

THE WHITBY HIGH SCHOOL



**PART 1 MINUTES
OF FULL GOVERNING BODY MEETING**

Date	Wednesday 5th July, 2017 at 4pm	
Venue	The Whitby High School; Library	
Present:	A Claydon B Heeley C Hibbert C Palmer J Shearer M Hogg R Alexander B Jones D Pickering J Robinson H Chambers	Co-opted Governor (Joint Chair) Head Teacher Governor Co-opted Governor (Joint Chair) Staff Governor Parent Governor Co-opted Governor Co-opted Governor Local Authority Appointed Governor Co-opted Governor Parent Governor Co-opted Governor
Apologies:	D Cooper P Lewis G Morris J Falloon	Partnership Governor Partnership Governor Co-opted Governor Parent Governor
Absent:	None	
In attendance:	N Saunders E Barford S Gray S Handley M Morrison Mr Walton (item 3)	Clerk Deputy Head Teacher Deputy Head Teacher School Business Manager School Finance Manager Head of English

**The meeting met its quorum (7 governors) and commenced at 4:05pm
Meeting was chaired by Councillor Claydon (referred to as Chair in minutes)**

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion:	Councillor Angela Claydon (Joint Chair of FGB) welcomed everyone to the meeting. Apologies had been received from Danny Cooper, Gill Morris, Peter Lewis and Jemma Falloon. Governors were asked if they accepted the apologies, the apologies were accepted.
Decision:	RESOLVED: Governors accepted the apologies of the above named governors.

The Chair said that the first item would be a short presentation by The English Department.

AGENDA ITEM 3	PRESENTATION BY ENGLISH DEPARTMENT
Discussion:	The Head Teacher reported that at the recent Governors Strategic Away Day the Governors asked for more information on changes that had been made in the English Department. This had been further discussed at Student Learning & Wellbeing and it was agreed to invite the English Department to give a brief presentation at the start of the Full Governing Body Meeting on what changes they have made. The Head Teacher handed over to Mr Dan Walton (Head of English). A lot has changed in the last 18 months, both in the way that the content and marking of

	<p>exams, the grading system and in the way that the department works. 18 months ago the department was reactive, staff worked in isolation and students studied a variety of different texts. The working practices are now more formulised which provides consistency across the department. The marking policy has been re-written; there is a staff handbook and a five year development plan. The scheme of work; shows 40 weeks of lessons for 5 years, which is a lot more detailed than in the past and there is a consistency of studied texts.</p> <p>Q – Governors asked about the Learning Outcomes as they weren’t visible on the presented scheme of work.</p> <p>A – The presented scheme of work was the weekly plan; there are different ones for homework and outcomes etc.</p> <p>The department has moved from the Welsh Board (WJEC) to AQA.</p> <p>The department has introduced class level accountability, self-review, learning walks, a teaching file and triangular meetings that cover Data, Work Assessment and Teacher View Context.</p> <p>Other initiatives are that students will be able to study for a Creative Writing AS Level.</p> <p>For students where English is their second language the department has run an iGCSE and 13 students took this exam in 2016-17.</p> <p>In summary Mr Walton said that it is not yet perfect, but quality takes time. However a lot has been achieved in 18 months.</p> <p>The Chair thanked Mr Walton for the presentation and asked Governors if they had any questions.</p> <p>Q – Governors asked if there had been any feedback from the students who have just completed their year 11 exams.</p> <p>A – The feedback received indicated that the exams were what they expected, there were no surprises. One question was worded in a slightly different way than expected, but should have made the question clearer to the student. The expectations on the students are now a lot harder; the raw skills that are required are harder.</p>
Decision:	RESOLVED: Mr Walton was thanked for his presentation.

Mr Walton left the meeting.

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY INTEREST
Discussion:	Governors were asked if there were any new declarations of personal or pecuniary interests.
Decision:	RESOLVED: There were no new personal or pecuniary interests

AGENDA ITEM 4	GOVERNOR RESIGNATION
Discussion:	As previously reported Mr Danny Cooper is resigning from the Governing Body at the end of July 2017. This was to have been his last meeting after many years of service to the Governing Body, but he was unable to attend. Governors were reminded that there is a leaving do on 19 th July at 5pm. The process for recruiting a replacement was to be discussed under item 23 (Governor Housekeeping).
Decision:	RESOLVED: Mr Cooper thanked for his years of service to the School.

AGENDA ITEM 5	DECLARATION OF AOB
Discussion:	Governors were asked if there were any items for other business. Mrs Chambers had earlier requested that Fire Safety should be discussed as a result of the Grenfell Tower

	disaster; this had been included in item 12, "Safeguarding and Health and Safety". There were no items raised for discussion under AOB. The Chair requested that if Governors have something that they want to raise as AOB then they should inform the Joint Chairs rather than the Clerk before the meeting.
Decision:	RESOLVED: There were no items for AOB.

AGENDA ITEM 6	PART 1 MINUTES OF THE LAST MEETING (22nd March, 2017)
Discussion:	The part 1 minutes had been circulated before the meeting and governors were asked to report any required corrections. No changes were requested.
Decision:	RESOLVED: The minutes were agreed to be an accurate record of the meeting and The Chair signed the minutes.

AGENDA ITEM 7	MATTERS ARISING FROM LAST MEETING
Discussion	<p>The majority of the matters arising from the last meeting had agenda items and it was agreed that they would be discussed under those agenda items. For detail please see specific agenda item, summary provided below;</p> <p>There were three matters that didn't have agenda items;</p> <p>14.1 – Confirm date of next School Ski Trip, is it in term time or not?</p> <p>The Head Teacher confirmed that the Ski Trip would no longer take place in school time. There will be two trips, one in half term and one at Easter. Currently looking at options, but hope to be able to offer the trips at the same price. The Head Teacher also reported that the company that run the Ski Trips, InterSki, enter all the names of the well-behaved schools that have been on ski trips and this year The Whitby High School was drawn out and won £1000.</p> <p>Q – Governors asked if all years would be able to go on the Ski Trip as it was going to take place in the holidays. A – No, year 11 would not be able to attend as the holidays need to be considered as revision time.</p> <p>16.2 – Presentation of OFSTED visits to be shared.</p> <p>This was not discussed at the meeting. <i>Post Meeting – Ms Palmer says that presentation has not been shared; it could be done at a future meeting.</i></p> <p>16.3 – Details of 18th April Twilight to be sent to Governors. This was not discussed at the meeting. <i>Post Meeting – Date has passed, no further action required.</i></p> <p>The following is in progress;</p> <p>11.2 – Governors to complete CSE training and inform School Office – See agenda item 18 (Training).</p> <p>The following have been completed;</p> <p>11.1 – Child Sexual Exploitation (CSE) training link to be sent out. 12.1/12.2 – School Development Away Day took place on 16th June, 2017. 16.1 – Governor training spreadsheet reviewed. 19.1 – The "How OFSTED evaluates SEND Provision" has been shared with SEND Dept. 20.1 – Governor Skills Self-Evaluation Forms have been returned. 20.2 – Rules for appointing new Partnership Governor have been established.</p>
Decision:	RESOLVED: No further action required.

AGENDA ITEM 8	COMMITTEE REPORTS		
Discussion	<p><u>Leadership & Management</u></p> <p>The unapproved minutes of the meeting held on 20th June, 2017 had been circulated to Governors before the meeting. The chair of the committee gave a verbal summary of the meeting.</p> <p>The committee were concerned about the falling concrete and had requested that the survey should be paid for and completed as soon as possible.</p> <p>The committee were satisfied with the 2016-17 budget 'closedown' and agreed that the carry forward was needed for the future.</p> <p>The 2017-18 budget had been approved at committee level and savings continued to be looked for and found.</p> <p>The committee had expressed disappointment that the new build had been further delayed, but were pleased that it now seemed to be moving in the correct direction.</p> <p>Governors were asked if they had any questions. There were no questions.</p> <p><u>Student Learning & Wellbeing</u></p> <p>The unapproved minutes of the meeting held on 21st June had been circulated to Governors before the meeting. The chair of the committee gave a verbal summary of the meeting.</p> <p>The committee had agreed that in the future the agenda item for "In Year Transfers" would be renamed "Admissions and In Year Transfers".</p> <p>Comment – The Head Teacher stated that there would now be 283 pupils joining in September as a result of successful appeals. There are also four appeals scheduled for next week.</p> <p>The committee had discussed the use of Social Media and the policy was being reviewed and would be discussed at the next committee meeting.</p> <p>Comment – The Head Teacher said that he would present the updated policy to Governors, not Mr Barford as stated in the minutes. The Clerk is to change the minutes before they are approved at the next committee meeting.</p> <p>Comment – Mr Gray reported that the Home School Agreement had been updated to reflect Social Media.</p> <p>The Committee Chair asked if there were any questions or observations relating to the SL&W meeting.</p> <p>Comment – The Chair requested that Cllr Claydon's apologies should be removed from the minutes as Cllr Claydon was only going to attend as an observer and is not a member of the committee. The Clerk is to change the minutes before they are approved at the next committee meeting.</p> <p>There were no questions or further observations.</p>		
Decision:	RESOLVED: The Committee Chairs were thanked for their reports. The minutes will be formally approved at the next respective committee meeting.		
Action 8.1	What: SL&W minutes to be updated regarding Social Media Policy and Apologies	Who: Clerk	When: ASAP
Action 8.2	What:	Who:	When:

L&M and SL&W minutes to be formally approved at next committee meeting	Clerk	Autumn L&M and SL&W Meetings
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AGENDA ITEM 9	THE HEAD TEACHER'S REPORT - SUMMER 2017 – PART 1
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Discussion:	<p>The Head Teacher's Summer 2017 was circulated to Governors and The Head Teacher presented it to Governors.</p> <p><u>Examinations</u></p> <p>The School has been more focussed on examinations this year. There have only been a small number of exam absences and the appropriate representations have been made to the examination boards. There was a JCQ inspection and this was good. More use has been made of access requirements in the exams and more use has been made of extra time and prompters. These identified requirements have benefitted the students. There have also been supervised 1:1 examinations. This year more students will have hit all the buckets.</p> <p>Next year very student will be progress 8 compliant apart from two SEN children. The BTEC results have been released and the results were good. The Head Teacher drew Governors attention to the table of predicted grades that had been discussed in detail at the Strategic Day. As mentioned earlier English has a new approach that will hopefully benefit the middle to high ability students.</p> <p><u>KS3</u></p> <p>Kath Harris (SIP) and her recent visit focussed on Challenge and Differentiation at Y7-9 and the report was distributed at the Governor Strategic Day. The report identified areas of need that had already been detected by school's own monitoring and school are currently planning on how to address these areas.</p> <p><u>Working with Primary Schools</u></p> <p>Collaboration has continued with local primary schools, even if the children in the school are not going to be joining The Whitby High School. The Assistant Head has been working with Primary Schools on moderations, so that both Primary and Secondary have a better understanding of what is expected of a child. The Head Teacher is keen to give primary children experience of using secondary school scientific labs as this can be very inspirational. The development of netball through the use of SisternSport, who receive a preferential rate for using schools facilities, has been positive. This should benefit next years Y7 netball team.</p> <p><u>Pilot Schemes</u></p> <p>From September there will be rollouts of Alexa for English and Assessmate for Maths. These tools are intended to help slow starters in these subjects.</p> <p><u>Behaviour</u></p> <p>There has been pupil who has been permanently excluded. This will be mentioned in part 2.</p> <p><u>Leadership and Management</u></p> <p>External consultant John Jones has worked with key staff to develop their leadership. The subject leaders for English, Maths and Science are working as a team. They meet once a month and this has developed into a good working practice. It is bringing the best out of all of them resulting in positive results and strategies.</p> <p>The Student Leadership continues to be developed under Mrs Morgan with the appointment of Head Girl and Head Boy, Head Boy/Head Girl teams, house leaders and</p>
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	<p>subject leaders for English, Maths and PE). School Prefects are going to be developed next and more leadership responsibility is going to be given to children in lower year groups.</p> <p><u>Building Programme</u></p> <p>Details of the work taking place this summer was included in the report. The Head Teacher Pointed out that the Sixth Form Refurbishment was not as extensive as initially planned.</p> <p><u>Budget Forecast</u></p> <p>Detailed in the report and approved by L&M and to be approved later by FGB.</p> <p>The Chair asked if Governors had any further questions, there were no further questions.</p> <p>Comment – Governors commented that a lot of the information had been covered and discussed in detail at the Strategic Day in June. So Governors had been well informed and had no questions to ask.</p> <p>The Chair thanked The Head Teacher for the report.</p>
Decision:	RESOLVED: The Chair thanked The Head Teacher for the Report

AGENDA ITEM 10	BUDGET REPORT
Discussion:	<p>The Budget closedown for 2016-17 and the budget for 2017-18 had been approved at the Leadership & Management Meeting on 20th June, 2017. The Chair asked the Finance Manager if there was anything that needed to be added, there was nothing to add.</p> <p>Approval – The Chair asked if Governors approved the Closedown of the 2016-17 Budget. This was approved.</p> <p>Approval – The Chair asked if Governors approved the budget for 2017-18. This was approved.</p> <p>The chair said that the feared drop in money from the Government may not be as much as was first thought, however not sure at the moment of the figures.</p>
Decision:	RESOLVED: The Closedown for 2016-17 and the budget for 2017-18 were approved.

AGENDA ITEM 11	CHILD SEXUAL EXPLOITATION PRESENTATION
Discussion:	<p>Mr Gray gave a presentation on Child Sexual Exploitation. Mr Gray said that the online training that has been sent should cover all that is in this presentation, Governors have another week to carry out the training before the training link expires.</p> <p>Comment - Governors confirmed that it takes about 10 minutes to complete the training.</p> <p>Comment - Some Governors had difficulties with question 12, Mr Gray said that need to make sure that two answers are selected when answering question 12.</p> <p>Mr Gray pointed out that child sexual exploitation is now classified as a form of child sexual abuse. There is more of a focus on social media and it is the responsibility of everyone to look out for and report any sign of CSE.</p> <p>In School the police visit and give talks to the students in assemblies. The school teaches students about what constitutes a healthy relationship, how to stay safe online, how to recognise the signs, how to report and where to access support.</p> <p>Q – Governors asked if school knows that the above is consistently taught or is it certain teachers or subjects that deliver the teaching.</p> <p>A – Most of the guidance is delivered within PHSE.</p>

	<p>Mr Gray said it was important to know how to report any signs of CSE. Members of staff would report through the child support network, if Governors hear anything about possible CSE or are suspicious of some activity then they should contact Mr Gary or Ms Hill. It is important that all the agencies work together.</p> <p>Members of staff have undergone CSE training and use The Child Exploitation and Online Protection centre (CEOP). Members of staff also use the PAN Cheshire CSE Online Screening Tool.</p> <p>Q – Governors asked for more detail about the CSE Screening Tool. A – It was agreed that more detail and a demonstration would be given at the next SL&W meeting.</p> <p>The Chair thanked Mr Gray for the presentation and reminded Governors to complete the CSE Awareness Training.</p>			
Decision:	RESOLVED: Mr Gray was thanked for his presentation on CSE.			
Action 11.1	<table border="1"> <tr> <td>What: CSE Online Screening Tool to be discussed at SL&W</td> <td>Who: Mr Gray</td> <td>When: Autumn Term</td> </tr> </table>	What: CSE Online Screening Tool to be discussed at SL&W	Who: Mr Gray	When: Autumn Term
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AGENDA ITEM 12	SAFEGUARDING AND HEALTH AND SAFETY
Discussion:	<p><u>Safeguarding and H&S Concerns</u></p> <p><u>Review of Fire Safety – Post Grenfell Tower</u></p> <p>Before the meeting Governors had requested information regarding any cladding or infill panels used around the school. The Head Teacher reported that there is no cladding on any of the building that would fall into the category highlighted by the Grenfell Tower disaster. There are infill panels on the new windows in the Overpool building. The panels are not aluminium, but an insulated panel in an aluminium window. The company concerned are currently checking through building control documents to ascertain what regulations, if any, are in place to govern low level buildings. The highest buildings on the site are three floors high and the school has robust evacuation procedures that are regularly tested. There are no sprinklers in the buildings; this doesn't break any rules as they are "of their time". If the buildings were re-built then the current system would not meet new building regulations.</p> <p>The Chair gave an update. Buildings under six floors are considered to be okay, the concern is around aluminium cladding. The Council are inspecting buildings on the following priority; High Rise buildings (six floors and higher), buildings were vulnerable people sleep overnight, then other buildings.</p> <p>The school is in the last group as it has fire alarms, evacuation procedures and emergency exits. The school is checking all panels. A Fire Survey is carried out once a year and this is reported to Governors at The Leadership & Management Committee. Schools are at most risk overnight when nobody is on site. The Chair said that the School was doing all it could to ensure the safety of everyone at the school.</p> <p>Q – Governors asked for clarification on the aluminium framed windows. A – The Head Teacher reiterated that they have a UPVC panel and they are investigating the nature of the insulation used in the panel. The windows are two years old.</p> <p>The Chair commented that the Fire Testing being carried out now is slightly different than before Grenfell.</p> <p>Q – Governors asked about the Sports Hall cladding A – The Head Teacher reported that the Sports Hall cladding has been checked and was alright.</p> <p>Q – Governors asked if fire checks are carried out.</p>

	<p>A - A Fire Survey is carried out once a year and this is reported to Governors at The Leadership & Management Committee. The last one took place in April 2017.</p> <p>The Head Teacher reported that the last asbestos survey identified an asbestos fire door, the fire brigade want to keep it; the asbestos survey says to remove it. The school has a dilemma as to what to do. The view is that the asbestos is doing a job and is not dangerous if undisturbed. It is risk assessed every year.</p> <p>Q – Governors asked if we spent anything on Fire Safety A – Leadership & Management went through all the expenditures. The school takes fire safety seriously.</p> <p>The Chair said that the school was as safe as it could be.</p> <p><u>Falling Concrete</u></p> <p>The Head Teacher reported that the school are waiting on the Local Authority to carry out the survey on the concrete. The Head Teacher confirmed that the school are going to pay £7000 for the three day survey. It will be carried out as soon as the Local Authority can do it. The resulting work may take a number of years to resolve the problem.</p> <p><u>Other Concerns</u></p> <p>The Chair asked if there were any other Health & Safety concerns that Governors wanted to raise, there were no other concerns.</p> <p><u>Prevent Strategy</u></p> <p>The Clerk had circulated some guidance notes for Governing Bodies on the Prevent Strategy. The Chair reported that there is a requirement for Schools to have due regard to preventing people from being drawn into terrorism under the Prevent Strategy. It is advised that Governing bodies appoint a Prevent Governor, but this is not statutory. Governing bodies can decide to monitor prevent via the link governor for safeguarding.</p> <p>Approval - The Chair suggested that this could be monitored under the remit of the Link Governor for Safeguarding (M Morris) rather than appointing a specific link governor for Prevent. This was agreed.</p> <p>Q - The Chair asked if all the Governors had completed the Prevent Training. A - Governors confirmed that they had all completed the training.</p>
Decision:	RESOLVED: Prevent Strategy will be monitored via the Safeguarding Link Governor
Decision:	RESOLVED: Fire Safety will continue to be monitored by L&M Committee
Decision:	RESOLVED: Falling Concrete will continue to be monitored by L&M Committee
Decision:	RESOLVED: All Governors have completed the Prevent Training.

AGENDA ITEM 13	SCHOOL DEVELOPMENT PLAN
Discussion:	The Head Teacher reported that progress against the 2016-17 priorities and the new priorities for 2017-18 had been discussed at the Strategic Away Day in June. The priorities for 2017-18 are being developed into a new school development plan. The new plan will be available on the “hidden” school website in the Autumn Term. The plan will have a RAG (Red, Amber and Green) status so that Governors can see progress against the plan.
Decision:	RESOLVED: Governors reviewed School Development Plan at Strategic Day.

AGENDA ITEM 14	POLICY/PROCEDURE REVIEW/APPROVAL
Discussion:	<u>The Charging and Remissions Policy</u> The updated Charging and Remissions Policy had been circulated before the meeting.

	<p>There were only a few minor changes to the Policy. The Chair asked if Governors had any questions relating to the policy. There were no questions.</p> <p>Approval – The Chair asked if Governors approved the Policy, the policy was approved.</p> <p><u>Sex and Relationships Policy (SRE)</u></p> <p>The updated Sex and Relationships Policy had been circulated before the meeting. The policy had been updated in line with new guidelines, making reference to Child Sexual Exploitation and respect. The chair asked if there were any questions about the policy.</p> <p>Q – The Governors commented that the printed copy of the policy had comments in the margins. A – This would be corrected.</p> <p>Q – Governors asked if there should be something in the Policy about managing Social Media. A – The policy was more about how the school delivers the teaching of Sex and Relationship, rather than specifics. There is a separate Social Media Policy, which is being reviewed. The teaching of Sex and Relationship is delivered through PHSE, science and this is wrapped up in social media.</p> <p>Approval – The Chair asked if Governors approved the Policy, the policy was approved on condition that the comments were removed.</p>
Decision:	RESOLVED: The Charging and Remission Policy was approved
Decision:	RESOLVED The Sex and Relationships Policy was approved on condition that comments were removed.

AGENDA ITEM 15	DATA PROTECTION
Discussion:	<p>The Chair reported that the law is being updated regarding the handling of personal information and that The School and Governors need to be aware. GDPR is the new sweeping EU legislation that modernises and reforms the law that addresses the handling of personal information. It replaces the European Data Protection Directive 95/46/EC which was implemented inconsistently across Europe and did not have legislative authority. There is a transition period of two years for organisations to implement compliant processes. The deadline is May 2018.</p> <p>Q - The Chair asked if The School were aware of GDPR. A - The School Business Manager had been to Data Protection Training delivered by Cheshire West and Chester.</p> <p>Comment - The Deputy Head Teacher reported that there are going to be stiffer penalties around information involved in Freedom of Information requests. There is a lot of interaction with third parties, so The School needs to be careful about data protection.</p> <p>Q – The Clerk asked if there was a link governor for Data Protection. A – There is no link governor for Data Protection.</p> <p>Governors suggested that a review should be undertaken of the School’s Data Protection Policy to ensure that it is compliant with the new legislation that will come into effect in May 2018 and also with regard to Cloud Based storage (see below). It was suggested that this could be reviewed at the next FGB, but the Chair felt that this was too soon, so it was agreed that it should be reviewed and brought for approval to the December FGB meeting.</p> <p><u>Cloud Based Storage and Data Protection</u></p> <p>The DfE guidance regarding the School's obligations around cloud based storage and data protection has recently been updated. Governing Boards have a responsibility to ensure</p>

	<p>that the school is compliant with the Data Protection Act.</p> <p>The link to the pdf document can be found using the link below:</p> <p>https://www.gov.uk/government/publications/cloud-software-services-and-the-data-protection-act</p> <p>This will be included in the Data Protection Review.</p>		
Decision:	RESOLVED: Data Protection review to be undertaken and reported to Governors at December FGB.		
Action 15.1	What: Data Protection Policy to be reviewed in relation to new legislation and guidelines	Who: The Head Teacher	When: December FGB

AGENDA ITEM 16	REPORTS FROM LINK GOVERNORS		
Discussion:	<p>Mrs Chambers gave a Link Governor report on PE. This had not been circulated before the meeting, but the Chair had given for permission for it to be presented at the meeting.</p> <p>Successful ski trip to Pila in March has resulted in an Award of £1000 from Interski. The company chose TWHS above 120 schools for best behaved students. The Lead, Mr R. Millington and his team organised the trip with military precision, which enabled staff and students to greatly improve their skills. They were fortunate to have perfect weather conditions. Many students finished with the confidence to tackle black runs (the hardest type, for expert skiers), with ease.</p> <p>Mrs Chambers recommend that the FGB record its pleasure & appreciation to Mr Millington & the team.</p> <p>Duke of Edinburgh scheme Mr Austin has supervised the bronze & silver levels this year, much of it in his own time. Once again, a well-practised routine has supported many students in achieving success. The only real issue is gathering in Assessor's reports. However, this can be done on-line, which is an advantage. The scheme has continued despite changes to the curriculum, which could amount to a disincentive to carry on with it. Despite this, Mr Austin and his team have devoted their own time, commitment and skills to provide the students with important and indispensable life skills.</p> <p>Mrs Chambers recommend that the FGB records its appreciation and gratitude to Mr Austin and his team.</p> <p>Sports day 4.7.17 This happy event was Mr Murray's first. The day went smoothly and was clearly enjoyed by all the school, both competitors and spectators, whose enthusiasm and behaviour was exemplary. Many students competed with energy, graciousness and sportsman/woman-like conduct in several track and field events. Proceedings were also enlivened by Mr Semans' DJ work and live commentary.</p> <p>Comment – Parent Governors confirmed that Sports Day had a good atmosphere and that it was good to get all the school out together.</p> <p>4. On-going matters Success in level 2 BTEC (which replaced GCSE PE), has been achieved. Staffing has improved.</p> <p>Mrs Chambers was thanked for her report and the recommended appreciations were noted.</p>		
Decision:	RESOLVED: Mrs Chambers was thanked for The Link Governor PE Report		

Decision:	RESOLVED: The appreciations for the Ski Trip and Duke of Edinburgh Scheme were noted.
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AGENDA ITEM 17	GOVERNOR VISITS
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Discussion:	The Chair asked if there had been any Governor visits. Mrs Hibbert reported that she had attended a meeting with the Pastoral Development Leaders on 30 th June. The objective of the meeting was to look with the House Leaders how to improve pupil attendance. The meeting was informal and relaxed. Student Learning & Wellbeing will continue to monitor attendance. The Chair thanked Mrs Hibbert for the report.
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Decision:	RESOLVED: No further action required.
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AGENDA ITEM 18	GOVERNOR TRAINING
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Discussion:	<p>The Governor Training Log is being updated with training undertaken by Governors. Since last meeting the following training has taken place;</p> <p>Mrs Chambers – E-Safety – 1st June, 2017 Mrs Palmer - Changing Role Of Local Authorities in Educational Services – 1st June, 2017 All Governors – Strategic Workshop – 16th June, 2017.</p> <p><u>Training Feedback</u></p> <p>Mrs Hibbert gave feedback on the Governor Strategic Workshop that took place on 16th June. It had been a very successful event and Governors said that there was a lot of opportunity for questions and answers, which isn't always possible in a formal meeting. Governors said that their understanding of the school was enhanced and the Governors now have a better understanding of what the school is doing. Governors had suggested that it would be useful to have the event twice a year.</p> <p>Comment – The Head teacher said that the workshop had been led by the school, suggested that the next one should be led by the Governors, so they could dictate what they wanted to hear about.</p> <p><u>Training Requirements</u></p> <p>Mrs Hibbert said that The Chair of any Exclusion panel has to have undertaken specific training. There is a requirement for more Governors to undertake the Exclusions Training. Mrs Chambers had tried to attend a course, but it was cancelled at late notice.</p> <p>Governors have one week to complete the CSE training.</p> <p><u>Training Date</u></p> <p>The Chair reported that there will be a Governor Networking Event at Upton High on 18th October, 2017 for Governors who have less than 18 months experience. Please contact the Clerk for details.</p>
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Decision:	RESOLVED: No further action.
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AGENDA ITEM 19	HEADTEACHER PREFORMANCE PANEL
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Discussion:	The Head Teachers Performance Panel is made up of Mr Lewis and Cllr Claydon. There is a vacancy because Mr Guy is no longer a Governor. The Chair asked for a volunteer to join the panel, as there has to be three members on the panel. Mrs Robinson volunteered to join the committee. The meeting will take place in November and the Head Teacher will confirm the date to Cllr Claydon and the panel members. The SIA Peter Cox will also attend the meeting.
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Decision:	RESOLVED: Head Teacher Performance Panel formed and will meet in November.
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Action 19.1	What: Date of Head Teacher Performance Panel to be confirmed	Who: Head Teacher	When: Autumn Term
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AGENDA ITEM 20	ANNUAL GOVERNANCE STATEMENT
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Discussion:	<p>A sample Annual Governance Statement had been circulated before the meeting. The Clerk explained that it was considered good practice for Governing Bodies to produce this once a year and to publish it on the school website. The Clerk had produced the sample statement.</p> <p>Comment – The Chair reported that the statement referred to “sub-committees” and it should be changed to “committees”. The Clerk agreed to change the wording.</p> <p>After a discussion it was agreed that the each committee would look at the “Key issues faced and addressed” section to include something relevant to their committee. The Clerk would collate the comments and present an updated Annual Governance Statement at the Autumn FGB meeting.</p>
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Decision:	RESOLVED: Governors agreed in principle to Annual Governance Statement but require input from committees.
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Action 20.1	What: Change “sub-committees” to “committees” in Annual Governance Statement	Who: Clerk	When: ASAP
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Action 20.2	What: Annual Governance Statement to be included on Committee Agenda in Autumn Term	Who: Clerk	When: Autumn
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Action 20.3	What: Annual Governance Statement 2017 to be presented at Autumn FGB	Who: Clerk	When: Autumn
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AGENDA ITEM 21	GOVERNOR MEETING DATES FOR 2017-18
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Discussion:	<p>A proposed set of dates for 2017-18 had been circulated before the meeting. The Chair said that there were often clashes with Governor Meetings at other schools which meant that Governors could not attend. There was a discussion over the dates and a few changes were agreed.</p> <p>The agreed dates for 2017-18 will be distributed by the Clerk and uploaded to the School Website.</p>
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Decision:	RESOLVED: Governor Meeting Dates for 2017-18 were agreed.
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Action 21.1	What: Distribute Governor 2017-18 Meeting Dates and load to school website.	Who: Clerk	When: ASAP
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AGENDA ITEM 22	APPOINTMENT OF EXTERNAL ADVISOR FOR 2017-18
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Discussion:	<p>The Chair reported that the External Advisor is currently Mr Peter Cox. The Chair asked the Head Teacher is he wanted to continue to use Mr Cox as the external advisor for 2017-18, he said he would be.</p> <p>The Chair asked if anybody had any objections to Mr Cox being re-appointed, there were no objections.</p>
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Decision:	RESOLVED: Mr Peter Cox was re-appointed as the School’s External Advisor for 2017-18.
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AGENDA ITEM 23	GOVERNING BODY HOUSEKEEPING
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Discussion:	<p><u>New Partnership Governor</u></p> <p>The Chair reported that there was now a vacancy for a partnership governor. Mrs Hibbert declared that she’d asked the Vice-Chair, Ms Robinson, to chair a committee to look at securing a replacement.</p>
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	<p>Comment – The Clerk outlined the following guidelines for recruiting a partnership Governor. The candidates can be nominated by parents of registered pupils at the school and such others in the community served by the school for example, staff, community organisations and other local bodies. Partnership governors are appointed by the governing body. Individuals are only eligible to be nominated as a partnership governor if the person nominating them believes that they have the skills needed to contribute to the effective governance and success of the school. If the Governing Body rejects a nominee reasons have to be given to LA, the nominee and the person who nominated them.</p> <p>Mrs Hibbert asked for volunteers to join Ms Robinson. The work could be done via e-mail rather than having formal meetings. Ms Shearer volunteered.</p> <p><u>Governor Skills Audit</u> Mrs Hibbert said that the Head's PA has the completed Governor Skills Audits and would arrange for these to be passed to Ms Robinson. The skills would be analysed so that a list of required skills could be produced for the advertisement.</p> <p><u>Governing Body Effectiveness – Reflection on the Year</u> The Chair stated that the Governing Body had had a good year and achievements would be included in the Annual Governance Statement.</p>		
Decision:	RESOLVED: Group formed to recruit new partnership governor		
Decision:	RESOLVED: Governor Skills Audit forms have been completed		
Action 23.1	What: Produce list of skills required for Partnership Governor	Who: Ms Robinson	When: Autumn Term

AGENDA ITEM 24	CHESHIRE WEST AND CHESTER ASSOCIATION OF GOVERNING BODIES		
Discussion:	The AGM of the Governors Forum meeting took place on 29 th June, 2017. The Clerk will circulate the minutes when they are available.		
Decision:	RESOLVED: No action required.		
Action 24.1	What: Minutes of Governors Forum to be circulated to Governors	Who: Clerk	When: ASAP

AGENDA ITEM 25	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING		
Discussion:	There were no items for AOB or items for the next meeting.		
Decision:	RESOLVED: No action required.		

AGENDA ITEM 26	DATE OF NEXT MEETING		
Discussion:	4 th October, 2017 at 4pm in the Library		
Decision:	RESOLVED: No action required.		

Part 1 ended at 5:45pm

The following people left the meeting;

**Mr E Barford
Mr S Gray
Ms S Handley
Ms M Morrison**

Please see part 2 minutes

Everybody was thanked for their attendance and input to the meeting and it closed at 6:30pm.