



GOVERNING BODY

Thursday 2nd February 2017 at 6.30 pm

Minutes approved:

Date:

.....

GOVERNORS (* indicates present):

<u>Parent</u>	<u>Co-opted</u>	<u>Authority</u>	<u>Trust</u>	<u>Staff</u>
Ms P Dixon	Mr M Dixon	* Mr C Kitson	* Mr T Williams (Chair)	* Mrs K Wheeler (HT)
Ms R Medwynter	* Mr S Gascoine		* Mr J Blair	1 x vacant
* Ms M Thomas	* Mrs E Humm		1 x vacant	
	* Ms A Ross			
	* Ms B Whelan			
	Mr T Wilkins			

In attendance:

Ms L Williams, DHT
 Ms T McGing DHT (from item 9)
 Ms A Money, Business Manager and Clerk to the GB
 Mr M Beresford, Minuting Secretary

MINUTES

Min	Summary of Action Points or Matters Arising for next meeting	Action
10/17.3	Academy status and Collaboration:	
	<ul style="list-style-type: none"> • To be main item on the agenda of the next GB meeting on 30th March 	Clerk
	<ul style="list-style-type: none"> • Attend meeting on the future of LA schools offering advice for Governors at Willowfield School on 8th February 	All Governors
	<ul style="list-style-type: none"> • Governors asked to prepare for discussion of academisation and collaboration options on 30th March by attending relevant training courses and /or obtaining and reading information. 	

Governors' comments, queries, or challenges during debate are highlighted in these minutes in italic underlined text, with responses and debate following in italic text.

01/17 WELCOME AND APOLOGIES FOR ABSENCE

Action

Apologies were received and consented from Governors M Dixon and Wilkins, and apologies were received from Jackie Bowers Broadbent (HoPP). Governors P Dixon and R Medwynter were also absent.

02/17 DECLARATIONS OF INTEREST AND REGISTER OF GIFTS AND HOSPITALITY

There were no declarations of conflicts of interest on items on the agenda or receipt of gifts or hospitality.

03/17 MINUTES OF THE GB MEETING HELD ON 15th DECEMBER 2016

Minutes of the last meeting circulated with the agenda were approved as a correct record.

04/17 MATTERS ARISING AND ACTIONS OUTSTANDING

1 Minute 83/16.1 - Trust Governor vacancy

The Chair reported that potential candidates' profiles were under review and those with financial expertise being followed up by email. He hoped a suitable candidate would be found by the next meeting.

2 Minutes 83/16.5 and 91/16.1 - Monitoring visits using SDP as the focus and Link Governor roles

Along with a proposed revision of links, the Chair had written some further guidance for Governors conducting visits. This was tabled and discussed later in the meeting, see minute 11/17.1 below.

3 Minute 85/16.2 - Behaviour Policy

Governor Gascoine confirmed he was willing to join Governors Ross and Whelan in reviewing Behaviour policy.

4 Minute 87/16.6 - Volunteer Policy

On agenda - see minute 08/17.1 below

5 Minute 90/16.3 - Collaboration Working Party

A meeting of the Working Party had been held, see minute 10/17.3 below

05/17 CHAIRS' ACTION

None to report.

06/17 GB, COMMITTEE AND TRUST BOARD UPDATE

1 Resources Scrutiny Committee 11th January 2017

Draft minutes of the Committee had been circulated with the agenda. The Business Manager highlighted the following:

- 3rd quarter financial position reviewed - increase in revenue surplus from £580,576 to £617,950 forecast with earlier than expected receipt of capital income
- Pupil numbers on roll remained disappointing
- Demolition and clearance of the Primary site was nearing completion for construction to begin
- In the interim premises were difficult to manage requiring more staff to supervise
- Payroll Plus had been appointed for April 2017
- Statement of Internal Control and Best Value approved
- Update on use and impact of Pupil Premium (PP) funding: 2016 results significantly positive in KS4 English, Maths and P8, but significantly negative in KS2 (43% achieving expected compared to 60% NA for other pupils)
- Strategy Group (GB Chair & Chairs of Committees) had met on 19th January to commence review of future funding and planned PP expenditure between Primary and Secondary

The HT pointed out that the school was required to show the LA how it proposed to maintain a balanced budget beyond 2017-18, and projections for the next 5 years had been prepared. This issue was further discussed later as a confidential item.

The web-site report seemed to show higher PP expenditure in Secondary than Primary phase - would there need to be a re-allocation?

PP amounts per pupil would be not known until the summer, but PP funding was received as an overall grant, not per phase. Changing the balance of expenditure in favour of Primary phase to boost results would need to be evaluated against the overall funding available and the impact of making cuts in Secondary areas.

A discussion ensued about the balance of resources between Primary and Secondary phases, in which the following views were offered:

- The need to boost primary results pointed to a re-distribution funding
- Increasing Teaching Assistants (TAs) might help, and they were less expensive than teachers: but evidence for TA impact was not secure. Improvements in pupil progress depended on TA performance / training being stepped up
- However, reduction in teaching staff risked downturn in Secondary results
- Perhaps the Strategic Group should be less concerned about balancing phases than developing a whole-school approach. Some staff were already working cross-phase e.g. in maths and science.

What was the extent and impact of falling rolls?

Intake was 30 down in Primary and 20 in Secondary, although more pupils were staying all-through. The LA emphasized that higher Primary numbers would require Secondary places, and wanted Buxton to remain a 4 form entry for Primary and 6 for Secondary. However, the demand had not materialized. Each year it seemed that the impact of developments in neighbouring schools or academies (e.g Jenny Hammond, Chobham, and Wanstead) constrained Buxton's intake. The school was also affected by higher housing costs and greater mobility among families who had no choice but to move.

Would the new premises have a positive effect?

Hopefully the new buildings would contribute and help retain pupils through both phases. Given the competition from other schools, however, Buxton's intake was probably higher than might be expected. To become the school of choice, it needed to be rated as Outstanding.

07/17 HEAD TEACHER'S REPORT

The HT's report had been circulated with the agenda tabled. The main points were:

Community

- **Buxton Extra** - February half term would include Buxton Bears full time child care for the first time
- **Buxton Futures** - was under way

Outcomes for pupils

- **Y11** - 52% predicted to get 4+ in Maths & English (equivalent to C+ previously). However, the new standard measure was 5+. 30% were predicted to achieve this. Both figures slightly lower than last reporting; detailed analysis of pupils being carried out to see where progress and attainment could be boosted.
- **P8** - change in points scores for grades made it impossible to calculate a comparable figure, and approximations were unreliable, but P8 was likely to be lower than last year.

- **KS2** - predictions were currently at 60% matched data, up from 43% after interventions and since the last report. Last years' experience in SATs reading had improved ability to predict outcomes

Quality of Teaching Learning and assessment

- **Quality Assurance Review** - carried out in January by the SEAF (School Effectiveness Adviser) accompanied by 3 HTs (one an OFSTED Inspector), recommendations focused on increasing challenge, developing reading, and ensuring a continuous assess - plan - do - assess cycle.

Personal Development, Behaviour and Welfare

- **Behaviour** - some pupils proving difficult to manage on the restricted site
- **Exclusions** - Following review by Inclusion Committee, exclusion had been used to deal with additional cases of poor behaviour. This term 9 pupils had been excluded for a total of 13 days, 1 x Y ~~8.40~~ and 1x Y3 pupils referred to Fair Access Panel.

Leadership & Managerment

- **SDP** - reviewed at end of Autumn term
- **Collaboration Working Party** - had met and was to attend meeting on future of LA schools at Willowfield school on 8th February.
- **Strategic Committee** - met to consider T~~he~~~~HE~~ future financial position and implications

Resources

- **2017/18 budget** - likely £130,000 reduction linked to changes in funding streams, particularly SEN, but declining pupil numbers (150 in Y11, 120 in Y7) also a concern

The Chair pointed out that the current difficulties affecting estimation of P8 meant any figure could be misleading. He invited Governors to consider further training on understanding school data, but in the meantime urged them to ask for any clarification they needed in data on the dashboard.

It was noted that the timing of Eid in September had impacted attendance generally this year, but Year 11 attendance was poor, and work was going into tackling this. The school had just introduced a Return-to-School Interview process. The HT reported that colleagues in other schools were experiencing the same; and taking effective action was more difficult due to the slow pace of getting cases to court through the Education Welfare Officer.

Had Year 11's attendance record been similar in previous years?

Owing to a number of issues, this year group had not had good attendance historically.

Should the dashboard include data on Pupil Premium pupils?

Some PP related data was already included, e.g. SEN and EAL in Years 10 and 11, but suggestions for amending the dashboard were invited.

08/17 POLICIES

1 Volunteer policy

This policy had been approved at last the last meeting subject to any input from the Community and Extended Schools leader. It was noted that this input had now been made.

2 Grievance Procedure & Disciplinary policy and procedure

The LA model policies and procedures had been circulated with the agenda. Following consultation with school union representatives, some comments had been received from the NUT, but these were minor not of a nature that prevented the GB from adopting the models.

Was there much difference between the models and existing policy and should some functions be conducted externally?

The new models set out processes which very similar to the old ones. Introducing external parties into these processes was not needed. There was separation of powers and procedures for investigation, dismissal, and appeal between HT and Governors and this was a tried and tested system which worked fairly. ~~Dismissal~~ had only been used to deal with approximately 4 cases in the past 5 years, and none of these had been the subject of appeal.

The Grievance and Disciplinary policies and procedures were approved unanimously.

3 Appraisal Policy

Policy and procedures had been approved in principle at the December meeting, subject to ~~some detailed changes to wording to re-inforce~~ consultation with ~~appraisees, and for the policy to be checked by~~ staff. The HT explained that to satisfy these matters it had been agreed with staff representatives to incorporate some explanatory wording from the Teaching Appraisal policy as an appendix to the version for Support Staff.

This clarification of the policy was approved, unanimously.

4 Best Value Statement and Statement of Internal controls

These statements had circulated with the agenda and approved by Resources Committee on 11th January 2017. Both statements were ratified by the GB, unanimously.

5 E-safety policy

A model policy produced by Frederick Bremer School had been considered by members of the Inclusion and Diversity Committee, and the recommended version had been circulated with the agenda. It was noted that the policy would be publicized to parents and carers through further briefing sessions probably to be held during parents' evenings. The policy was approved, unanimously.

09/17 TARGET- SETTING

The Chair referred to the FFT aspire benchmark estimates for Years 11, 10, 6 and 5 that had been circulated with the agenda, and reminded Governors that Performance Scrutiny Committee had recommended targets as follows:

- Primary standard = "FFT 50", this being based on average top-half national scores in Reading, Writing, Maths, GPS (Grammar, Punctuation, and Spelling) and Reading/Writing/Maths combined, and
- Secondary standard = "FFT 20", this being based on high (top 20%) national scores in A8 English grades 9-1, A8 Maths grades 9-1, % 5+ GCSE grades 7- 9 and % 5+ GCSE grades English and Maths.

The HT drew Governors' attention to the FFT aspire target of 31% of pupils to achieve Grade 5+ in English and Maths combined. Given the change in national results, this would be comparable with the 62% achieving GCSE grade C last year. The 57% target of expected levels in Reading / Writing / Maths for Year 6 compared to 47% achieved last year.

[Teresa McGing joined the meeting]

Governors challenged the proposed targets. The case for Secondary to be FFT20 seemed reasonable, given the high results achieved last year, but in an all-through school shouldn't targets be consistent throughout? It was pointed out that FFT 20 was where Primary phase wanted to be, but it meant 63% of Y6 achieving expected levels in Reading / Writing / Maths, which was a much more challenging jump in standards and achievement. While it was right to encourage aiming high, there was little point in setting targets staff would only find demoralizing.

Action

It was felt that the Head of Primary Phase, who was unable to attend the meeting, should be consulted, but subject to this it was agreed that FFT20 be adopted as an aspirational target with FFT 50 as a minimum.

10/17 SOUTH AREA PARTNERSHIP, COLLABORATION, SECONDARY CHALLENGE AND SCHOOL EFFECTIVENESS ADVISER

1 **Secondary and Primary Challenge**

The HT reported that the Secondary Challenge was on-going. Tours and visits to George Mitchell, Mission Grove and Davies Lane Teaching schools had been undertaken to exchange good ideas. The HTs of these schools had also assisted the SEAF in carrying out the in-depth QAR (Quality Assurance Review - see also minute 07/17 above). In addition some 3 20 staff from Buxton were attending a "beyond monitoring" course with 20 leaders from other schools. looking at what was regarded as outstanding practice and comparing this with ~~what happened at~~ Buxton.

The HT commented that the QAR had recognized the positive aspects of practice at Buxton but this simply had not yet been reflected in results due to inconsistent challenge. Standards were higher at Davies Lane, which had moved from being in special measures to an outstanding school. She felt encouraged that the dialogue with other schools - Davies Lane in particular - was helping identify what would accelerate progress,

2 **Goodmayes Primary School**

Co-operation on moderation was continuing as previously reported.

3 **Collaboration Working Party**

Feedback from the Strategy Group was that appraising the options available to Buxton should be speeded up. Conversion to academy status or joining a Multi-Academy Trust (MAT) was not compulsory, but continuing developments and change meant the GB needed to be clear what options were available and come to a preferred choice, especially in the light of:

- **Other South Area Partnership schools** - e.g. Secondaries George Mitchell, Lammas, Norlington, and Primaries Davies Lane and Mayfield had converted or decided to convert or join MATs
- **The LA was cutting its services** - and some of these would not continue beyond Christmas 2017
- **Increasing risk of isolation** - Buxton could be left as the only LBWF secondary

- school not part of a multi-academy trust and relying on the LA
- **OFSTED** - who could potentially take a negative view and insist on conversion if performance was not good

- **Researching potential partners** - there was a need to research whether there were local options that would suit Buxton, but the longer it took to make a decision the more restricted the choice of partners was likely to be. As the best option so far, communications with the Trust Partnership Learning ~~Teaching School Alliance (PLTSA)~~ needed to be kept open.
- **Getting to grips with Governance** - decision-making within MATs varied, some delegated more (e.g. PLTSA), others were more centralised (e.g. ARC), but legally there was a big change to the GB structure
- **Transition to new premises** - the HT pointed out that BLT time would be taken up by further moves into new premises later in the year and she did not want to have to deal with such a large issue as academisation at the same time.

Action

It was agreed:

1. Academisation to be main item on the agenda of the next GB meeting (30th March)
2. To attend a meeting on the future of LA schools offering advice for Governors at Willowfield School on 8th February.
3. Governors asked to prepare for discussion on 30th March by attending relevant training courses and /or obtaining and reading information about options.

Clerk

**All
Governors**

4 LA Schools Learning Partnership

Work on formalizing collaboration (as opposed to academisation) between LA schools was continuing.

11/17 GOVERNOR FEEDBACK

1 Link Governor roles

As agreed at the last meeting the Chair tabled a paper proposing revised roles and also identifying 3 key responsibilities for Link Governors to observe. The revised roles were welcomed and these and nominated Governors were agreed as follows:

Link Area and role

Governor

Welfare / Inclusion:

SEN	A Ross
Safeguarding	S Gascoine
E Safety	B Whelan
More Able	T Williams

Subject areas:

English	English
Mathematics	T Williams
Science and Technology	
Humanities	M Thomas
Arts	S Gascoine

Accountability

Finance	C Kitson
Data	T Williams

Governors not present at the meeting were invited to choose a link if they wished.

2 Link Governor reports

Action

SEN Governor Ross reported that SEN department move into the new premises had gone well. She had attended a SEN parents' evening and parents were happy with pupil achievement. Buxton's SEN Department was recognized throughout the borough. She added that children seemed to be doing well and were enthusiastic.

3 School related events attended by Governors / contributions to school life

Governor Whelan Had attended Year 4 curriculum presentation and year 7 parents' evening

4 Training planned or undertaken

The HT reminded Governors of the SDP objective for Governors to attend 2 or more training sessions per annum. It was suggested that all Governors might benefit at the current time from training in Academy School Governance. The HT was asked to look into arranging for a suitable trainer to put on a session at the school.

12/17 ANY OTHER BUSINESS

1 Mixed sex toilets

Although protest in the street and on social networking had either ceased or slowed, the HT reported that activities in opposition to the toilets by certain protagonists were continuing, including personal threats to her, falsely using parent / pupil matters as an excuse to get an appointment with her, using a fake address to pose as a parent and promote "crowd funding" for the campaign. The matter had been picked up by the LA Legal Department who were preparing for possible court action.

Governor Thomas tabled a leaflet that had recently been delivered to residents of Ramsey Road and other streets in Cann Hall ward. While some Governors thought this called for a response to re-assure those residents who were concerned or intimidated by this sort of activity, it was felt after discussion that any action would merely result in drawing further attention to the matter, and it was best to allow legal action by the LA to take its course.

2 Financial implications of 5 year budget plan

This matter was for consideration as a confidential item, and is recorded separately.

The meeting was duly adjourned to enable Governors employed by the school and employees other than the HT and Business Manager to leave the room.