

Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the governing body held in the school on Monday, 1 October 2018 at 4.00pm.

Present:

Mr M Prescott (chair), Mrs P Curtis, Mrs B Davies, Mr B Egerton, Ms R Horry, Mr P Hudson, Dr M Jary, Mr I Johnstone, Mr P Taylor.

Mrs J Rudge (Headteacher)

Also in Attendance:

Mrs A Maingay (Deputy Headteacher)
Mrs C Dodd (Assistant Headteacher)
Mrs T Harris (Assistant Headteacher)
Mr A Storer (Business Manager)
Mr R Sheldon (Clerk to the Governing Body)

Apologies:

Apologies for absence were received and accepted from Mrs S Brown, Mrs K Fisher, Mr M Osborne-Town.

Governor Training – Safeguarding

Prior to the start of the formal meeting, a short training session was led by Mrs Maingay, deputy headteacher, informing governors of key changes made to the guidance document 'Keeping Children Safe in Education'. Governors were informed that Staffordshire's Children's Safeguarding Board had made it a requirement for all governors to be aware of the changes and to also confirm that they had read the document. Arrangements would be made for the clerk to send the appropriate link to governors to enable them to access the document on-line and to complete the certification form once read.

Mrs Maingay also informed governors of the requirement for all governors to undertake Prevent training on an annual basis and arrangements would also be made for the clerk to forward this link to enable governors to access and complete the training programme. She also confirmed that a further level 1 safeguarding course would be arranged at a date in the future and to which governors would be invited to attend.

Finally, Mrs Maingay informed governors of the current school safeguarding team and confirmed that Mrs Catterall was the designated safeguarding lead.

It was resolved –

- i) That Mrs Maingay be thanked for delivering the safeguarding training session and for the information provided.
- ii) That governors be requested to read the updated 'Keeping Children safe in Education' guidance as requested and to confirm that they had done so.
- iii) That governors would also undertake the Prevent training and then forward the appropriate certificate to the school office or clerk to governors to ensure that records could be kept up-to-date.

- iv) That a similar safeguarding update would be provided for governors not present at this meeting and would be held before the next meeting of the Learning and Standards committee to be held on 6 November 2018.

91. Election of Vice Chair:

Governors were reminded that the governing body traditionally elected two vice chairs and that Dr M Jary only had been elected at the previous meeting.

It was resolved –

That Mr M Osborne-Town be elected as vice chair of governors for a two year period to the first full governing body meeting of the autumn term 2020.

92. Governing Body Matters:

- a) 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 in Office 365.

It was resolved –

- i) That governors agree to retain the current committee structure and membership but, following his election as vice-chair of governors, Mr Osborne-Town be added to the Steering committee.
- ii) That the terms of reference document be approved, subject to a number of highlighted typographical amendments.

- b) External Review of Governance
The headteacher reported that the ULT Trustees had arranged for an external review of governance for all schools and would be undertaken in the near future. An outline was given of the documents required as part of the review. Discussion then took place regarding the role of governors to reflect the membership of the ULT.

It was resolved –

That the training session before the start of the next meeting should be used to agree a governor development plan, which would also include the role of link governors.

- c) Attendance
The clerk reported that the governance section of the school's website was currently being updated to ensure that it complied with national guidance. This would include details of governor attendance at meetings and would be closely monitored.

It was resolved –

That, as this meeting was only just quorate, the clerk be requested to write to all governors to remind them of the importance of sending apologies if they were unable to attend a meeting.

- d) Appointment of Co-opted Governor
Governors were reminded that a vacancy existed for a co-opted governor and were asked to put forward the names of those who may be willing to join the governing body. Discussion followed and one or two names were put forward for possible consideration.

It was resolved –

That governors be requested to make approaches to those put forward for consideration to see if they would be willing to be appointed and that further consideration be given at the next meeting.

- e) Register of Business Interests – the clerk confirmed that he was currently updating the register of business interests and governors were requested to complete and return the declaration of interest pro-forma that had recently been circulated.

- f) Declaration of Interests
There were no declarations of interest for items to be discussed at this meeting.

93. 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.

94. Minutes:

The minutes of the meeting held on 25 June 2018 had previously been made available to governors in Office 365.

It was resolved –

That the minutes be received and approved as presented.

95. Matters Arising:

- a) Swimming Pool (Minute 77(c) refers)
The headteacher reported that repairs to the swimming pool had been discussed in detail at the recent meeting of the Managing and Resourcing committee. It had been noted that work to replace the swimming pool boiler had been commissioned but governors were informed that work would not go ahead if allocated S106 monies weren't given to the school. Indications remained, however, that the S106 monies would be allocated to the school as previously agreed.

The headteacher further reported that a request had been received from a swimming organisation (Lane 1) for use of the school pool for 28 hours a week during school terms and half-term holidays. The committee had given approval for discussions to continue with Lane 1, with a view to offering an initial two year contract with a further option to re-new after that time.

It was resolved –

That the swimming pool update be noted and that governors fully support the decisions taken by the Managing and Resourcing committee.

b) Approval of 2018/2021 Three Year Budget Model (Minute 81 refers)

The headteacher reported that a further review of the three and five year budget modellers had been undertaken due to the significant financial implications of the reduced number of students entering the school's sixth form against those originally anticipated. This had been discussed in detail at the recent meeting of the Managing and Resourcing committee and approval given to the revised budget modellers.

It was resolved –

That the report be received and governors request that copies of the revised budget modellers be made available for the next meeting to enable formal approval.

c) Strategic School Improvement Fund (Minute 82 refers)

The headteacher was disappointed to report that, despite the amount of time invested in putting the bid together, notification had recently been received that the bid had been unsuccessful.

d) School Performance – Disadvantaged Students (Minute 85(b) refers)

The headteacher reported that this had been discussed at the recent meeting of the Managing and Resourcing committee and that work was being undertaken to demonstrate the impact of agreed strategies aimed at narrowing the gap between disadvantaged and other students.

96. Managing and Resourcing Committee:

Minutes of a meeting of the Managing and Resourcing committee held on 19 June 2018 had previously been made available in Office 365 and the committee chair also briefly referred to the issues discussed at a recent meeting held on 25 September 2018. A key discussion during this meeting had been around the lower than anticipated sixth form numbers and the implications of this for the school's budget. A priority for the school was to therefore look at how numbers could be increased in future years and to encourage students to complete their post-16 education at Thomas Alleyne's rather than moving to another educational establishment.

It was resolved –

- i) That the minutes of the meeting of the Managing and Resourcing committee held on 19 June 2018 be received and accepted.
- ii) That the report of the meeting of the Managing and Resourcing committee held on 25 September 2018 be received and noted.

97. Learning and Standards Committee:

The committee chair briefly referred to the key issues discussed at a recent meeting of the committee held on 18 September 2018. Discussions had mainly been around the school's results 2018.

It was resolved –

That the report of the meeting of the Learning and Standards committee held on 18 September 2018 be received and noted.

98. Update of Examination results for KS4 and KS5:

Mrs Dodd and Mrs Harris were present for this item to respond to any questions that governors had regarding the KS4 and KS5 results. Details of which had been made available in Office 365. Governors were reminded that the results had been discussed and analysed in detail at the recent meeting of the Learning and Standards committee.

The headteacher circulated the recently received performance tables but informed governors that the report was currently unvalidated and that it was likely that there would be some changes made to it before its publication in January 2019. The headteacher was pleased to confirm that progress 8 data was good and would rank the school highly across Staffordshire. Copies of several departmental evaluation reports were also made available for governor scrutiny and the headteacher reported that each report would be analysed closely to identify where improvement was necessary.

It was resolved –

That the update for the KS4 and KS5 results be received and noted.

99. 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:

a) Attendance

Current student attendance levels required improvement and the headteacher confirmed that strategies were in place to bring about improvement.

b) Admissions

The number of students on roll at the school continues to remain a concern with numbers below the planned admission number (PAN). A number of marketing strategies were being considered to help promote the school further and improve student numbers. The implications of this meant that the school had to manage an increasingly difficult budget and the headteacher confirmed that she was supporting a national campaign for improvements to the levels of school funding.

c) School Performance

The report detailed the KS4 and KS5 school results for 2018 and governors were again reminded that these had been analysed in detail at the recent meeting of the Learning and Standards committee. However, the headteacher went through the results in detail and referred to both the strengths and weaknesses of the school as demonstrated by the results. A particular strength of the school was the Maths results which were very positive, whilst a weakness remained the gap between the performance of disadvantaged students compared to other students. The headteacher was pleased to report though that for 2018 the pupil premium students had made better progress when compared with national figures.

The headteacher also referred in detail to the strengths and weaknesses of the departments and highlighting those in particular that caused concern. In response to questions asked by governors the headteacher outlined the actions being taken to bring about the required improvements.

Finally the headteacher referred to the current Y11 students and outlined the strategies being put in place to improve departmental performance and the outcomes for individual students. One particular strategy had been for mock exams to be undertaken before Christmas rather than afterwards. In response to a question asked by governors, the headteacher confirmed that school policy was not for students to be entered into exams in Y10 and outlined the reasons for this.

d) Sixth Form

The headteacher was disappointed to report that A level results 2018 were below national levels and also that the number of Y11 students entering into the sixth form had been significantly lower than originally anticipated. This had implications for the school's budget which had been considered at the recent meeting of the Managing and Resourcing committee. The headteacher further reported that a full review of post-16 outcomes, including recruitment and retention, had been identified as a whole school issue.

e) School Improvement Plan

The School Improvement plan for 2018/2019 had been agreed and departments had completed their own improvement plan based on the school targets. A copy of the plan had been made available in Office 365.

f) Academy Audit

An independent Health Check had recently been undertaken Staffordshire Audit Services and the objective had been to provide assurance to ULT trustees and school governors that correct procedures were being followed on key areas of financial administration. A judgement of adequate assurance had been given and any identified areas for development had been addressed or included in the school development plan.

g) School trips and Visits

Details were given of the many different school trips and visits arranged on behalf students during the school year 2017/2018.

h) Student Exclusions

The headteacher reported that although the number of students permanently excluded from school was low, the percentage was above the national average. An assurance was given that the school would continue to support students wherever possible, particularly through the use of Dove House, and that permanent exclusion was only ever used as a last resort.

It was resolved –

- i) That the headteacher be thanked for her detailed report and that it be received.
- ii) That governors note that the Learning and Standards and Managing and Resourcing committees would continue to discuss and review in detail the many different issues outlined in the report.
- iii) That governors thank all staff for their support for the many different school trips and visits which enhanced the whole school learning experience for students.
- iv) That the Learning and Standards committee be requested to review the number of students attending Dove House and that the headteacher be requested to

provide a report giving a breakdown of the reasons for students sent to work there.

100. ULT Update:

The headteacher circulated copies of the recently produced ULT brochure to encourage other schools to join the multi-academy trust. Schools were being offered either full or associate membership and the business manager outlined the difference between the two.

It was resolved –

That governors welcome the work being undertaken aimed at increasing the number of schools in the Uttoxeter Learning Trust.

101. School Policy Review:

The following school policies had been previously made available in Office 365 and the headteacher confirmed that each had been developed in accordance with advice from Staffordshire County Council:

- Peer on Peer Abuse
- Physical Intervention
- Youth Produced Sexual Imagery

The headteacher further reported that although the school had a policy for the use of physical intervention, if necessary, staff were recommended not to use physical intervention for students.

It was resolved –

That the policies be received and approved as presented.

102. ULT Policy Review:

The following ULT approved policies had been previously made available in Office 365 and recommended for use by the governing body:

- ULT Whistleblowing Policy
- ULT Staff discipline Policy
- ULT Code of Conduct

The headteacher further reported that she had identified a number of necessary changes to the Code of Conduct to comply with current school practice. She would raise the matter at the next meeting of the School Representation Board.

It was resolved –

That the policies be received and noted but that governors support the necessary changes to the Code of Conduct.

103. Safeguarding (Including Safeguarding Audit Outcomes):

The headteacher reported that the ULT had commissioned a safeguarding review which had been undertaken at the end of the previous school year. The subsequent report had

identified a number of areas where school practice was recommended for improvement and the headteacher confirmed that all necessary actions were being taken to comply with those recommendations. The headteacher also referred to the number of improvements being made to improve site security and that all work should be completed before the next meeting. An update on that work would be given at the next meeting.

It was resolved –

That the outcomes of the safeguarding review be noted and that governors welcome the necessary actions being taken to comply with the recommendations made and request the headteacher to keep them updated on the progress of any implemented actions.

104. Evidence for KPIs:

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

- KPI 1 – governors ensure clarity of vision, ethos and strategic direction
Evidenced through discussion of the School Improvement Plan (Minute 99).
- KPI 3 – governors contribute to school’s self-evaluation and understand its strengths and weaknesses
Evidenced through discussions during consideration of the headteacher’s report (Minute 99)
- 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 school performance as detailed in the headteacher’s report (Minute 99).
- KPI 6 – governors ensure solvency and probity, and that financial resources are made available to the school and are managed effectively
Evidenced through discussions around the lower than anticipated number of sixth form students and the necessity to review the previously approved school budget (Minute 99).
- KPI 7 – governors operate in such a way that statutory duties are met and priorities approved
Evidenced through the safeguarding training prior to the start of the meeting and governor commitment to undertake all required safeguarding training and discussions around the outcomes following the safeguarding review (Minute 103).

105. Date of Next Meeting:

Governors noted that the next meeting of the governing body would be held in the school on Monday, 3 December at 4.00pm – to be preceded as usual by a training session at 3.30pm.

M. Prescott

Signed.....

3 December 2018

Date.....