

## THE WHITBY HIGH SCHOOL



PART 1 MINUTES OF FULL GOVERNING BODY MEETING		
<b>Date</b>	Wednesday 4 <sup>th</sup> October, 2017 @ 16:00	
<b>Venue:</b>	The Whitby High School, LIBRARY	
<b>Present:</b>	A Claydon (arrived 16:21) B Heeley C Hibbert C Palmer J Shearer M Hogg R Alexander G Morris	Co-opted Governor (Joint Chair) Head Teacher Governor Co-opted Governor (Joint Chair) Staff Governor Parent Governor Co-opted Governor Co-opted Governor Co-opted Governor
<b>Apologies:</b>	P Lewis J Falloon B Jones J Robinson D Pickering H Chambers	Partnership Governor Parent Governor Local Authority Appointed Governor Parent Governor Co-opted Governor Co-opted Governor
<b>Absent:</b>	None	
<b>In attendance:</b>	N Saunders E Barford S Gray (arrived 16:35) S Handley M Morrison	Clerk Deputy Head Teacher Deputy Head Teacher School Business Manager School Finance Manager

**The meeting met its quorum (7 Governors) and started at 16:15**

AGENDA ITEM 1	INTRODUCTIONS & APOLOGIES FOR ABSENCE
	Mrs Hibbert (Chair) welcomed everyone to the meeting. The Clerk reported that apologies had been received from Mr Lewis, Ms Falloon, Cllr Jones, Ms Robinson, Mr Pickering and Mrs Chambers. Governors were asked if they accepted the apologies of the above named Governors, these were accepted. The Clerk reported that Cllr Claydon would be 15 minutes late for the meeting, this was accepted. The Chair will speak to the Governors who are not well and pass on the best wishes of the Board. The Chair noted that there were a lot of agenda items, but as there are two FGBs in the Autumn Term will defer items to second meeting if required.
<b>Decision:</b>	<b>RESOLVED: Apologies of the above named Governors were accepted.</b>

AGENDA ITEM 2	DECLARATION OF AOB
	The Chair reported that Mr Barford had requested to present on the External Examination Results and Progress 8 for 2007. It was agreed that this would take place after Agenda Item 6. The Chair asked if anybody else wanted to raise any items to discuss under AOB. Cllr Hogg requested that Governors discuss the volume of paperwork that is being printed, this was agreed.
<b>Decision:</b>	<b>RESOLVED: Presentation of Examination Results to take place after Item 6.</b>
<b>Decision:</b>	<b>RESOLVED: Printing of Paperwork to be discussed under AOB.</b>

<b>AGENDA ITEM 3</b>	<b>APPOINTMENT OF CLERK FOR 2017-18</b>
	The Chair said that The Governing Body had to appoint a Clerk at the start of the academic year. The Chair said that the current clerk was providing a valuable service and Governors were asked if they wished to continue with the current Clerk. Governors agreed to re-appoint Mr Nigel Saunders as the Clerk to the Governors for 2017-18.
<b>Decision:</b>	<b>RESOLVED: Mr Saunders re-appointed as Clerk to the Governors for 2017-18.</b>

The Chair handed over to The Clerk to manage Item 4.

Cllr Claydon arrived at 16:21

<b>AGENDA ITEM 4</b>	<b>APPOINTMENT OF CHAIR &amp; VICE CHAIR FOR 2017-18</b>
	<p>The Clerk said that nominations had been received for Mrs Hibbert for Chair and a nomination for Mrs Hibbert and Cllr Claydon to continue as Joint Chairs. The Clerk asked if there were any further nominations; there were none. The Clerk had spoken to Mrs Hibbert who felt that the Joint Chair arrangement was working well and this was endorsed by the Head Teacher. Mrs Hibbert did not want to be sole chair. In light of this the nomination for Mrs Hibbert was withdrawn.</p> <p>Cllr Hogg proposed that Mrs Hibbert and Cllr Claydon should be re-appointed as Joint Chairs for another year, this was seconded by Ms Shearer. Governors agreed.</p> <p>The Clerk reported that no nominations had been received for Vice-Chair. Mrs Hibbert had spoken to Ms Robinson who had been prepared to be Vice-Chair. It was noted that Ms Robinson was not present at the meeting, so if it turned out that Ms Robinson was unable to be Vice Chair then could appoint another Vice-Chair at the December FGB meeting.</p> <p>Mrs Hibbert proposed that Ms Robinson be appointed as Vice Chair; this was seconded by Cllr Claydon. Governors agreed.</p>
<b>Decision:</b>	<b>RESOLVED: Mrs Hibbert and Cllr Claydon appointed as Joint Chairs.</b>
<b>Decision:</b>	<b>RESOLVED: Mr Robinson appointed as Vice Chair</b>

The Clerk handed back to the Chair.

<b>AGENDA ITEM 5</b>	<b>ANNUAL DECLARATIONS</b>
<b>Discussion:</b>	<p>The Clerk gave an Annual Declaration form to each Governor and asked them to read, complete and sign the declaration statement in relation to the following:</p> <ul style="list-style-type: none"> <li>• Declaration of pecuniary, personal, educational interests.</li> <li>• Code of Conduct - The DfE expect governing bodies to adopt a Code of Conduct and governors should sign this. (<i>Constitution of Governing Bodies of Maintained Schools – August 2015, p.7&amp;10</i>)</li> <li>• Confirmation of eligibility</li> </ul> <p>The Clerk collected the completed forms at the end of the meeting and would arrange for forms to be given to the Governors who were not present at the meeting.</p> <p><b>Q – Governors asked how they can check the information that is held on EDUBASE.</b></p> <p>A - The clerk said he would circulate an extract of the data held on EDUBASE after it had been updated with latest information. The Clerk explained that not all the information held on EDUBASE is displayed to the public, e.g. date of birth.</p>
<b>Decision:</b>	<b>RESOLVED: Governors signed the annual declarations which were collected</b>

	<b>by the Clerk.</b>		
<b>Action 5.1</b>	<b>What:</b> <b>Create an Interests document and send to school for publication on the school website.</b>	<b>Who:</b> <b>Clerk</b>	<b>When:</b> <b>ASAP</b>
<b>Action 5.2</b>	<b>What:</b> <b>Annual Declarations Form to be given to Governors not at the meeting for them to complete.</b>	<b>Who:</b> <b>Clerk</b>	<b>When:</b> <b>ASAP</b>
<b>Action 5.3</b>	<b>What:</b> <b>EDUBASE / GIAS to be updated to reflect any changes as a result of Annual Declarations and circulated to Governors.</b>	<b>Who:</b> <b>Clerk</b>	<b>When:</b> <b>ASAP</b>

<b>AGENDA ITEM 6</b>	<b>GOVERNING BODY MEMBERSHIP</b>		
<b>Discussion:</b>	<p>The Chair confirmed that there is one vacancy at the moment for a Partnership Governor. A sub-committee was created in July to produce a list of skills required for the new Partnership Governor. The Clerk read out an update he had received from Ms Robinson. In summary Ms Robinson had registered with Inspiring Governance and an initial review of the skills audit had suggested that the Board should be looking for a male volunteer from the financial sector or from a Corporate/Self Employed or Company owner background with proven financial skills. Work is ongoing, but Ms Robinson welcomed any input from the Board.</p> <p>The Chair thanked Ms Robinson for the work.</p> <p>Cllr Claydon had also identified two people who would be interested in taking up the position. The first had strong community links and was already a governor at another school. The second was also a Governor at another school and was a cabinet member for the environment at the Council.</p> <p><b>Q – Governors asked if there could be a conflict of interests with the Councillor.</b> A – Don't believe there would be a conflict of interests</p> <p>A Governor suggested that one person could be appointed as the Partnership Governor and the other person could be appointed as an Associate Governor.</p> <p>The Head Teacher suggested that each candidate should write an application and this could then be compared with the required skills. The Head Teacher would then review the applications with Ms Robinson and Ms Shearer. Governors agreed and stressed that the identified skills required should be used in the selection process. Cllr Claydon would contact the interested parties and the applications will be reviewed before the next FGB meeting.</p>		
<b>Decision:</b>	<b>RESOLVED: Potential Candidates for Partnership Governor to submit an application which would be used alongside the Skills Audit to appoint a Partnership and an Associate Governor.</b>		
<b>Action 6.1</b>	<b>What:</b> <b>Potential Candidates to be asked to fill in an application.</b>	<b>Who:</b> <b>Cllr Claydon</b>	<b>When:</b> <b>ASAP</b>
<b>Action 6.2</b>	<b>What:</b> <b>Review Partnership Governors Applications</b>	<b>Who:</b> <b>Ms Shearer, Ms Robinson and Head Teacher</b>	<b>When:</b> <b>ASAP</b>

<b>AGENDA ITEM – 6a</b>	<b>PRESENTATION ON PROGRESS 8</b>		
<b>Discussion:</b>	As agreed in item 2, Mr Barford gave a presentation on the 2017 Progress 8 figures. Progress 8 is the measure of the pupil progress achieved at the school compared against the national figures, the headlines were as follows;		

Progress 8 – Maths – Last Year -0.31, this year +0.02. The School was delighted with the positive progress, this was beyond expectations.

Progress 8 – English – Last Year -0.63, this year -0.19. The figure is still negative, but a big improvement from last year. School was delighted with the result and are confident that it will be positive next year.

Progress 8 – EBACC – Last Year -0.60, this year +0.13. There had been issues with EBACC around suitability. This was a big improvement in the figures.

Progress 8 Open – Last Year 0.20, this year 1.28. This figure was very good as school had not thought that the last year's figure could have been bettered.

Progress 8 for Pupil Premium – Last year – 0.92, this year +0.04. This was very good and will be one of the best pupil premium results in the country.

Last year the overall Progress 8 was -0.30, this year it is +0.39. The school was very pleased with the mark, it didn't expect to get a positive figure; would have been satisfied with zero. The score is the second best in CWAC and the most improved score in CWAC. The score should put the school back into the top 20% nationally.

**Q – Governors asked if it will be possible to maintain the same level in 2018.**

A – It will be hard as expect other schools to improve.

Mr Barford went on to say that the school have analysed what was done last year and have looked to see what worked well and what didn't work as well. Areas to focus on for this year include;

In period 7 (after school provision) will target specific groups and students who are reluctant to attend.

Going to push the usage of the Maths, Literature and History Apps.

Senior Leadership Links to be looked at. It worked for English and Maths, would be better to focus on specific classes or specific subjects.

Agree a protocol for prompters and invigilators.

Firming up the relationship between House Progress Managers and Senior Curriculum Leads

Target school visits

Widely Important Goal (WIG), this is a single target for staff to understand, need to meet to discuss to identify the WIG.

The students on the 3/4 border are a key group that need to have interventions.

Make better use of Study Support Centre (SSC).

Increase Parental Engagement, need to arrange a meeting to discuss.

In the Year 9 options process the students sometimes make the wrong choice. In the past the students have been allowed to go with their choice, need to consider if this correct and this may change.

House Progress Managers (HPM) deal with a lot of students. They are going to target smaller groups and remove barriers to learning.

Mr Barford emphasised that the school would not be sitting back on these results and will continue to work to build on these results. Governors were asked if they had any questions.

**Q – With regards to the 3/4 border Governors asked as marking changes could the border change.**

A – No, grade 4 will always be an old "C". There is a temptation to focus on grade 4; Government would like to focus on 5. For the school the Progress 8 score is the most important. Head Teacher commented that it is a fine line for departments for areas to

focus on.

Two pieces of paper were circulated for Governors;

- 1) GCSE Progress Data 2017
- 2) Comparison figures with other CWAC Schools

There have been twelve remarks with English that have come back. One came back nine marks higher. One A-Level student went up 30 marks. Governors felt that this was a disgrace and a complaint should go to the examining board.

The Head Teacher said that it was frustrating for the school, but for the students it is their future and agreed that it was a disgrace.

**Q – Governors asked if it was a national problem.**

A – Yes.

The marks that have been changed have been near the border. The marks have been widely erratic.

**Q – Governors asked if the school gets the papers back.**

A – No, have to ask for them.

The Head Teacher said that there had also been issues with the marking of course work. The Textiles work had been moderated and the comments were factually incorrect. The senior moderator visited school and looked at the marking; don't know if the marks will be changed. The school has to be vigilant; the people who oversee the course work have a lot of experience.

**Comment** – Governor explained that the external marking relies on the team leaders doing their job. The standard of the team leaders can vary and if they skimp on the monitoring of the marking then this can lead to inconsistent marking. It is important that the Boards are informed so that they can take action to prevent it happening again.

Governors agreed that a letter of complaint should be written about the standard of marking in the examinations.

Head Teacher said that the on-going work is good, but understand school is only as good as its last set of results. If the previous year has made the school re-think then it has had a positive effect. The school is now better at playing the system. In the past getting a C meant something for the student, now the most important figure for the school is the P8 figure. A P8 figure of 0 is good for the school, but means nothing to the student. The school always needs to maximise the opportunities for student and school.

**Q – Governors asked if colleagues felt the same.**

A – Yes

The Head Teacher went on to say that last year's figures hurt the school, however it had made the school self-evaluate.

The Chair extended her thanks on behalf of the Governing Body to all members of staff for their hard work and for the excellent results that had been achieved.

Subject Leaders who did particularly well have received a written letter of thanks from the Head Teacher (check this).

**Decision:** **RESOLVED: The Chair extended her thanks on behalf of the Governing Body to**

	<b>all members of staff for their hard work and for the excellent results that had been achieved.</b>		
<b>Action 6a.1</b>	<b>Action: Letter of complaint to be written to examining boards about standard of marking</b>	<b>Who: Chair/Head Teacher</b>	<b>When: ASAP</b>

**Mr Gray arrived at 16:35 (during item 6a)  
Mrs Hibbert handed the chair to Cllr Claydon.**

<b>AGENDA ITEM 7</b>	<b>COMMITTEE STRUCTURE &amp; MEMBERSHIP 2017-18</b>		
<b>Discussion:</b>	<p>The Chair outlined the current committee structure.</p> <p>Leadership and Management Student Learning and Wellbeing Complaints Appeal Panel Headteachers Performance Review Pay Panel (Covered in Part 2 of Leadership &amp; Management) Student Discipline Panel Staff Disciplinary and Dismissal Panel Staffing Appointments Panel Health and Safety Panel</p> <p>The Chair asked if everybody agreed with the structure that was in place and asked if any Governors wanted to move to different committees. Governors agreed the Committee Structure and there were no requests to move committee.</p> <p>Cllr Claydon nominated Cllr Hogg to be re-appointed as Chair of Leadership &amp; Management and Mrs Hibbert to be re-appointed as Chair of Student Learning &amp; Wellbeing. This was agreed.</p> <p>It was agreed to elect Vice-Chairs at the committee's next meeting.</p> <p>The Chair felt that a School Collaboration Panel to assist in resourcing panels was not required at this time. Governors agreed.</p>		
<b>Decision:</b>	<b>RESOLVED: Committee Structure and Membership was agreed.</b>		
<b>Decision:</b>	<b>RESOLVED: Cllr Hogg appointed Chair of Leadership &amp; Management</b>		
<b>Decision:</b>	<b>RESOLVED: Mrs Hibbert appointed Chair of Student Learning &amp; Wellbeing</b>		
<b>Decision:</b>	<b>RESOLVED: There is no requirement for a School Collaboration Panel</b>		
<b>Action 7.1</b>	<b>What: Committee Vice Chairs to be appointed at next Committee Meeting</b>	<b>Who: Cllr Hogg and Mrs Hibbert</b>	<b>When: Next Committee Meeting</b>

<b>AGENDA ITEM 8</b>	<b>AGREE GOVERNOR SUBJECT LINKS &amp; LEAD GOVERNOR ROLES 2017-18</b>		
<b>Discussion:</b>	<p>The list of allocated Lead governors and Link Governors has been included on the agenda.</p> <p>J Shearer pointed out that she and C Palmer were Link Governors for Modern Languages.</p> <p>It was discussed if History should have a link governor, but it was agreed that History would continue to be looked at under the Link Governor for Humanities, which is M Hogg.</p> <p>The Head Teacher requested that a Link Governor should be appointed for Maths. This position had become vacant after the resignation of D Cooper who visited</p>		

school each term. C Palmer agreed to take this on, but it was agreed that this could be a role that the new partnership governor or associate governor could undertake and it would be added to the list of required skills and attributes.

The Head Teacher said that as a result of the new building programme there may be a need to have Health & Safety Governors that could come into school more often. It was suggested that Health & Safety could be a role that the new partnership governor or associate governor could undertake and it would be added to the list of required skills and attributes.

C Hibbert offered to be the new Sixth Form Link Governor, but to facilitate this requested that somebody took over Psychology. It was agreed that Psychology could be covered under Science, which is J Falloon.

R Alexander offered to take on Technology, this was agreed.

It was agreed to remove reference to The Seahorse Trust and just have a Community Lead Governor, B Jones

1. Child Protection/Safeguarding (including Prevent) – G Morris
2. Pupil Premium – D Pickering
3. Health & Safety – B Jones and J Robinson
4. SEND- J Shearer and C Palmer
5. Community – B Jones
6. Looked After Children – C Palmer

Link governors;

Maths – C Palmer  
Sixth Form – C Hibbert  
Vocational Education – P Lewis  
Art – R Alexander  
English – A Claydon  
Drama – A Claydon  
Technology – R Alexander  
Science (including Psychology) – J Falloon  
Humanities – M Hogg  
Transition – G Morris  
Physical Education – H Chambers  
Modern Languages – J Shearer and C Palmer

<b>Decision:</b>	<b>RESOLVED: Lead and Link Governors allocated for 2017-18</b>		
<b>Action 8.1</b>	<b>What:</b> <b>Maths and Health &amp; Safety to be added to skills set required for new governors.</b>	<b>Who:</b> <b>J Shearer and J Robinson</b>	<b>When:</b> <b>ASAP</b>
<b>Action 8.2</b>	<b>What:</b> <b>Update Lead Governor and Link Governor documentation</b>	<b>Who:</b> <b>Clerk</b>	<b>When:</b> <b>ASAP</b>

<b>AGENDA ITEM 9</b>	<b>TERMS OF REFERENCE 2017-18</b>
<b>Discussion:</b>	<p>The Terms of References had been circulated before the meeting.</p> <p>The L&amp;M Committee had reviewed their TOR at their last committee meeting and had made one change to state that the Chair was appointed each year.</p> <p>The SL&amp;W Committee had reviewed their TOR at their last committee meeting, no changes had been made.</p> <p>Governors questioned the Complaints Panel TOR that said, "One of the members of the panel must be independent of the management and running of the school."</p> <p>It was agreed to change this to read, "One of the members of the panel must not</p>

	<p>be employed by the school.”</p> <p>No terms of reference for the FGB had been circulated it was suggested that the board of declarations could be used; the Clerk was asked to investigate.</p> <p>The Head Teacher said that the Pay Panel would meet after 31<sup>st</sup> October as the new assessment system had not been implemented. The Head Teacher asked that the deadline was moved back to 30<sup>th</sup> November, this was agreed.</p> <p>The Terms of References were agreed and passed to the Chair for signing. The Clerk would amend the Complaints Panel TOR and this would be signed at the next meeting.</p>		
<b>Decision:</b>	<b>RESOLVED: Terms of References all approved and all signed apart from Complaints</b>		
<b>Decision:</b>	<b>RESOLVED: Deadline for Pay Deadline moved to 30<sup>th</sup> November for 2017</b>		
<b>Action 9.1</b>	<b>What:</b> Amend Complaints Panel TOR	<b>Who:</b> Clerk	<b>When:</b> ASAP
<b>Action 9.2</b>	<b>What:</b> TOR for FGB to be formalised	<b>Who:</b> Clerk	<b>When:</b> ASAP

<b>AGENDA ITEM 10</b>	<b>GOVERNOR TRAINING REQUIRED/ATTENDED</b>		
<b>Discussion:</b>	<p>Cllr Claydon has requested to attend the Finance Training that is scheduled in November.</p> <p>Governors noted that the training schedule did not include any exclusion training. The Clerk had spoken to Edsential and they said that training was being planned and they would let schools know as soon as the training was scheduled.</p> <p>Miss G Morris has completed Level 3 Safeguarding.</p> <p>Ms J Shearer and Ms C Palmer are attending SEND training in November.</p> <p>Mr R Alexander to attend Online Safety training.</p> <p>The Chair reminded Governors about the Governor Networking Event that is taking place at Upton High on 18<sup>th</sup> October, 2017 for Governors who have less than 18 months experience. This is not formal training, but a chance for Governors to speak together, it could be useful.</p>		
<b>Decision:</b>	<b>RESOLVED: No Further Action</b>		

<b>AGENDA ITEM 11</b>	<b>GOVERNOR MONITORING REPORTS</b>		
<b>Discussion:</b>	<p>An IT visit report had been submitted by Ms J Robinson, this was circulated to Governors. Ms Robinson had been unable to attend the meeting, but had told the clerk that would present or answer questions at the next meeting if required. The Chair asked for Governors thanks to be recorded in the minutes.</p>		
<b>Decision:</b>	<b>RESOLVED: Governors Visit Report for IT received.</b>		

<b>AGENDA ITEM 12</b>	<b>GOVERNOR SELF EVALUATION &amp; ACTION PLANNING 2017-18</b>		
<b>Discussion</b>	<p>The Chair said that the priorities for 2017-18 were for Governors to broaden their experience, encourage new membership and continue to do what the Board does well.</p>		
<b>Decision:</b>	<b>RESOLVED: No Further Action Required</b>		

<b>AGENDA ITEM 13</b>	<b>PART 1 MINUTES OF THE LAST FGB MEETING (5<sup>TH</sup> JULY, 2017)</b>		
	<p>The Part 1 minutes had been circulated before the meeting and Governors were asked to report any required corrections. There were no corrections requested and the Chair signed the minutes and returned them to the Clerk.</p>		
<b>Decision:</b>	<b>RESOLVED: The Part 1 Minutes of 5<sup>th</sup> July were agreed to be a true reflection of the meeting and were signed by the Chair and returned to the Clerk.</b>		



AGENDA ITEM 14	MATTERS ARISING FROM PART 1 MINUTES AND ACTIONS		
	<p>8.1 - SL&amp;W minutes to be updated by Clerk with regard to “apologies” and Social Media Policy – Complete</p> <p>8.2 - L&amp;M and SL&amp;W Committee Minutes to be approved at next Committee Meeting – Complete</p> <p>11.1 – CSE Online Screening Tool to be discussed at SL&amp;W in Autumn Term – Complete</p> <p>15.1 – Data Protection Policy to be reviewed in relation to new legislation and guidelines (GDPR) – December FGB so carry over to next meeting.</p> <p>19.1 – Date of Head Teacher Performance Panel to be confirmed – Complete</p> <p>20.1 – Change “sub-committees” to “committees” in Annual Governance Statement – Complete</p> <p>20.2 – Annual Governance Statement to be included on Autumn Term Committee Agendas – Complete</p> <p>20.3 – Annual Governance Statement 2017 to be presented to FGB – Agenda Item 22.</p> <p>21.1 - Clerk to distribute Governor 2017-18 meeting dates and load onto school website – Will be distributed after the meeting.</p> <p>23.1 – J Robinson to produce a list of skills required for Partnership Governor – See agenda Item 6 - Complete</p> <p>24.1 – Clerk to circulate minutes of the CWACAGB 29<sup>th</sup> June Meeting – Complete.</p>		
<b>Decision:</b>	<b>RESOLVED: All actions complete or new actions created</b>		
<b>Action 14.1</b>	<b>What:</b> <b>Governor 2017-18 Meeting dates to be circulated</b>	<b>Who:</b> <b>Clerk</b>	<b>When:</b> <b>ASAP</b>
<b>Action 14.2</b>	<b>What:</b> <b>Date Protection Policy to be reviewed and presented to Governors</b>	<b>Who:</b> <b>Mr Gray</b>	<b>When:</b> <b>December FGB</b>

AGENDA ITEM 15	JOINT CHAIR ACTIONS		
	There were no items to report in Part 1 of tasks undertaken by the Joint Chairs on behalf of the Governing Body since the last meeting. These will be documented in Part 2.		
<b>Decision:</b>	<b>RESOLVED: No Further Action Required</b>		

AGENDA ITEM 16	COMMITTEE REPORTS		
<b>Discussion:</b>	<b><u>Student Learning &amp; Wellbeing met 20<sup>th</sup> September, 2017</u></b>		
	<p>The Committee Chair reported that a presentation on Examination Results had been given to the committee, the actions from previous meetings had been actioned and a number of policies had been reviewed, but one had been deferred as school asked to look at Medical Needs Policy. Governors were asked if they had any questions, there were no questions.</p> <p><b><u>Leadership &amp; Management met 26<sup>th</sup> September, 2017.</u></b></p> <p>The Committee Chair reported that the Committee had received a list of the Health &amp; Safety Priorities. The survey on the concrete had been undertaken and loose concrete had been removed. School is awaiting the report.</p> <p><b>Comment</b> - Head Teacher added that since the meeting they had heard from the company to say that they had received the draft report (180 pages) and they were reviewing the report and they would share the findings with the school. It is assumed that there is no immediate concern as they would have told the school.</p> <p>The Committee Chair continued that the Committee had discussed Asbestos and</p>		

	<p>had agreed to leave alone. Fire Risk Assessments had been received for the Sycamore and Overpool sites; there were a number of recommendations but nothing urgent. Lock down processes had been discussed, but very difficult as school is an open site.</p> <p><b>Comment</b> – Head Teacher added that he is currently working with Cheshire Heads on a Draft Evacuation Policy, which covers more than just an evacuation due to a fire alarm.</p> <p>The Committee Chair continued to say that the Overpool Water Tank will be replaced in the Summer Holiday and the Pay Policy and Appraisal Policy had been deferred at the meeting to allow Governors time to review.</p> <p>The Budget had been discussed and it was reported that there will be a deficit in a couple of years. The prudent carry forward has helped the budget. The Committee were confident that everyone understands the situation.</p> <p>The Committee also received a report that showed the annual turnover of teaching and of support staff. The turnover for support staff is higher than the turnover for teaching staff.</p> <p>Governors were asked if they had any questions, there were no questions.</p> <p>The Chair thanked the Committee Chairs for their reports.</p>
<b>Decision:</b>	<b>RESOLVED: Committee Reports Received.</b>

<b>AGENDA ITEM 17</b>	<b>HEADTEACHERS REPORT - PART 1</b>
<b>Discussion:</b>	<p>The Head Teacher’s report was circulated at the meeting and the Head Teacher pulled out the key points.</p> <p>The Head Teacher was very pleased with how well the students performed in the 2017 examinations.</p> <p>Teachers are undertaking self-review and it is a busy time due to the annual reviews. The reviews give a good insight into the quality of the teaching. There is a climate for learning walks as these enable people to get a feel of the school. Undertaking an overview of departments that will be reviewed. If the department is performing well then they will be given a light touch and left alone. The focus will be on the departments that need it.</p> <p>In the Autumn Term the following departments will be reviewed;</p> <ul style="list-style-type: none"> <li>• Learning Support – see how it is doing a year on from the restructuring.</li> <li>• History</li> <li>• Maths</li> <li>• Art</li> </ul> <p>The Blue Sky implementation has been delayed as there are a number of issues to address. Lesson observations will no longer be graded, will be judged as “developing”, “secure” or “exceeding”. As stated earlier the Pay Awards are being delayed, need to implement Blue Sky and approve the Pay Policy and Appraisal Policy. The Pay Policy reflects the 2% increase that will be given to M1 through to M6; this will cost £8000 per year.</p> <p>The Capability Procedure is being worked on.</p> <p>Behaviour in the school seems better and Senior Leadership Team are getting less</p>

	<p>callouts, The Staff Governor agreed.</p> <p>There are 282 pupils in year 7.</p> <p>In addition to what was reported in The L&amp;M Committee report, Mr Alexander continues to work on the New School for Alternative Provision.</p> <p>The Subject Leaders are working well together and continue to provide each other with mutual support. There are 120 subject ambassadors that promote their subject, this is sponsored by Vauxhalls.</p> <p>Subject Leaders in key areas are working with Cheshire Teaching Alliance. Other subjects have support group.</p> <p>The Head Teacher asked if there were any questions, there were no questions. The Chair thanked the Head Teacher for the report.</p> <p>The Head Teacher said that The School had received an invitation through the post on behalf of Mr Eric Pickles to take part in a Parliamentary Review document that highlights good schools. A copy of last year's glossy publication was shown to Governors. There is a cost of £4000 to be in the publication. The school would get 300 copies and it would give access to people. Queens Park High School was in it last year. The Head Teachers initial view was that it was not worth paying £4000, but the school have used the publication in the past to find schools that have a particular skill.</p> <p><b>Q – Governors asked what would be put in the publication.</b> A – It is the school's decision, the school writes the article. Could talk about the old curriculum, how results been turned around, difficulties faced in English and Maths and how they have been turned around.</p> <p><b>Q – Governors asked if the school could sustain the demand on resources if other schools contacted school for guidance after seeing the article.</b> A – Yes, with some manoeuvring.</p> <p>The school results are on a par with Grammar Schools; so should be celebrated and publicised.</p> <p><b>Q – Governors asked if the fee was negotiable as £4000 seemed a lot to pay, £2000 would be a better figure to pay.</b> A – School will ask</p> <p>A discussion followed and it was felt that it would be good publicity and it would also give recognition for the work and the results achieved. If the price could be reduced or if funding support could be found from outside sources then it was agreed to proceed. If this cannot be achieved then it will be brought back to Governors.</p> <p><b>Q – Governors asked if there was a deadline.</b> A – No deadline was stated, but there will be one. Head Teacher to find out when decision has to be made.</p>		
<b>Decision:</b>	<b>RESOLVED: Head Teacher thanked for his report</b>		
<b>Decision:</b>	<b>RESOLVED: School to be submitted for Parliamentary Review Publication if price is reduced or 50% can be funded from elsewhere.</b>		
<b>Action 17.1</b>	<b>What:</b> <b>Contact publication to see if price can be reduced.</b>	<b>Who:</b> <b>Head</b>	<b>When:</b> <b>ASAP</b>
<b>Action 17.2</b>	<b>What:</b> <b>See if outside agencies could partly fund the cost of being in the Parliamentary Review.</b>	<b>Who:</b> <b>Head</b>	<b>When:</b> <b>ASAP</b>

<b>Action 17.3</b>	<b>What:</b> <b>Find deadline for submission to publication</b>	<b>Who:</b> <b>Head</b>	<b>When:</b> <b>ASAP</b>
<b>AGENDA ITEM 18</b>	<b>SAFEGUARDING AND HEALTH AND SAFETY</b>		
<b>Discussion:</b>	The Leadership & Management report detailed Health & Safety concerns. Miss G Morris reported that she had been in to school and met with Mr Gray and listened to how school deals with safeguarding and walked through the safeguarding procedures. There were no concerns.		
<b>Decision:</b>	<b>RESOLVED: No further action required</b>		

<b>AGENDA ITEM 19</b>	<b>PUPIL EXCLUSION GUIDANCE</b>		
<b>Discussion:</b>	The DfE issued new Pupil Exclusion Guidance effective from 1st September. This had been circulated before the meeting. The Chair said that Boards are required to read and adopt. The Chair asked if the Board agreed to adopt the new pupil exclusion guidance, this was agreed.		
<b>Decision:</b>	<b>RESOLVED: Pupil Exclusion Guidance (1<sup>st</sup> September 2017) adopted</b>		

<b>AGENDA ITEM 20</b>	<b>CONSTITUTION OF GOVERNING BODIES</b>		
<b>Discussion:</b>	The DfE issued a new version of the Constitution of Governing Bodies effective from 1st September. This had been circulated before the meeting. The Chair said that Boards are required to read and adopt. The Chair asked if the Board agreed to adopt the Constitution of Governing Bodies, this was agreed.		
<b>Decision:</b>	<b>RESOLVED: Constitution of Governing Bodies (1<sup>st</sup> September 2017) adopted.</b>		

<b>AGENDA ITEM 21</b>	<b>POLICY/PROCEDURE REVIEW/APPROVAL</b>		
<b>Discussion:</b>	<p>The following had been presented, reviewed and approved at Committee Level;</p> <p><b>Curriculum Policy</b>  <b>Examinations Policy</b>  <b>Use of Reasonable Force Policy</b>  <b>Positive Relations Policy</b>  <b>Acceptable Use of Social Media – Guide to Parents</b></p> <p>The <b>Medical Needs Policy (CWAC)</b> was reviewed at SL&amp;W, but Mr Gray was asked to check that the School has a Medical Policy as this was stipulated in the CWAC Policy. There was a discussion on what needs to be included. It needs to include something about self- medication. The Head Teacher commented that he did not like school keeping tablets. Details should be included on an educational health plan. Mr Gray actioned to write the Policy, but requested to keep it simple. It was suggested that other schools were contacted to see what they include in their policy. <b>Once a school Medical Policy is approved then the CWAC Medical Needs Policy can be approved.</b></p> <p>The <b>Pay Policy and Appraisal Policy</b> had been distributed at the L&amp;M Committee meeting for Governors to review in their own time. The Head Teacher requested that these are approved at this meeting as Appraisals and Pay Awards need to be complete by the end of November. No feedback had been received from the Governors on the L&amp;M committee and those present were asked if they had any issues with the two policies.</p> <p><b>Comment</b> – Governors said that the policies are written by CWAC and negotiated with the unions, so to go away from the recommended policy is likely to cause issues.</p>		

	<p>The Chair asked if Governors approved the Pay Policy and The Appraisal Policy, these were approved.</p> <p>Staff Capability is being worked on by the Head Teacher and will be presented to L&amp;M when it is ready.</p>		
<b>Decision:</b>	<b>RESOLVED: Pay Policy and Appraisal Policy Approved.</b>		
<b>Action 21.1</b>	<b>What: Medical Policy to be created.</b>	<b>Who: Mr Gray</b>	<b>When: November SL&amp;W meeting</b>

<b>AGENDA ITEM 22</b>	<b>ANNUAL GOVERNANCE STATEMENT</b>		
<b>Discussion:</b>	<p>The Committee meetings had discussed what they wanted to include on the annual governance statement. A draft of The Annual Governance Statement had been circulated before the meeting.</p> <p>Governors requested the following changes;</p> <p>L&amp;M – remove the part about balanced budgets  SL&amp;W – add that Pupil Discipline is discussed at each meeting.  The Clerk will make the required changes and distribute for final approval</p>		
<b>Decision:</b>	<b>RESOLVED: Changes requested to Annual Governance Statement</b>		
<b>Action 22.1</b>	<b>What: Requested changes to be made to Annual Governance Statement</b>	<b>Who: Clerk</b>	<b>When: December FGB</b>

<b>AGENDA ITEM 23</b>	<b>GOVERNING BODY HOUSEKEEPING</b>		
<b>Discussion:</b>	<p>The requirements for the Partnership Governor had already been discussed under item 6.</p>		
<b>Decision:</b>	<b>RESOLVED: No Further Action</b>		

<b>AGENDA ITEM 24</b>	<b>CHESHIRE WEST AND CHESTER ASSOCIATION OF GOVERNING BODIES</b>		
<b>Discussion:</b>	<p>It was not known when the next Governors' Forum meeting would be held. Post Meeting found that next School Forum Meeting is on Monday 20<sup>th</sup> November 2017, venue to be confirmed.</p>		
<b>Decision:</b>	<b>RESOLVED: No Further Action</b>		

<b>AGENDA ITEM 25</b>	<b>ANY OTHER BUSINESS &amp; ITEMS FOR NEXT MEETING</b>		
<b>Discussion:</b>	<p>AOB – Cllr Hogg felt that the amount of paperwork at this meeting was excessive. The Council is paperless. It was acknowledged that the first FGB of the academic year is often the worse for paperwork, but Governors shouldn't be burdened with paperwork. The Chair said that a printed Agenda was required when chairing the meeting. The Chair asked what Governors thought.</p> <p>It was suggested that the printed pack should only contain the Agenda, the previous minutes and the Head Teachers Report. This could be produced for each Governor. One full master set of papers could be provided for the meeting. Governors also felt that more use could be made of the screen. It was agreed that this would be tried for the next FGB and Committee Meetings. The Clerk would inform the School Office.</p> <p>Next Meeting - Data Protection Policy to be reviewed in relation to new legislation and guidelines. (Action 14.2)</p>		
<b>Decision:</b>	<b>RESOLVED: Governors Agreed to reduce the number of printed documents for subsequent meetings.</b>		
<b>Action 25.1</b>	<b>What: Implement new guidelines for meeting paperwork</b>	<b>Who: Clerk</b>	<b>When: Next Meeting</b>

<b>AGENDA ITEM 26</b>	<b>DATE OF NEXT MEETING</b>
<b>Discussion:</b>	The date of the next meeting was confirmed as being 7 <sup>th</sup> December 2017 at 16:00
<b>Decision:</b>	<b>RESOLVED: No further action</b>

**Part 1 ended at 18:12**

**M. Morrison, S Handley, S Gray and E Barford left at the end of Part 1**

**Please also see Part 2 confidential minutes**

**Please also see Part 3 confidential minutes**

**Everybody was thanked for their attendance and input to the meeting and the meeting closed at 19:00.**