

## Minutes of BBS Governors Meeting – FGB

Monday 19<sup>th</sup> September 2016

*Present:*

Mr P Broomhead (Chair)  
Mr M Seaton (Vice)  
Ms C Carter (Head)  
Mr S Scollay  
Mr P Frith  
Mr R Oakes  
Dr S Collier  
Dr A Morgan  
Mr A Bates  
Mr D Robinson  
Mrs C Edwards  
Mr M Smith  
Mr S Griffiths  
Mr S Evans  
Mr K Mainwaring  
Mrs V Corbett

*Apologies:*

Mr N Garbett

*Also Present:*

Mr S Richards  
Mr B Morgan  
Miss J Walsh  
Mr K Hill  
Mrs S McElduff  
Mrs S Wycherley (Clerk)

*Absent, No Apologies:*

Mr D Brackwell

The meeting opened at 17:45pm

Mr Broomhead welcomed all to the meeting at the start of a new academic year and welcomed back Mrs Wycherley back as Clerk after her absence last term.

Mr Broomhead introduced all present to Ms Carter, Headteacher. He also thanked to Mr Richards for the job he did last year, it was a challenging year and he said that he had done an incredible job from keeping the 'boat from hitting too many rocks'.

Item

Action

1. **Election of Chair and Vice Chair of the Governing Body for the Academic Year 2016/2017**

Mrs Wycherley asked for nominations for Chairperson. Mr Broomhead said that last year he had said 2015-16 would be his last as Chair, however with there being a new Headteacher, he was willing to continue for a further year.

Mrs Wycherley asked all present if there was any further nominations. There were none.

Mr Frith nominated Mr Broomhead, seconded by Dr Collier.

Mr Broomhead left the room. Mrs Wycherley asked if everyone was happy for a show of hands, or if they preferred a secret ballot; all preferred a show of hands.

The vote was unanimous. Mr Broomhead re-entered the room and continued to chair the meeting.

Mr Broomhead asked for anyone to consider themselves for the role of Vice Chair. Mr Seaton volunteered, Mr Broomhead

nominated Mr Seaton, seconded by Mr Bates; all present unanimously agreed.

2. **Apologies**

- Mr Garbett had sent his apologies to both Mr Mainwaring and Mrs Wycherley, he was unable to attend through illness.
- No apologies were received from Mr Brackwell

3. **Declaration of 'Any Other Urgent Business'**

Mrs McElduff asked for the pay policy to be discussed, document had already been circulated.

Mr Seaton requested that a date be set for the Organisation and Development document to be discussed.

4. **Declaration of Interests**

None.

5. **Minutes**

5.1 *To Receive and Confirm Minutes of the Previous Meeting:*

Attendance: Mr Frith pointed out that he was in attendance at the previous meeting.

5. Disciplinary – Mr Broomhead explained that the employee is no longer a member of staff at BBS. Governors had made two recommendations, which are in the process of being actioned.

Complaints – outcome will be discussed during exam results later in this meeting.

Mr Seaton questioned that there should be a reference number for complaints for clarification to external parties.

Mrs McElduff had been in contact with Mr Collins, he would review the request again to rectify the problem with the floor in the music block. Unexpectedly, the roof on classrooms S31, S32 & S33 in the retained estate is currently being reinstated.

Mrs McElduff to contact Mr Collins regarding flooring in music block.

Mr Broomhead confirmed that he is still to write to parents regarding Annual Reports.

Mr Broomhead to write to parents.

CPD will be discussed later in this meeting.

Full calendar has been circulated.

Mrs Wycherley to add calendar to dropbox.

5.2 **Matters Arising from the Minutes**  
None.

6. **To Report Action Taken by the Chair (or Vice-Chair) of the Governing Body in Cases of Urgency**

Mr Seaton and Mr Broomhead had agreed for the year 9 trip Paris trip planned for next Easter to go ahead. With the caveat to review the PGL procedure regarding terrorism.

7. **To Receive Reports/Minutes**

7.1 Reports from Committees

Management Committee, 13<sup>th</sup> June. Mr Broomhead. Minutes are available in the drop-box.

Outcomes of staff survey had been requested.

Academisation meeting planned with Gill Eatough from HLC had not taken place. The next meeting for the Academy Working Group is planned for 3<sup>rd</sup> October. Will consider inviting HLC to a later meeting.

HR& Corporate, 16<sup>th</sup> May. Mr Oakes. Minutes are available in the drop-box. Next meeting Monday 10<sup>th</sup> October.

Policy, 12<sup>th</sup> June. Mr Seaton. Minutes are available in the drop-box. Next meeting Monday

Mr Seaton said that more comments would be welcomed by Governors, we will be asked by Ofsted to show that Governors comment on the policies.

7.2 Reports from governors who have undertaken monitoring and evaluation activity, not dealt with else-where on the Agenda.

8. **Headteacher's Report**

Ms Carter presented her report (see attached appendix A & B).

Mr Robinson asked the cost implications of all students completing the ECDL. Mrs McElduff said that this is still being explored. Mr Richards added that it may not be viable for the higher achieving students to take this qualification. Mr Robinson said that by all students doing the ECDL, this was just moving the whole cohort and not closing the gap. Ms Carter said that this would benchmark us nationally. Mr Richards said that methods used to teach the ECDL last year wasn't the most cost effective and couldn't be repeated this year. Mr Mainwaring asked when the students would complete the course. Mr Richards explained that initially he would target a group of year 10 disadvantaged boys.

Mr Seaton asked if there are targets for each of the SIP. Ms Carter said that she will report back termly on how the targets are being met.

**Core Student Data**

Numbers have increased. All percentages are lower than the national average.

Mr Seaton asked if staff have been involved in the SIP. Mrs Corbett explained that it was explained more in MLT and then taken back to department meetings. He also asked if appraisal is also linked to this. It was confirmed that objectives were related to the SIP.

Discussed overall absence of staff and the significant number of long term sickness last year. These figures do not include maternity leave.

Mr Scollay asked if from the comment from the member of staff who was feeling overwhelmed, noting that issues like this need to be addressed at the earliest juncture

Mr Scollay asked what the meaning of investing in BBS staff was. Ms Carter explained CPD would be a focus, for example staff briefing on a Thursday now is purely CPD and sharing ideas.

Ms Carter explained that lesson plans and minute templates had been part of the teaching staff CPD last week.

Mrs Wycherley would add the minute's template to the dropbox for Governors to use for any meetings they have in school.

Mr Broomhead said that if you looked at the 23 people on long term absence, it would impact on school performance.

Dr Morgan asked if anyone on long term absence now. Mrs McElduff said that one teacher (PE, maths & IT) is currently not in school.

Mr Scollay questioned if the process is there to feed information regarding stress upwards. Mr Seaton said that it wasn't about taking the stress away, CPD can be about teaching people to cope. He suggested external training to come in and teach coping mechanisms. Mrs Corbett and Mrs McElduff spoke about counsellors that are available. Mrs McElduff said she would circulate details for counsellors. Mr Seaton said that it should be about pre-empting not reacting.

Mrs McElduff to circulate contact details for counsellors to all staff.

## 2.1 Progress and Attainment

Figures in orange are the ones that will be published.

- A\*-C English & Maths – significantly above the Raise Online national average
- % achieved Ebacc
- Progress 8 - slightly below expected, but higher than last year. Pupil premium is a problem. SEND is also a major concern.
- Attainment 8 –
- 5+A\*-C EM – this should be in the 70%s, but to be outstanding in the 80s.

Expected progress should be 70% plus.

The subjects in red are going to be focussed on for improvement. (Number in brackets after % is number of students taking the exam in that subject):

- Chemistry
- Child Development
- DT Product Design
- English
- Expressive Arts
- French

- FSMQ
- Geography
- IT
- Photography
- Physics
- RE
- Science
- Science (Additional)
- Spanish

In the rest of the table, yellow is where we need significant improvement, green is good.

22 of the year 11 cohort were low ability students, who would not be expected to get 5 A\*-C, the rest of the cohort were middle and high ability.

Mrs Corbett spoke about FSMQ. Previously this qualification had had excellent results, but this year they were much poorer. It is an after school club with a very challenging qualification, however it holds UMS points. We may have opened it up to too many students this year. Mr Richards added that for the students who did do it, did benefit in their maths exam; but it is a stretch with all their other exams. Ms Carter added that for able students in mathematics, it is beneficial.

Mrs Edwards asked how successful the year 10 statistics exam had been. Mrs Corbett replied that they are currently looking at the results. 73% achieve C+, which was very pleasing, however controlled assessments had been very harshly marked and she was currently liaising with exam boards.

Mr Oakes asked about geography results. Mr Hill said that staffing absence had been an impact. He didn't believe that there are poor teachers in geography, the problem is that the department hadn't moved forward with the requirements of exam board markers. Paper 2, 22 students on the higher paper got a U for that paper. One paper has already been remarked with 9 marks higher. Mr Warren (new HLA for Geography) has already made an impact on the teaching of geography.

Mr Robinson asked if there is the same in-balance in geography/history as last year. Mr Hill said that the vast majority of current year10 are doing geography; two history and seven geography.

Mr Griffiths asked about computer science, bearing in mind that the results were based purely on the exam paper. Ms Carter pointed out that the results were still higher than last year. Mr Richards added that some of the students who were entered, were not capable of being entered for this exam.

Mr Frith asked where IT sat alongside ECDL. Mr Richards said that they are completely different. Computer Science is programming. IT is web-based design, ECDL is using Microsoft based software.

Mr Broomhead summarised: results are disappointing and looking at trends over three years, BBS is going in the wrong direction and urgent action is required for both short and long term improvements. Ms Carter said that based on these results that in her view Ofsted judgement would be 'require improvement' and there are significant areas where the school needs to improve. .

## 2.2 Teaching and Learning

This year rather than putting a grade on a lesson observation, this will not be done because Ofsted do not do it, comments and suggestions will be put by the observer. Ms Carter has experience of doing this and seen an improvement.

## 2.3 Attendance

Slightly below the target of 95%. Mr Morgan said that persistent absence level has been changed by the Government to 90%. The new Inclusion Mentors are working with the pupil premium students to get them into school.

Dr Morgan said that 7,8 &9 were all above target, would it be worth looking at the reason why years 10 & 11 are below target. Mr Morgan said that this is because some of the students spoken about previously had been on modified timetables which affect the percentages. There were also seven or 8 school refusers last year. Mr Morgan added that year 11 attendance is based on 5 half terms not 6.

## 2.4 Behaviour Exclusions

Mr Morgan spoke about the permanent exclusions and the bespoke packages that have been put in place for those students now.

Dr Collier asked if we had received better communication from the junior schools this year.

Mr Scollay said that the Headteacher from the junior school had attended the inclusion meeting and was astounded by the behaviour of the students. He questioned whether CAMHS would have been able to assist earlier.

## 2.5 Safeguarding and Child Protection

Ms Carter went through the outline of the data. The table would be more complete in the future. Mr Morgan explained that the data is being analysed further and drilled down. He spoke about the number of safeguarding cases being open, related to how students feel they are able to speak up.

Exam Results – Mr Richards presented the exam results and breakdown. *See appendix C.*

Mr Frith asked if students are put into the correct groupings for Triple Science or Core Science. Mr Richards agreed that it was a difficult judgement, but having reviewed each case he believes that they are.

Mr Scollay asked if offering ECDL is giving false hope to students. Mr Richards said that it is a short term measure, but it is an

industrial qualification which is widely recognised and is offered by the majority of other secondary schools.

Mr Broomhead that any proposals to curriculum are brought to Management Committee on 14<sup>th</sup> November.

9. **The Governors Role in School Improvement (Paper A)**

*Governors are invited to record in the minutes how they have fulfilled their responsibilities and contributed to maintaining and improving the quality of teaching and learning, behaviour and safety and achievement for pupils in the school since the last meeting. It is important to record any impact of governor activities*

Mr Broomhead explained the importance of Paper A to all present and how evidence must be provided to fulfil the above criteria.

10. **Schools' Financial Health and Efficiency**

Governors are asked to consider how / whether they will use this toolkit.

Mr Broomhead delegated this to the Business Committee.

11. **To appoint Link and Special Interest Governors**

Discussion took place regarding who would be these appointed Governors:

- Safeguarding: Mr Scollay
- Looked After Children: Mr Scollay
- Pupil Premium : Mr Scollay
- SEN: Mr Bates
- Health & Safety: Mrs Edwards
- Training & Development: Mr Robinson
- Most Able Students: Dr Morgan

12. **Admissions Number 2018/19**

12.1 Mr Broomhead proposed the admission number for 2018/19 be 225. He questioned if this is the correct number for beyond then, given that 225 is over subscribed. Mr Frith spoke about the new building providing for a 6<sup>th</sup> form of 150. The open learning areas would need to be used. Mr Robinson questioned if numbers should be increased based on numbers from in/out of catchment area.

Discussion took place regarding the feasibility of increasing the admission number, given the results and problems with recruiting staff historically.

This will be reviewed in the future.

Mr Oakes asked Ms Carter for her view. Ms Carter agreed that there is a lot of work to do before we look at increasing admission numbers.

13. **School Attendance Target / Attendance**

13.1 School Attendance Target

Mr Morgan said that he proposed the attendance target to be 97%. All present agreed.

14. **National Database of Governors (Paper B)**

Mrs Wycherley explained to all present that it is now a requirement that maintained school governing bodies have a duty to provide information on EduBase from September 2016. Mrs Wycherley said that she had already done this, however advice from T&W was that if any Governor has concerns over their information being published on the EduBase website, they should seriously consider if it is appropriate for them to be a Governor. Mrs Wycherley said if anyone would like to discuss this with her further, she would be available at the end of the meeting.

15. **Development & Training**

15.1 Mr Robinson had received replies regarding training requests. Mr Frith asked to attend the discipline training. Mr Broomhead said that if there was a high number requesting the same training, then we would look at bringing the training in house.

Ms Carter explained that Ofsted would need to see proof of Governance CPD, but in addition training within departments in school.

Mr Robinson asked if it could be added as an item on the agenda, with half hour slot of CPD as done previously.

Mr Seaton asked about providing and storing evidence of CPD. Mrs McElduff said that it could be recorded on CPD Genie.

Ms Carter said she was willing to give some training for questioning departments.

Mrs Wycherley to arrange for Governors CPD to added to CPD Genie.

15.2 Mr Robinson told all present he had put details of T&W training courses in the dropbox. Any requests for training should be forwarded to Mrs McElduff for booking.

16. **Safeguarding/ Health & Safety**

Mr Hill explained that there is currently have one Section 47 Safeguarding training has been completed by all staff in school. Mr Hill himself would be completing his safeguarding training as lead of this area again next week. Mr Hill added that when new staff start during the academic year, he has a one-to-one with them to explain about procedures.

Mr Scollay added that Section 11 needs to be looked at with regards to our training needs. Mr Scollay pointed out that T&W were satisfied with our safeguarding.

Mr Scollay added that safeguarding is an ongoing process.

17. **Termly Review of Governor and Headteacher Business Interests and agree content or amendments to Governing Body Details that need to be published on the website in line with the Constitution Regulations Statutory Guidance March**



- 17.1 Mrs Wycherley circulated the T&W template for all present to complete and sign. Mrs Wycherley to publish on school website
- 17.2 The Governing Body agreed or amend the information they publish on each member of the governing body on the website.

18. **To Set Dates and Times of Governing Body Meetings for 2016/17**

Monday 3<sup>rd</sup> October – Academy Working Group  
Monday 10<sup>th</sup> October - HR & Corporate Committee  
Monday 14<sup>th</sup> November – Management Committee  
Wednesday 16<sup>th</sup> November – Pay Committee  
Monday 28<sup>th</sup> November – Policy Committee  
Monday 9<sup>th</sup> January - HR & Corporate Committee  
Monday 23<sup>rd</sup> January – Full Governors  
Monday 13<sup>th</sup> February – Policy Committee  
Monday 13<sup>th</sup> March - HR & Corporate Committee  
Monday 27<sup>th</sup> March - Management Committee  
Monday 8<sup>th</sup> May - HR & Corporate Committee  
Monday 22<sup>nd</sup> May – Full Governors  
Monday 26<sup>th</sup> June – Policy Committee  
Monday 10<sup>th</sup> July - Management Committee

19. **Any Other Urgent Business**

*Teachers Pay Policy – Mrs McElduff.* Very little changed from last year, main change on page 2 which is highlighted. Mr Seaton asked if the increases had been budgeted for, Mrs McElduff replied yes. Dr Morgan asked on page 9, 'substantial means' doesn't refer to good or outstanding results for children. Mrs McElduff said that the Assessment was taken from the National Standards when introduced.

All present agreed to approve the policy as provided.

Organisation & Development - Mr Seaton. (*see appendix D*)  
Mr Seaton said that the values of the school need to be reviewed, it will give all stakeholders of the school a set of common rules, which will form the branding. A presentation is being made on 3<sup>rd</sup> October by Veale Wasborough Vizard, who are able to help with academy conversion. Following this, the BBS values will be discussed by those present; all invited.

Mr Robinson asked for it to be noted if Governors are aware of the impact of the funding that has been spent on the Pupil Premium Co-ordinator and the impact. Mrs Ruston would be asked to attend the Management Committee on 14<sup>th</sup> November to provide information.

Mr Broomhead to invited Mrs Ruston to attend Management Committee on 14/11/16

Mr Broomhead spoke about paper A, T&W asked for feedback to complete the second column. Mr Seaton asked if the items could be cross referenced to the minutes.

Meeting closed at 20:35pm



