



**MINUTES OF A MEETING OF THE GOVERNING BOARD**  
**HELD ON 25<sup>th</sup> MARCH 2015**

**Present:** Martyn Henson (Head Teacher), Richard Aggus (Chair)  
 Jill Borchards, Hilary Rodgers, Keith Hopkinson, Kath Smith, Graham  
 Blackburn, Pippa Frost, Martin Powell, Sheenagh Parsons, Rebecca Hughes,  
 Nick Hoffman

**Apologies:** Phil Davidson, Holly Ingram, Ross Thompson, Craig Temple,  
 Kojo Wood, Julia Marshall

**In attendance:** Sarah Bennett (Clerk),  
 Becky Cox, Naomi Rose, Barry Burningham, Matt Grinyer, Christine Crawley,  
 Steve Morley, Mary Troake (item 1)

*(NB: Governor Challenge, Questions and Monitoring are highlighted in italics)*

<b>1.</b>	<p><b>Workshop on KS3 Curriculum</b></p> <p><i>Governors attended 3 separate presentations given by the SLT on growth mindsets, behaviour management, and assessment without curricular levels. Governors asked questions on the content of the presentations and on how they would be able to monitor going forward. The notes from the presentations would be collated afterwards and attached to the minutes.</i></p> <p>Governors found the experience very useful, and asked MH to thank the SLT on their behalf. MH added that staff were also keen to build on their links with the governing board.</p>	
<b>2.</b>	<p><b>To receive any apologies and decide whether to give consent for absence.</b></p> <p>Apologies had been received from Craig Temple, Kojo Wood, Julia Marshall, Holly Ingram and Ross Thompson and consent was given for absence.</p> <p>Mr Hoffman was welcomed to the meeting as an Associate Member and introductions were made.</p>	
<b>3.</b>	<p><b>To receive notification of any other business.</b></p> <p>Nil</p>	
<b>4.</b>	<p><b>For governors to declare any potential conflicts of interest</b></p> <p>No conflicts were declared.</p>	

<p><b>5. Update on Safeguarding</b></p>	<p><i>SP advised that the safeguarding report was with the Chair and Vice for comment, and would then be signed off by Steve Morley and the Head before circulation.</i></p> <p><i>JB was booked onto safeguarding training in April. There was exclusions training in May as the in-house session, so it was suggested that an in-house session on safeguarding could be organised for next year.</i></p>	<p><b>Action 14/77</b>  <b>Safeguarding report to be circulated to FGB</b></p>
<p><b>6. Head's Report</b></p>	<p>The Head's report had been circulated. It aimed to cover all areas not already covered in the committee meetings, such as enrichment, communication, reputation. The report aimed to give governors a flavour of all the enrichment and extracurricular work going on at school. This was also evident in the parents newsletters.</p> <p><i>Q With regard to the tables on trips, what do the 2 end columns relate to? Number of staff and number of students who went on the trip.</i></p> <p><i>Q A governor queried a comment in the staff survey on the number of hours in sixth form per subject. MH confirmed that 9 hours was par for the course, and was the recommended number of hours. Q Is there any possibility of increasing this to 10 hours? MH said that it would be extremely expensive; all the A level classes would need an extra lesson. He was considering giving staff more preparation time; an effective way of raising quality of teaching and learning in a school was to reduce the contact ratio for staff, or the amount of time they were teaching. Ideally, each teacher would have 1 marking and preparation period a day; 80% contact ratio would be ideal, and was something the government was saying schools should aspire to. However, this would be expensive to introduce. Q Would there be a physical space issue, with more staff not teaching at one time? Yes, they would have to think about this. The sixth form was still growing, but they needed to reinvest quite a proportion of the additional revenue into staffing the sixth form.</i></p> <p><i>The findings of the staff survey had been circulated. A governor noted that the main message of the survey was extremely positive, and there was a marked improvement from last year. There was an issue around consultation of non-teachers. Another issue was consistency in marking; a staff governor commented that this could also be linked to a teacher's workload which varied considerably according to amount of teaching in different key stages, subject taught etc.</i></p> <p><i>There were a lot more links being made with businesses in town and there was a part for governors to play in this area. MP had been in to talk to the Head about the students visiting Lloyds bank, and opportunities around teaching financial literacy at school.</i></p> <p>The Head agreed to include procedures for communication with parents in the report.</p>	<p><b>Action 14/105</b>  <b>MH to include procedures for communication with parents in RELIC</b></p>
<p><b>7. Committee Meetings</b></p>	<p>Committee meetings had been circulated.</p> <p><u>Finance, Personnel and Premises Committee</u> – <i>the committee had</i></p>	

	<p><i>discussed a proposal with regard to rebranding the school. The next steps would be to set up a working party, including governor involvement, to discuss details with the contractor. MH explained that they needed a new website, which was part of the rebranding process. The committee had considered that it was a good time to initiate this process, on the road to outstanding, to bring elements together and create a complete professional package. The cost included money they would have spent on prospectuses. It was about having the right image, recruiting the right sort of staff, attracting pupils. MH would send an email round before the group met to look for ideas. KH, HR had offered to take part in the working party. The FGB would review the output and give opinions from different standpoints. A governor added that the website and prospectus should also take into account their need to communicate the growth mindset to parents, as this might not have been mentioned in the original brief.</i></p> <p><i>The Chair gave an update on the raised risk of legionella in Timebridge, due to the temperature of the cold water being too high. This was caused by the cold water pipe running next to the hot water pipe. He had checked after the meeting with Christine Crawley – it was not considered to be a serious issue as there were no showers, or air conditioning system that would be susceptible to legionella. Bottled water was provided; the water was monitored regularly and the taps were flushed regularly. The issue could be resolved once they had removed the asbestos from the area and could lag the pipes.</i></p> <p><u>Learning and Development Committee</u> – minutes had been circulated.</p> <p><u>Pay and Performance Appraisal Committee</u> – the committee had not met.</p>	<p><b>Action 15/17</b>  <b>MH to keep governors informed re rebranding working party</b></p>
<p><b>8. Policies</b></p>	<p>Nil</p>	
<p><b>9. Governor Visits</b></p>	<p><i>GB had visited the Design &amp; Technology department and attended the team meeting. He would be writing up the visit.</i></p> <p><i>MP had visited the Head and the PE department, and was in on Monday with the PE department, monitoring some H&amp;S procedures. He would write up his visit.</i></p> <p><i>If governors could not find the faculty dates, they could email JM.</i></p> <p><i>Several governors had come in to review the catering arrangements and lunches. A visit report had been circulated; JM was already picking up some of the issues, and CC was talking to the contractors about funding for signage, and perhaps Edwards and Blake even making the school an exemplar school.</i></p> <p><i>RA had circulated his notes from H&amp;S training attended. The guidance now was that there was no requirement for an annual inspection visit. It was now recommended that the governors should be taking more time to ensure that process and policies were implemented by staff, rather than making sure the building was safe. Some faculties would have their own set of policies relating to H&amp;S in their faculty. The guidance was that governors should pick some of these procedures and check they were</i></p>	

	<p><i>being implemented on a visit and that the policy was clear and being followed. It was more about monitoring that things were happening. For instance, MP on his visit to PE would pick an area and check it was being followed and implemented according to the policy. Governors could start doing this on their Faculty visits, and next year they would aim to make it a more rigorous process. A governor noted that performance should also have some H&amp;S monitoring from within the faculty, now that it was split from PE.</i></p> <p><i>JB had done induction training since the last meeting. The course had underlined the 3 major core strategic functions of governing bodies. Governors agreed that the workshops this evening had been very useful in enabling them to focus on and have input into important key strategies.</i></p> <p><i>Christine Crawley was taking on updating of the induction pack. An action had been taken from the committee meetings to circulate a list of acronyms, which should also be added to the induction pack.</i></p> <p><i>There was training on 10<sup>th</sup> June on financial management which might be useful for governors; financial value and probity was one of the core functions of the governing body. Several governors were already booked onto the session. Any governors attending training should let JM know, so she could update the training records.</i></p>	
<p><b>10</b></p>	<p><b>Organisation of the Governing Board</b></p> <p><i>The Chair had circulated a skills audit and self-evaluation questionnaire but was still awaiting responses from some governors. He asked all governors to ensure they sent their responses back before the next FGB meeting so he could analyse the results for the review workshop.</i></p> <p><i>The governing board agreed to appoint Nick Collins as an Associate Member. The Chair had already circulated details and a short profile. NC already worked with the school and was an ex-pupil; he ran a sports consultancy and would be an excellent advocate for growth mindset and healthy eating, as he subscribed to these in his coaching. RA would write to Mr Collins to inform him of his appointment.</i></p> <p><i>At the last meeting of the academic year, they would redefine the committees, and re-elect Chair and Vice-Chairs. The skills audit would help inform membership of the committees and linked roles.</i></p> <p><i>The governing body was required to undertake succession planning for the Chair, Vice –Chair, committee chairs. They needed to spend some time as a governing board considering what succession planning was and ensure that they had some kind of progression planning in place.</i></p>	<p><b>Action 15/18 Govs to send back skills audit and self-evaluation questionnaire to Chair</b></p>
<p><b>11</b></p>	<p><b>To agree the minutes of the last meeting on 4<sup>th</sup> February 2015 and discuss any matters arising</b></p> <p>The minutes were agreed as an accurate record of the meeting.</p> <p>Matters arising –</p> <ul style="list-style-type: none"> <li>• SEND policy – still ongoing</li> </ul>	<p><b>Action 14/76 SEND policy to be updated</b></p>
<p><b>12</b></p>	<p><b>AOB</b></p>	

	<ul style="list-style-type: none"><li>• Nil</li></ul>	
13	<b>Dates of next meetings</b>  L&D/FPP Wed 6th May at 6pm/7.30pm  FGB Wed 20th May at 7pm  L&D/FPP Thurs 9th July at 6pm/7.30pm  FGB Wed 15th July at 7pm	