

Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the governing body held in the school on Monday, 4 March 2019 at 4.00pm.

Present:

Mr M Prescott (chair), Mr A Barton, Mr M Cruddas, Mrs P Curtis, Mrs B Davies, Dr M Jary, Mr I Johnstone, Mr M Osborne-Town, Mr P Taylor.

Mrs J Rudge (Headteacher)

Also in Attendance:

Mrs A Maingay (Deputy Headteacher)
Mrs R Lindsay (Assistant Headteacher)
Mr A Washbourne (Assistant Headteacher)
Mr A Storer (Business Manager)
Mrs J Titterton (Office Manager)

Apologies:

Apologies for absence were received and accepted from Mrs S Brown, Mrs K Fisher, Ms R Horry. An apology for absence was also received from Mr R Sheldon (clerk to the governing body).

Governor Training – ASP (Analyse School Performance) and IDSR (Inspection Data Summary Report):

Prior to the start of the formal meeting, a short training session was led by the headteacher who referred to two key documents that would help governors monitor and challenge school performance. Both of the following documents had previously been made available in Office 365:

- Guide to Analysing School Performance
- School Performance Summary 2017/2018

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 the headteacher be thanked for leading the training session.

128. Governing Body Matters:

a) Membership Update

The chair welcomed Mr Barton to his first meeting following his re-appointment to the governing body.

Discussion took place regarding the terms of office shortly to come to an end for the following governors:

- Mr Cruddas, Mrs Curtis, Dr Jary, Mr Taylor (15 April 2019)
- Mr Thomas (31 May 2019)

Governors noted that Mr Thomas had indicated that he would not be seeking re-appointment when his term of office finished. Mr Johnstone also reported that he would be resigning from the governing body at the end of the school year.

It was resolved –

- i) That as this would be the last meeting for Mr Thomas, governors place on record their thanks to him for the help and support he had given to the governing body and school during his time as a governor.
- ii) That Mr Cruddas, Mrs Curtis and Mr Taylor be re-appointed to the governing body for a further four year period with effect from 16 April 2019.
- iii) That Dr Jary be re-appointed to the governing body with effect from 16 April 2019 whilst noting her intention to resign at the end of the school year 2020.

b) Appointment of Parent Governor

The chair confirmed that, as reported at the previous meeting, Mr Allcock had agreed to resign as parent governor with immediate effect. Arrangements would be made for the election of a parent governor and that the position would be advertised to seek someone with an understanding of ICT or business links.

It was resolved –

That following Mr Thomas' resignation from the governing body his position should be advertised as a parent governor and that nomination for two parent governors should be sought.

c) Register of Business Interests

Governors noted that the business interests' register remained up-to-date.

d) Declaration of Interests

There were no declarations of interest for items to be discussed at this meeting.

e) Governor Attendance at Meetings

The chair again reminded governors of the importance of attending meetings but that, if not possible, then apologies should be given in advance of any meetings.

129. 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.

130. Minutes:

The minutes of the meetings held on 3 December 2018 and 28 January 2019 had previously been made available to governors in Office 365.

It was resolved –

That the minutes of both meetings be received and approved as presented.

131. Matters Arising:

Meeting held on 3 December 2018:

a) Appointment of ULT Chief Executive Officer (Minute 111 refers)

The headteacher reported that trustees would be looking to appoint a new CEO with effect from September 2019 but that the recruitment process had not yet started. She further reported that consideration was being given to the appointment of a full-time CEO which, if it went ahead, could have implications for the schools' budget if it proved necessary to increase the top slice to fund the appointment.

It was resolved –

That governors express concerns around the delay in starting the recruitment process for the appointment of a CEO and the funding implications for all schools in the ULT should a full-time appointment be sought.

b) Student Attendance (Minute 112(j) refers)

The headteacher reported that a report on the impact of the work undertaken by the attendance officer on improving attendance figures was not yet available but would be provided at a future meeting.

c) Consultation on JCB admission Arrangements (Minute 117 refers)

The headteacher reported that, in response to letters sent objecting to proposals to change JCB academy admission arrangements, the DfE had responded to confirm that approval had been given to the proposal to extend the Y9 age range. The headteacher further reported that the ULT trust board had also expressed similar concerns to the proposals and that both she and the chair of the trust board were to shortly meet with the Regional Schools Commission to make clear their continued concerns.

It was resolved –

That governors fully support the headteacher and chair of the trust board in raising continued concerns regarding the implications of a change to JCB academy admission arrangements on Thomas Alleyne's High School.

d) New Funding Formula

The headteacher confirmed that, as reported at the last meeting of the Managing and Resourcing committee, a response had been received from the Education Minister to state that the funding anomaly for high schools in a 3 tier system had been acknowledged and would therefore be reviewed for 2019/2020. However, there would be no additional funding for the school for the current financial year. The headteacher further reported that the three year budget modeller was being revised to take account of a potential loss of funding as a result of changes to the JCB academy admissions arrangements.

It was resolved –

That governors place on record their thanks to the headteacher and chair of the ULT trust board in continuing to raise concerns with both the DfE and Regional Schools Commission regarding the imbalance of funding available to high schools in a 3 tier system.

132. Modern Foreign Languages (MfL) Department:

See Confidential Appendix (attached).

133. Approval of Curriculum Plan:

Mr Washbourne, assistant headteacher, was present for this item to report on the proposed curriculum plan 2019/2020, a copy of which had been previously made available in Office 365. Mr Washbourne took governors through the detail of it and confirmed that the plan, which was closely aligned to the new Ofsted framework and in line with the school's vision, would enable students to access a broad and effective curriculum.

Mr Washbourne outlined the strengths of the curriculum plan and also highlighted the issue around the number of Ebacc entries which were currently 20%. Discussion took place around this and governors expressed their disappointment around the small number of students studying a modern foreign language but, as discussed earlier in the meeting, they had noted the revised MfL action plan to bring about improvement both in terms of students studying French and outcomes.

Further discussion took place around the number of classes for each year group and the average class sizes were highlighted on the basis of 8, 9 or 10 classes. The curriculum plan included the following recommendations:

- 9 classes in Y9 for 2019/2020
- No change to the number of classes in Y10/11
- No change to Y13
- Y12 curriculum currently under review

It was resolved –

- i) That Mr Washbourne be thanked for attending the meeting and outlining the proposed curriculum plan 2019/2020
- ii) That the curriculum plan be received and approved and that final decisions around the number of classes for each year group be taken by the headteacher and senior leaders.

134. 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 headteacher referred in particular to the following issues:

a) Staffing

The headteacher gave a staffing update and reported that there would be a need to make a number of appointments, following interview. This would include the appointment of an assistant headteacher. Governor support with the interviews was requested and details would be sent to them shortly.

It was resolved –

That the staffing update be noted.

b) Post-16 Courses

Discussion took place regarding the number of post-16 courses offered to students and the headteacher reported that a number would no longer be viable. Governors identified a number of courses that should no longer be offered and with enrichment offered for several others.

c) Nurture Group

Governors noted that a nurture group was to be set up for 10 Y9 students who were struggling with the main curriculum.

It was resolved –

- i) That the headteacher be thanked for her detailed report and that it be received.
- ii) That governors note the staffing update and would support the various interviews where able to.

135. Headteacher Performance Management:

The headteacher confirmed that her performance management had recently been completed and targets set as appropriate. Outcomes from the review meeting had also been referred to the Pay committee.

It was resolved –

That completion of the headteacher's performance management be noted.

136. Managing and Resourcing Committee:

Minutes of a meeting of the Managing and Resourcing committee held on 11 December 2018 had previously been made available in Office 365.

It was resolved –

That the minutes of the meeting of the Managing and Resourcing committee held on 11 December 2018 be received and noted.

137. Learning and Standards Committee:

Minutes of a meeting of the Learning and Standards committee held on 15 January 2019 had previously been made available in Office 365.

It was resolved –

That the minutes of the Learning and Standards committee held on 15 January 2019 be received and noted.

138. Pay Committee:

Minutes of a meeting of the Pay committee held on 24 October 2018 had previously been made available in Office 365.

It was resolved –

That the minutes of the Pay committee held on 24 October 2018 be received and noted.

139. Approval of Policies:

a) Pay Policy

The headteacher reported that the ULT had still to approve the revised Pay policy but, as soon as it had been approved a copy would be placed in Office 265. The headteacher further reported that the staff pay review had been completed and increments awarded appropriate.

It was resolved –

That the revised Pay policy be awaited.

b) Whistleblowing Policy

A copy of the updated Whistleblowing policy had been previously made available in Office 365 and the headteacher outlined the changes that had been made.

It was resolved –

That the Whistleblowing policy be received and approved as presented.

140. Safeguarding:

a) Safeguarding Audit

The headteacher confirmed that actions had been taken address issues identified following the recent safeguarding audit. Checks would also be made to ensure that all governors had DSB clearance.

b) Rapid Case Review

The headteacher reported that the school had recently co-operated with a recent rapid case review although the youngster concerned was not a student at this school.

c) Health and Safety

The headteacher gave a detailed account of all the health and safety actions that had been agreed to ensure the safety and well-being of students during the significant building work being undertaken across the school site.

It was resolved –

That the headteacher be thanked for all the work undertaken to ensure that safety and well-being of students.

141. ULT – School Representation Board:

Governors were reminded that they were represented at the School Representation Board by Mr Johnstone. For the next meeting he was requested to again raise the current situation regarding the appointment of a CEO and to request that consideration is given to the teaching and learning of MfL across the ULT.

142. Other Business:

a) TAHS Vision 2019

The chair thanked governors for their responses to the vision document that had been previously circulated and which had been amended to reflect governors' views. The

document would be further reviewed by the headteacher and senior leaders before being circulated to students for their views.

It was resolved –

That the update on the TAHS vision document 2019 be received and noted.

b) New First School in Uttoxeter

The headteacher reported that bids would shortly be invited from prospective sponsors for the new first school to open in Uttoxeter. The ULT would be putting a bid together.

It was resolved –

That governors fully support a bid from the ULT to sponsor the new first school in Uttoxeter.

143. 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 and subsequent approval of Curriculum Plan. (Minute 133)
- 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 MfL. (Minute 132)
- KPI 7 – governors operate in such a way that statutory duties are met and priorities approved
Evidenced through completion of headteacher and staff performance management with outcomes reported to the Pay committee. (Minute 135 and 138).

144. Date of Next Meeting:

Governors noted that the next meeting of the governing body would be held in the school on Monday, 10 June 2019 at 4.00pm. The meeting would, as usual, be preceded by a governor training session at 3.30pm.

Signed.....
M. Prescott

10 June 2019
Date.....