

## **Thomas Alleyne's High School, Uttoxeter**

Minutes of a meeting of the governing body held in the school on Monday, 25 June 2018 at 4.00pm.

### **Present:**

Mrs A Trenery (chair), Mr S Alcock, Mrs S Brown, Mr M Cruddas, Mrs P Curtis, Mrs B Davies, Mr B Egerton, Mrs K Fisher, Ms R Horry, Mr P Hudson, Dr M Jary, Mr M Prescott, Mr P Taylor, Mr D Thomas.

Mr T Brunt (Acting Headteacher)

### **Also in Attendance:**

Mrs A Maingay (Deputy Headteacher)

Mr A Storer (Business Manager)

Mr R Sheldon (Clerk to the Governing Body)

### **Apologies:**

Apologies for absence were received and accepted from Mr I Johnstone and Mr M Osborne-Town.

### **Chair of Governors – Mrs Alison Trenery:**

Prior to the start of the formal meeting, a short presentation was held to celebrate Mrs Trenery's time as a school governor. Having been a governor for 22 years, the last 6 as chair of governors, Mrs Trenery was standing down when her term of office finished on 8 September 2018.

Governors placed on record their thanks and appreciation for all that she had done for the school and governing body during her term in office.

### **69. Welcome to Deputy Headteacher:**

The chair welcomed Mrs Anne Maingay to her first meeting of the governing body having recently taken up her role as deputy headteacher.

### **70. Election of Chair:**

Governors were informed that this item had been included on the agenda for this meeting to enable a new chair of governors to be in place immediately following Mrs Trenery's retirement from the governing body.

It was resolved –

That Mr M Prescott be elected as chair of governors for a two year period from 9 September 2018 to the first full governing body meeting of the autumn term 2020.

### **71. Election of Vice Chair:**

Governors were reminded that the governing body traditionally elected two vice chairs.

It was resolved –

- i) That Dr M Jary be elected as vice chair of governors for a two year period from 9 September 2018 to the first full governing body meeting of the autumn term 2020.

- ii) That the election of a second vice chair of governors be included on the agenda for the next meeting.

## **72. Governing Body Matters:**

- a) Appointment of co-opted governors – governors were reminded that Mr Hudson's term of office finished on 12 July 2018 and that Mrs Trenery's term of office finished on 8 September 2018.  
(Mr Hudson left the room during discussion of this item).

It was resolved –

That Mr Hudson be re-appointed as co-opted governor immediately following the end of his current term of office and that the appointment of a co-opted governor to replace Mrs Trenery be included on the agenda for the next meeting.

- b) Register of Business Interests – the clerk confirmed that the register of business interests remained up-to-date.
- c) Declaration of Interests – there were no declarations of interest for items to be discussed at this meeting.
- d) Review of Committee Structure, Membership and Terms of Reference – details of the current committee structure and membership, together with the terms of reference had previously been made available on Office 365.

It was resolved –

That approval be given for the current committee structure, membership and terms of reference to remain as detailed.

- e) Governor Visits – the clerk reported that details of school visits undertaken by governors, including the report template, would be made available on Office 365.

## **73. Chair – Report of Actions Taken:**

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

## **74. Chair – Power to Act:**

It was resolved –

That the chair and vice chairs continue to be given powers to act on behalf of the governing body on urgent matters that arise between meetings.

## **75. Demo of Unifrog CD:**

Mrs C Dodd, senior assistant headteacher, was present for this item and welcomed Vikki Garner, Unifrog representative, who was also present for this item to give a demonstration of the IT creative destinations platform developed by Unifrog to enable students to access information to support them in determining pathways after leaving school. This included university placements, other further education choices or job seeking. Discussion took

place during the presentation and governors were informed that the school had previously agreed to purchase the package and was already in use by 6<sup>th</sup> form students. Governors also noted that the package was of value to members of staff in their support of students and also for parents.

It was resolved –

That Vikki Garner be thanked for her demonstration of the creative destinations platform developed by Unifrog and governors look forward to its continued use across the whole school.

## **76. Minutes:**

The minutes of the meeting held on 16 April 2018 had previously been made available to governors via Office 365.

It was resolved –

That the minutes be received and approved as presented.

## **77. Matters Arising:**

### **a) School Categorisation (Minute 59 refers)**

The acting headteacher reported that no further information was available regarding the percentage of Staffordshire schools rated as 'no concern'.

It was resolved –

That this information be made available for the next meeting.

### **b) ULT Website (Minute 62 refers)**

The chair reported that this matter had been discussed at a recent meeting of the School Representation Board and an assurance had been given that arrangements were in hand for the quality of the ULT website to be improved.

### **c) Swimming Pool (Minute 63 refers)**

Mr Hudson gave an update on this matter and confirmed that £110K was available through S106 leisure funds to contribute towards the cost of repairing the swimming pool. It was hoped that the release of these funds would shortly be triggered as a result of the required number of new houses being built.

The business manager further reported that once confirmation had been received of the release of S106 funds, he was confident that the remaining necessary funds for the repair of the swimming pool would be found.

It was resolved –

That the reports be received and noted and that governors would continue to monitor the situation.

**78. Managing and Resourcing Committee:**

Minutes of a meeting of the Managing and Resourcing committee held on 1 May 2018 had previously been made available on Office 365.

It was resolved –

That the minutes of the meeting of the Managing and Resourcing committee be received and noted.

**79. Learning and Standards Committee:**

Minutes of a meeting of the Learning and Standards committee held on 15 May 2018 had previously been made available on Office 365.

It was resolved –

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

**80. Steering Committee:**

The chair reported that a meeting of the Steering committee had been held on 4 June 2018 although notes of the meeting were not available. The chair further reported that a review of the School Improvement Plan had been the focus of that meeting.

It was resolved –

That the verbal report of the Steering committee meeting be received and noted.

**81. Approval of 2018/2021 Three Year Budget Model:**

A copy of the proposed three year budget model 2018/2021 had previously been made available on Office 365. The business manager went through the detail of it and confirmed that it had been discussed fully at the recent meeting of the Managing and Resourcing committee and approval subsequently given for it to be recommended for acceptance by the full governing body. Governors noted that the approval of a three year budget model was in line with ESFA financial requirements.

It was resolved –

That the three year budget model 2018/2021 be received and approved as presented.

**82. Teaching School Update and Bid for Strategic School Improvement Funds:**

A copy of a report providing an update on the Teaching School development was circulated and Mrs Maingay went through the detail of it. Governors noted the progress already being made to develop the three key strands:

- School-led initial teacher training
- Continuing professional development and developing leadership potential
- Supporting other schools

A website to promote the Teaching School was currently being developed and arrangements also in place to recruit a teaching school administrator with effect from September 2018.

Mrs Maingay also gave an update on the Strategic School Improvement Fund (SSIF) bid which was aimed at improving access and outcomes in MFL, with a specific focus on disadvantaged students. Governors noted that the bid had been submitted and that an outcome was expected towards the end of July.

It was resolved –

That the updates on the Teaching School and SSIF bids be received and noted.

### **83. CIF Bid and S106 Monies:**

The business manager gave an update on the progress of the boilers and mechanical refurbishment and the new classroom and sports pavilion, both projects to be funded following the successful CIF bids. The floor plans and an artists' impression of three possible design options for the pavilion were made available. An update was also given on three projects (re-modelling of the Maths and English teaching accommodation and enlargement of the canteen) to be funded through the use of S106 monies.

The business manager further reported that these matters had been considered in detail at the recent meeting of the Managing and Resourcing committee, with approval also given to fund an anticipated shortfall in the cost of the work to re-model the classrooms and enlarge the canteen. In particular the additional funds were necessary to purchase fixture and fittings. The business manager was pleased to further report that, based on the approval of the committee to fund the shortfall, the local authority had agreed to release the S106 monies and that work would start as soon as possible with completion in readiness for the start of the new school year.

Finally, the business manager reported that consideration was being given to two CIF bids for the 2019/2020 programme with initial thoughts on a replacement of windows and doors in many areas of the school and to improve the fabric of Ross House.

It was resolved –

That the business manager be thanked for providing an update on the building projects being undertaken and that governors fully support the approval of the Managing and Resourcing committee to fund the anticipated shortfall in the cost of the work to re-model the classrooms and enlarge the canteen.

### **84. School Improvement Plan:**

The acting headteacher gave an update on the School Improvement Plan and reported that the senior leadership team and middle leaders continued to review and update the plan to include in particular more quantitative evidence of school improvement and student progress. As reported earlier in the meeting, this had also been a focus of the recent meeting of the Steering committee.

The acting headteacher further reported that the School Improvement Plan was now available on Office 365 which would enable governors to access it any time to review and monitor progress.

It was resolved –

That the updated School Improvement Plan be received and noted.

## **85. Acting Headteacher's Report:**

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

- a) Leadership and Management Score Card  
This had been revised to take account of recent changes to the school leadership team although judgment remained as 'good'. The biggest concern continued around the number of students on roll although there had recently been an increase in the number of admission requests being received from parents.
- b) School Performance  
The report detailed current school data to highlight the school's continued improvement, including student progress. The acting headteacher reported that the gap between disadvantaged and other students continued to be kept under review with strategies continually being identified to try and narrow the gap. An update was also given on work being done to support some of the curriculum departments where it was necessary to improve outcomes.
- c) Uttoxeter Learning Trust  
Governors noted that following the recent advert for a chief executive officer, Trustees had decided not to appoint and that an interim appointment would be made for the period to 31 August 2019. A further advert to fill the post on a permanent basis would be placed early in the New Year.
- d) Farm Inspection  
A recent health and safety inspection of the farm had been undertaken the previous week and the business manager reported on the actions that had been taken in readiness for the inspection. He was pleased to further report that at the end of the inspection the inspectors had indicated that there would be nothing to report back on. A copy of the report would be made available to governors once received.
- e) Designated Safeguarding Lead  
Governors noted that Mrs Catterall would be the school's designated safeguarding lead from the start of the new school year.

It was resolved –

- i) That the acting headteacher be thanked for his detailed report and that it be received.
- ii) That governors request a report for the next meeting to demonstrate the impact of strategies previously agreed aimed at narrowing the gap between disadvantaged and other students.
- iii) That governors thank all staff concerned for helping to ensure that there would be nothing to report following the recent health and safety inspection of the farm.

## **86. Safeguarding:**

The acting headteacher reported that the school's safeguarding policy would be updated to take account of new national guidance once received later in the year. He further reported that in the meantime he had reviewed the current policy and confirmed that changes at this moment in time were not necessary.

Dr Jary further reported that as governor with responsibility for safeguarding, she wished to place on record her thanks to the leadership team and Mr Brunt in particular as the designated safeguarding lead, for the appropriate action that had been taken in response to recent safeguarding incidents. Dr Jary further reported that the ULT Trustees had arranged for a safeguarding audit of the school to be undertaken and that this was to be held on 10 July. Any outcomes from the audit would be reported at a future meeting of the governing body.

It was resolved –

That the safeguarding updates be received and noted and approval given for the safeguarding policy to remain as previously agreed.

## **87. Other Business:**

### **a) General Data Protection Regulation (GDPR)**

Dr Jary reported that she had recently attended a governor training course in relation to GDPR and which made clear systems and practices that schools had to have in place to meet the requirements of the new legislation. The business manager gave an update on all actions taken by the school to comply with GDPR, which included the appointment of a data protection officer.

It was resolved –

That Dr Jary be thanked for attending the training session and that governors support the actions taken by the school to comply with GDPR.

### **b) Mr Tim Brunt**

Governors noted that this was Mr Brunt's final meeting of the governing body before his retirement at the end of the school year. However, they were also pleased to note that he would be returning to school to act as cover supervisor.

It was resolved –

That governors place on record their thanks to Mr Brunt for his contribution to the school and the governing body over a number of years as deputy headteacher and, for the summer term, as acting headteacher.

## **88. Evidence for KPIs:**

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

- KPI1 – governors ensure clarity of vision, ethos and strategic direction  
Evidenced through Steering committee consideration of the School Improvement Plan (Minute 80) and governors' further discussion of the Plan (Minute 84).

- KPI 2 – governors support and strengthen school leadership  
Mrs Maingay was welcomed to her first meeting following her recent appointment as deputy headteacher.
- 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 Minute 85 and discussions around school performance as detailed in the acting headteacher's report. Minute 86 and approval of Safeguarding policy.
- KPI6 – governors ensure solvency and probity, and that financial resources are made available to the school and are managed effectively  
Evidenced through approval of the three year budget model 2018/2021 (Minute 81).
- KPI 8 – governors engage with stakeholders, including staff and parents  
Evidenced through staff attendance at the meeting and the Unifrog demonstration (Minute 75).

#### **89. Dates of Meetings for 2018/2019:**

The proposed dates for all governing body and committee meetings for the school year 2018/2019 had previously been made available on Office 365. The clerk reported that a request had been made for consideration to be given for meetings of the full governing body to be held on another day of the week, rather than on a Monday.

It was resolved –

That the dates for all governing body and committee meetings for the school year 2018/2019 be received and approved, including the retention of the full governing body meeting on a Monday.

#### **90. Date of Next Meeting:**

Governors noted that the next meeting of the full governing body would be held in the school on Monday, 1 October 2018 at 4.00pm – to be preceded by a training session at 3.30pm.

The meeting finished at 6.25pm.

Signed.....  
M. Prescott

1 October 2018  
Date.....