



GOVERNING BODY

Thursday 15th December 2016 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 C Maloney, Community and Extended Schools leader
 Ms L Williams, DHT
 Mrs J Bowers-Broadbent Head of Primary Phase
 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
83/16.1	Trust Governorship vacancy - follow up possible nominee with financial expertise	Clerk Chair
83/16.2	Governor profiles -	
	<ul style="list-style-type: none"> • Profiles needed from: 	M Dixon, P Dixon R Medwynter, M Thomas
	<ul style="list-style-type: none"> • Email format to Governor Medwynter 	Clerk
83/16.5	Monitoring visits - use SDP objectives as focus for visits	All Governors
85/16.2	Behaviour Policy - Governors nominated to assist review	S Gascoine, A Ross, B Whelan
87/16.4	E-safety policy - for review on next or future agenda	Clerk
87/16.6	Volunteer Policy - input from Community and Extended Schools leader for next GB agenda.	Clerk
89/16	Skills audit - completed forms to be returned to Clerk/Business Manager	All Governors
90/16.3	Collaboration Working Party - circulate proposed meeting dates for before the February half term	Clerk
91/16.1	Link Governor roles - proposed revised roles to next meeting	Chair

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

79/16 WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received and consented from Governors Blair and Gascoine. Governors P Dixon and Thomas were also absent.

80/16 BUXTON FUTURES - PRESENTATION BY COMMUNITY AND EXTENDED SCHOOLS LEADER

Carol Maloney gave a presentation and tabled documentation on Buxton Futures, a not-for-profit social enterprise / business model for providing self-sustainable services to students and people associated with the school, but also extended into the wider community. Proposed services ranged from breakfast, lunchtime, after-school and holiday provision to coaching courses, sports facility and event hire, children's parties, cinema, farmers markets, jumble sales, a meeting place for arts and community interest groups, and the vproject café.

The project would generate local employment by requiring a Community Development Co-ordinator, a Community Development Worker, and 2 apprentices.

Was the ratio of proposed staff to children adequate?

There was no prescribed ratio applicable as far as community development staff were concerned. Such ratios might be needed in specific hire contracts to meet health and safety legal requirements.

Did other schools have similar projects? What was the next step?

Some schools in the Borough were trying similar initiatives, e.g. Walthamstow Girls and Highams Park, but in Buxton's area there was unmet demand. It was intended to implement the project in stages, starting with offering mainly sports space and related services up to 9 pm.

Wouldn't hiring staff before generating extra revenue lead to a deficit?

The school had some LA extended provision funding, but this was dwindling. The aim was to start the project to develop activities and provide services that would pay for themselves and attract other forms of income. Financial projections indicated the project could be generating net revenue of £50,000+ by Year 3, which would be available to support school curriculum areas.

The Chair asked the GB to vote whether they supported the project going ahead. Governors voted unanimously to approve proceeding with Buxton Futures.

81/16 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.

82/16 MINUTES OF THE GB MEETING HELD ON 29th SEPTEMBER 2016

The minutes including corrections as circulated with the agenda were approved as a correct record. The Chair confirmed that he had signed a fair copy the minutes of 30th June (minute 66/16 refers)

83/16 MATTERS ARISING AND ACTIONS OUTSTANDING

Action

1 **Minute 63/16 - Attendance at meetings and Membership**

The Chair had previously reminded Governors that regular attendance at meetings was essential. There were currently 2 vacant Governorships (1 x Staff, 1 x Trust). Elections for Staff Governor were in the process of being arranged. As regards skills, expertise in finance was most urgently needed, but so far several potential nominees with financial expertise had not subsequently pursued their previously expressed interest in Governorship. Another possible candidate had been identified, and would be followed up.

Clerk
Chair

2 **Minute 67/16.1 - Governor Profiles**

Profiles were still outstanding and required from: **M Dixon, P Dixon, R Medwynter, M Thomas**
Governor Medwynter requested she be emailed a format / example

Clerk

3 **Minute 67/16.3- Skills Audit**

Agenda item, see minute 89/16 below.

4 **Minute 67/16.6 - Membership of board of Davies Lane collaboration**

The HT suggested it was likely that board membership had been decided by now and it was agreed to remove this from actions outstanding.

5 **Minute 73/16 - SDP objectives and Governor roles / monitoring visits**

Governors had been asked to become familiar with SDP objectives and think about how their role fitted in. It was suggested that a good way to do this was to arrange monitoring visits focusing specifically on one or two SDP objectives.

All Governors

6 **Collaboration working party**

The Working Party had not met this term. The HT had flagged up in her report that a meeting of the working party should be re-convened for early in the spring term (see minute 90/16.3 below)

7 **Minute 77/16.1 - Link Governor roles**

Agenda item, see minute 91/16.1 below.

84/16 CHAIRS' ACTION

The Chair reported that he had approved and signed leases for photocopiers.

85/16 GB, COMMITTEE AND TRUST BOARD UPDATE

1 **Resources Scrutiny Committee 16th November 2016**

Minutes of the Committee had been circulated with the agenda. The Chair of Resources Committee Governor Michael Dixon highlighted matters discussed including financial reports indicating progress within both revenue and capital budget was at or within expectations, and reviews of issues, policies and documents, most of which were also on this GB agenda.

Governors noted that certain policy items considered by the Committee were also on this agenda for separate approval, but otherwise Resources Committee decisions were ratified.

2 **Performance Scrutiny Committee 15th December 2016**

The Performance Scrutiny Committee had met just before the GB. The Chair of Governors highlighted the main performance issues discussed, including:

- **Attendance and Punctuality** - a slight decline in performance compared to last term and the same period last year, due to mainly to illness, children not returning to school after the summer break, and Eid falling within the autumn term this year. The issues were being followed up by the EWO and other staff responsible for improving attendance.
- **Y11** - progress looked reasonable, if not as strong as last year. One factor affecting the data was an unexpected reduction in marks by moderators for those pupils who had taken core science exams early.
- **Progress data and P8** - calculating values for P8 still could not be done with certainty, and this would remain the case until results are published in the autumn.
- **Target setting** - Performance Committee had agreed to adopt targets for Primary and Secondary phases using FFT 20 and FFT 50 data. The HT explained that these were based on assessment of pupils' abilities at their previous key stage assessment.
- **Primary phase** - Reading, comprehension, Maths, and the accuracy of KS1 assessments had been noted by the committee as the main priority areas for attention at the moment. The HT added that many schools were reporting similar problems as regards reading.

The feedback from Performance Scrutiny Committee was noted and its decisions ratified, notably the proposed use of FFT 20 and 50 data for target-setting.

2 Inclusion and Diversity Committee 28th November 2016

Draft unapproved minutes of I & D Committee had been circulated with the agenda for Governors' information. The main issues discussed included:

- **Behaviour** - the Committee had reviewed the latest statistics on bullying, racist incidents and exclusions. Compared to the same period last year, figures for bullying and racism had actually declined, but committee members had discussed what some felt was a deterioration in pupils' attitudes and behaviour, partly related to premises redevelopment restricting space for pupil movement and play, but also due to an increase in unfriendly comment toward migrants following BREXIT.
- **Exclusions** - more pupils had been subject to exclusion than the same period last year as a deliberate attempt to bear down on poor behaviour, but the cases mostly involved individual problems or delay in Fair Access Panel processes, not issues stemming from restricted space or anti-migrant attitudes.
- **E-safety policy** - was subject to rapid change, largely because of the use / abuse and impact of mobile devices, and the School effectiveness adviser had flagged up that staff were less confident about e-safety than, for example, child protection procedures. Committee members felt education and information to alert children to dangers was more important than a weighty policy statement. They had been asked to review a model policy developed by another school.
- **Sex & Relationships policy** - on GB agenda separately, see minute 87/16.10 below

The discussion of behaviour issues and exclusions was noted, and also that a revised e-safety policy should be brought to the next GB agenda.

86/16 HEAD TEACHER'S REPORT

The HT's report had been circulated electronically and printed copy was tabled. A short adjournment for Governors to read the report was taken. The main points in the report were:

Building redevelopment

The move had been successfully completed during half term but the logistics and site management remained demanding, with insufficient space for break and lunchtime activities responsible for some tension and requiring additional supervision.

Community

Despite moving premises during half term, study support and activities had been delivered to over 200 young people, including GCSE Maths, Science, and RS support, Grow Draw and Play programmes for 5-10 year olds, football, Buxton's got talent, Food Safety and first aid courses and Vproject@Buxton

Outcomes for pupils

Performance Committee had reviewed performance data and issues as reported in Minutes above. In addition the key points from the HT's report were:

- **Y11 results** - were outstanding for this cohort. They were previously reported as 59% English & Maths at C+. P8 at 0.72, Attainment 8 4.93 Grade C and Ebacc 13%, very close to predictions. Following re-marking and adjustment English & Maths at C+ went up to 61%, and P8 recorded as 0.59, ranked as 4/100, an amazing achievement.
- **Current Y11** - were showing 55% to get 4+(equivalent to C+ previously) in Maths & English. However the new standard measure was 5+, which 35% were predicted to achieve (the calculated equivalent for the 2016 cohort was 30%)
- **KS2** - predictions were currently at 43% matched data, which was expected to rise after interventions. Last year's SATs experience in reading had improved ability to predict outcomes
- **Coasting** - secondary data in 2015 and Primary reading progress in 2016 were cause for concern but progress was looked at over 3 years, so Buxton should not be classified as coasting

Personal Development, Behaviour and Welfare

- **Exclusions** - following discussion of behaviour at I&D Committee, exclusions had been used to tackle some additional cases where behaviour was becoming difficult to manage on a restricted site. This term 9 pupils had been excluded for a total of 13 days and 2 pupils referred to the Fair Access Panel, with the hope that one might return after intervention. It was too soon to draw any conclusion whether it had helped improve behaviour .

In discussion Governors views were mixed, ranging across concern that higher exclusions used to be associated with poorer behaviour; that behaviour seemed worse in Secondary compared to Primary, where it was very good; nevertheless it seemed much better than staff had experienced in the more distant past; that the

Action

issue of space in premises was temporary, corridors were quieter and pupils working well; and that problems were largely associated with a small number of individual children whose behaviour was challenging.

- **Attendance** - currently a slight fall on last year in both Primary and Secondary, to 94.9% overall

Quality of Teaching Learning and assessment

Creative Art subject review completed resulting in identifying next steps for lower performing subjects, Challenge Partners Quality review completed in Secondary with positive outcomes, similar QAR for Primary phase planned for January. Work continuing on triangulation of observation, pupil books and data to assess quality of T&L.

87/16 POLICIES

1 Appraisal Model Policy and Procedure

The LA model policy and procedure for support staff had been circulated with the agenda. The HT explained that there were separate appraisal policies / procedures for teaching and support staff. Changes shown in red text reflected current practice and had been agreed with union representatives.

Why was the appraisal period 1st November - 31st October rather than September-July? Secondary results were not available until this period and the change would facilitate linking objectives and appraisal.

The model policy and procedure was approved in principle subject to some detailed changes to wording to re-inforce consultation with appraisees, and for the policy to be checked by staff. So that the policy did not have to be brought back to another meeting, Governors were content to authorize further changes to be approved by Chair's action.

2 Model Recruitment and Selection Policy

The HT explained that following an LA audit of this policy across the local authority, safer recruitment procedures needed to be updated with additional checks that were not required previously. The policy was approved in principle subject to an update for the requisite changes.

3 Governor allowances

Policy circulated with the agenda, and agreed unanimously.

4 Behaviour Policy

Inclusion and Diversity committee (minute 20/16 refers) had recommended this policy should be reviewed and brought to the GB. The HT pointed out that such a review was likely to be substantial and needed a group of Governors to be involved in the detail. Governors Whelan and Ross agreed to participate, and Governor Gascoine was also nominated to join the group, subject to his agreement.

**S Gascoine
A Ross
B Whelan**

5 SEND Policy

There were no substantive changes to this policy other than dates (period of applicability) and an updated list of interventions. The HT offered to send any Governor a copy on request. The policy was approved, unanimously.

6 Volunteer Policy

Policy circulated with the agenda. The HT asked Governors to approve the policy subject to any input from the Community and Extended Schools leader, to be reported on the agenda

**Action
Clerk**

of the next GB meeting. This was agreed.

7 Health & Safety Annual Report, Sept 2015 - August 2016

This report had been received and approved by Resources Committee on 16th November.

Had annual statutory inspections / actions for fixed electrical checks and school minibus MOT listed at p5 been done?

All fixed electrical checks had been carried out as part of moving premises and the school minibus MOT had been updated.

The report was noted and Resources Committee's decision to approve it ratified.

8 Data Protection Policy

Policy circulated with the agenda, having also been received and approved by Resources Committee on 16th November and was ratified, unanimously.

9 Freedom of Information Policy

Following approval by Resources Committee on 16th November this policy was ratified.

10 Sex & Relationships policy

This Policy had been circulated with the agenda after Inclusion and Diversity Committee on 24th November agreed to incorporate some revised wording for national curriculum science changes introduced in September 2014 (shown in the document at p12 in highlighted text) Governors endorsed this change and the policy was ratified.

88/16 PAYROLL

The Business Manager reminded Governors that Resources Committee had discussed the payroll service level agreement (SLA) and had agreed to give notice to the provider (LBWF) to terminate the SLA effective 31st March 2017. Among alternative providers she thought Payplus, a specialist schools provider, would offer better and cheaper service.

The GB ratified Resources Committee's decision to give notice of termination of the existing SLA.

89/16 SKILLS AUDIT

Governor Kitson handed in a completed form. All other Governors were asked to return completed forms to the Clerk/ Business Manager

**All
Governors**

90/16 SOUTH AREA PARTNERSHIP, COLLABORATION, SECONDARY CHALLENGE AND SCHOOL EFFECTIVENESS ADVISER

1 Secondary and Primary Challenge

The HT reported that the Secondary Challenge was continuing and working well. The HoPP informed Governors that the current Primary challenge focus was on Reading, in which Buxton had teamed up with Mission Grove and George Mitchell schools.

2 Goodmayes Primary School

The HoPP reported that Buxton had swapped teachers with Goodmayes for a moderation exercise for Reception, Y1 and Y2 on 28th November. In 2017 similar skills exchange was planned, with a focus on writing and expected standard.

3 Collaboration Working Party

In light of performance data not being as strong in KS2 and the drive to promote academisation, it had become more urgent to convene another meeting of the working party

Action

for Governors to consider the best future options. The Clerk was asked to circulate proposed dates for before the February half term.

Clerk

4 LA Schools Learning Partnership

Governors Gascoine and Williams had attended some events to look at different models Buxton remained interested in collaboration with other LA schools, but models had not been evaluated, notably for impacts on cost and funding. The HT added that most schools in the 20 responding about the Learning Partnership had expressed interest in collaboration. A further meeting held yesterday about “top-slicing” budgets to fund it and consulting schools on what they wanted had been held, but beyond April the LA would need schools to de-delegate funds to maintain services.

91/16 GOVERNOR FEEDBACK

1 Link Governor roles

The Chair felt that current links needed review and should possibly be geared less towards subjects and more to higher priority issues such as Literacy, Numeracy, the SDP objectives, use of Pupil Premium funding, and Safety. It was agreed to bring proposals to the next GB..

Chair

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

Governor Gascoine attended 3 Governor disciplinary meetings, carried out safeguarding audit checks, and observed pupils on the front gate

Governor Ross attended several pupil progress meetings and an SEN open evening for parents, which she found very effective. She had also attended Year 10 parents evening, Primary farewell assembly, school discotheque and Christmas carols.

Governor Whelan attended a Year 4 Maths workshop and a Year 10 parents evening, held in classrooms, which she felt worked better and was less formal. She had also joined the Community and Extended Schools leader at a meeting of the student forum “Buxton Voices” and met parents at a meeting to discuss unisex toilets

Governor Williams met parents about the unisex toilets accompanied by Governor Whelan and DHT Teresa McGing, and attended the staff quiz.

3 Training planned or undertaken

Governor Humm had attended a LB Newham Governor conference which she reported had included useful workshops and an inspirational address by an HMI Inspector.

92/16 ANY OTHER BUSINESS

1 Apologies for absence at next meeting

Governor M Dixon gave advance apologies for being unable to attend the GB meeting 2nd February 2017.

2 Building development update / parent feedback

3 Finance update

These two matters were for consideration as confidential items, and are minuted separately.

The meeting was then adjourned to allow non-Governors to leave the room.