

It was resolved –

That governors support the 2020/21 CIF bids as recommended by the headteacher.

k) Behaviour and Attendance

The headteacher reported that behaviour and attendance, resulting in student exclusions, remained a challenge for the school and that strategies continued to be identified to bring about improvement.

It was resolved –

That the headteacher be requested to provide further details in future reports to enable governors to fully discuss this matter and consider the impact of strategies to improve behaviour and attendance.

184. Self Evaluation Form (SEF):

The headteacher reported that the school's SEF was now available in office 365 for governors to access as necessary and outlined some of the key headlines. Governors noted that the headteacher's judgement of the school reflected that of Ofsted following the recent inspection.

It was resolved –

That the SEF be received and noted.

185. Managing and Resourcing Committee:

Minutes of meetings of the Managing and Resourcing committee, held on 30 September and 12 November 2019, had been previously made available in office 365.

The headteacher reported in particular that concern continued to be expressed regarding the number of cars continuing to access Back Lane. She continued to discuss this matter with the Police with a view to more effective policing of use of the road, perhaps through use of traffic cameras. Mr Hudson further reported that consideration was being given to altering a number of road layouts across Uttoxeter, including Back Lane.

It was resolved –

i) That minutes of the meetings of the Managing and Resourcing committee be received and noted.

ii) That the committee be requested to continue to monitor the use of Back Lane by motor vehicles.

186. Learning and Standards Committee:

Minutes of meetings of the Learning and Standards committee, held on 17 September and 5 November 2019, had been previously made available in office 365.

It was resolved –

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

187. ULT Update:

The headteacher reported that Sarah Clarke was to take up the post of chief executive officer on 1 January 2020. The headteacher further reported that a decision regarding the proposed change to the redundancy scheme was still awaited and that a number of TAHS had stated their objections to the proposal. Governors would be kept updated. Governors also noted that Mr Osborne-Town was to represent the governing body at the next meeting of the school representation board.

It was resolved –

- i) That governors thank Mr Sutcliffe for his work as interim chief executive officer.
- ii) That the headteacher be requested to invite Mrs Clarke to the next meeting of the full governing body to be held on 2 March 2020.

188. 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.

189. Other Business:

a) NGA Conference (SEND responsibilities)

Dr Jary reported that she had attended the recent NGA conference during which the importance of all governors understanding their responsibilities for SEND was made clear. This included an understanding of the following 4 areas:

- communication and inter-action
- cognitive learning
- social, emotional and mental health
- sensory and physical

It was resolved –

That the SEND update following the NGA conference be noted with thanks to Dr Jary.

b) Andy Storer (Business Manager)

The chair was requested to write to Mr Storer, business manager, to thank him for all of the work that he was doing, over and above what is normally expected, to ensure the continued smooth running of the school, particularly during all of the building work and recent staff absences.

190. Evidence for KPIs:

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

- KPI 3 – governors contribute to school’s self-evaluation and understand its strengths and weaknesses
Evidenced through discussions around the school’s SEF and governors requested to read the document and submit any views to the headteacher. (Minute 184)
- 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 a request for the headteacher to include in future reports details of exclusions to help governors monitor the impact of strategies to reduce the number of exclusions. (Minute 183 (k))

Evidenced through a request for a report to show the impact of strategies to bring about improvement in post-16 outcomes. (Minute 183 (c))

Evidenced through a request for consideration to be given to increasing the number of learning walks for PE and ICT and Computing departments. (Minute 183 (e))
- KPI 7 – governors operate in such a way that statutory duties are met and priorities approved
Evidenced through level 1 Safeguarding course undertaken prior to the start of the meeting.
- KPI8 –Governors engage with stakeholders, including staff and parents
Evidenced through a request for the school’s IDSR to be shared with parents of both TAHS and the middle schools. (Minute 182))

191. Items for School Representation Board:

As discussed earlier in the meeting, governors noted that Mr Osborne-Town was to represent the governing body at the next meeting of the school representation board.

192. Confidentiality:

Governors were reminded of the need for confidentiality with regard to a number of issues discussed 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.

193. Date of Next Meeting:

It was resolved –

That the next meeting of the full governing body be held in the school on Monday, 2 March 2020 at 4.00pm. (To be preceded by a training session to start at 3.30pm).

Signed.....
M Prescott

2 March 2020
Date.....