



GOVERNING BODY

Thursday 30th June 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	* Ms K Henderson
Ms M Thomas	Mrs E Humm			
	Ms A Ross			
	* Ms B Whelan			
	* Mr T Wilkins			

In attendance:

Ms A Money, Business Manager and Clerk to the GB
 Ms L Williams, Interim Deputy Head Teacher
 Mr M Beresford, Minuting Secretary

MINUTES

Min	Summary of Action Points or Matters Arising for next meeting	<u>Action</u>
50/16	Minutes of 12 th May GB meeting to be signed by the Chair	Clerk, Chair
51/16.2	Governor profiles still outstanding and required from:	M Dixon, P Dixon, R Medwynter, M Thomas
53/16.1	Membership: seek nominees of Governors from East London Business Alliance	L Williams
53/16.2	Skills Audit: hard copy for Governors to complete at next GB meeting	Clerk
54/16.1	Benchmarking: revised DfE format to next Resources Committee	Bus Manager / Clerk
54/16.4	Communications Working Party: circulate date / time of next meeting	Clerk
60/16.1	Governor invited to join Board of Davies Lane collaboration - contact HT	All Governors
62/16.1	SEF - re-circulate to all Governors	Clerk
62/16.2	Attend Primary Presentation day	Chair
62/16.2	14 th July Primary Presentation / Y6 drama performance / Trust Board meeting: email times of events	Clerk
62/16.3	14th July staff exit interviews - Governors invited to attend	All Governors

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

48/16 WELCOME AND APOLOGIES FOR ABSENCE

Action

Interim Deputy Head Teacher Latoya Williams was welcomed to the meeting. Apologies were received and consented from Governors Blair, M Dixon, Humm and Ross, and apologies were also received from Jackie Bowers Broadbent (HoPP). Governors P Dixon and Thomas were also absent.

49/16 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.

50/16 MINUTES OF THE GB MEETING HELD ON 12th MAY 2016

The minutes were approved as a correct record, for signing by the Chair.

Clerk, Chair

51/16 MATTERS ARISING AND ACTIONS OUTSTANDING

1 Minute 37/16.1 - Communications working party 8th June

See Minute 54/16.4 below.

2 Minute 37/16.2 - Governor profiles

Profiles were still outstanding and required from: **M Dixon, P Dixon, R Medwynter, M Thomas**

3 Minute 39/16 - Membership and Skills Audit

See minute 53/16 below.

4 Minute 41/16 - Resources Committee

It was noted that the date of the next meeting was 13th July at 5.30 pm.

5 Minute 42/16 - New buildings visit

A visit had been made on Monday 27th June. The Clerk advised that further visits would be arranged but only small numbers could be accommodated at present.

6 Minute 44/16 - Safeguarding

The SG policy had been uploaded on the web-site

7 Minute 47/16 - Academy & Working Party meeting

See minute 60/16.4 below

52/16 CHAIRS' ACTION

The Chair reported that a strike by NUT staff was due to take place on 5th July and the school would be closed to pupils. Parents had been informed.

53/16 MEMBERSHIP

1 Vacancies and recruitment

The Chair reported that he had informed Rhadika Bynon of the GB's decision to replace her, and the vacancy for Trust Governor would be raised at the next Trust Board meeting on 12th July. Subject to what might emerge from the skills audit, the GB's greatest need appeared to be for financial skills, and Governors were encouraged to put forward suitable candidates. It was noted that the only term of office due to expire in 2016 was that of the Chair.

Nominees would also be sought from SGOSS (School Governors One stop Shop).
Latoya Williams offered to invite nominees from the East London Business Alliance
at a meeting of its action group on 1st July.

Action
L Williams

2 Skills Audit

Only 1 skills audit form had been returned to date. The Clerk was requested to provide
hard copy for Governors to complete at the next GB meeting.

Clerk

54/16 GB, COMMITTEE AND TRUST BOARD UPDATE

1 Resources Committee 12th May 2016

The Business Manager reminded Governors that this meeting had taken place just before
the last GB, and the following main matters had been discussed.

- Budget Out turn 2015-16
- Budget Plan 2016-17
- Buildings Development , which were on schedule and proceeding satisfactorily
- Recruitment scenarios and decisions - the impact of financial regime changes The
HT updated Governors that apart from one Maths Teacher, the school was nearly
fully staffed for September.
- Benchmarking: revised DfE advice for schools to identify comparative efficiencies
had been issued. The limited number of comparable all-through schools tended to
reduce the usefulness of any benchmarking exercise for Buxton, but it was a
report would be brought to the next Committee.

**Business
Manager /
Clerk**

Governors noted the update and that the last Resources Committee decisions had been
ratified at the GB meeting of 12th May.

2 Performance Scrutiny Committee 19th May 2016

Draft minutes of the Committee had been circulated with the agenda. The Chair of the
Committee, Governor Gascoine, highlighted the main performance issues discussed,
including:

- Year 11 P8 strong, but A8 weaker
- Concerns about Primary phase progress, progress of boys, and a weaker Year 10
- Problems for Teachers related to curriculum changes in making confident
assessments of pupils, which also particularly affected on Y10
- Buxton was working through assessment problems in conjunction with other
schools but unlikely to resolve things until next year. To assist matters, a mock
exam had been set up for Year 10.

The HT added that much work was going into the problem of assessment, e.g. LA was
conducting extended moderation of teacher assessments and results in Year 2. Year
6.were doing moderation with another school. Latoya Williams updated Governors about
the Y10 mock exam, which was currently taking place. Pupils perception was that the
standard was very challenging. Grading and reports were scheduled for completion by
21st July, providing detailed analysis to students and overall data for moderation and
tracking to Heads of Departments, who would also be undertaking the marking of 3
scripts.

When will the school know what is a pass or a good standard for Years 2 and 6?

This would depend on “scaled scores”, which in turn depended on a national standard
being set and pupils’ raw scores converted to scaled scores using DfE conversion tables
once tests had been completed in summer 2016. Pupils were meant to achieve a scaled

score of 100 to demonstrate sufficient knowledge in the areas assessed.

The GB endorsed and ratified Performance Committee's decisions at the meeting held on 19th May.

Action

3 Inclusion and Diversity Committee 16th June 2016

The Chair of the Committee, Governor Whelan, highlighted the main issues discussed:

- knife detection - via Fair Access Panel, police had recommended further consideration of knife arches. Committee had felt that deployment of detector "wands" would be more effective. Governors recognized that there were genuine concerns over a rise in tension and/or gang activity in WF communities, and that there was a case for deploying detector wands as and when necessary. But they agreed that knife arches would not be an effective deterrent.
- SEN budget and breakdown of costs
- Sensory pod - LA approval of Buxton's bid for installation of a calm space had been received. The HT pointed out that the decision over its location within the year was critical as services had to be installed and it would be expensive to move.
- Bullying and racist incidents data. Committee had thought numbers seemed high, so it had been agreed to analyse cases to check the categorization of behaviour and staff selection of categories in reporting behaviour, to ensure either such incidents were not overstated, or that intervention action was effective.
- Ward panel meeting 7th July

Had racist attitudes increased following the Brexit referendum and should this be addressed in assembly?

Some pupils and parents had been upset but there was evidence of children talking about any fears, but no increase in racism witnessed. Raising the issue in assembly might promote rather than allay such fear.

[7 pm Governor Medwynter joined the meeting]

The GB endorsed and ratified Inclusion and Diversity Committee's decisions at the meeting held on 16th June.

4 Communications Working Party 8th June 2016

Governor Whelan reported that she had met with Carol Moloney (Communications and Extended schools leader) and had discussed:

- How to get more parents to log onto Parentview
- Setting up a PTA
- More regular update of school web-site
- Email newsletter
- Re-union of former students before demolition of the old building

Governors were invited to join the next meeting (date to be supplied)

Clerk

55/16 HEAD TEACHER'S REPORT

The HT's report had been circulated with the agenda. She highlighted the following:

- SATs - nationally the Reading exam had been perceived as very difficult
- Pupils' attendance at GCSE exams had been affected by issues such as increased travel distance due to re-location and some with social and emotional difficulties. This was likely to impact especially on girls' attainment.
- The interim DHT was continuing work with middle leaders, particularly on data,

and as a result the relationship between middle leaders and SLT felt stronger.

Outcomes for pupils

Action

- Year 11 - The main measure for 2016 was the Progress 8 figure of +0.68, which would be positive if achieved, but Attainment 8 was average
- Year 11 - Prediction of 55% 5A*-C inc Eng & Maths was lower than target but up from the last report and equivalent to the 2015 national average in a year group that was significantly below average on entry in Y7.
- KS2 predictions were showing 72% at expected standard or above (cf a floor target of 65%) and built on the continuing focus on improving writing in Y6, which was Teacher assessed and moderated
- With some variation between subjects, in-house progress measures indicated a close to expected progress position overall, but with so many changes the final outcomes were needed to validate predictions. The staff team was cohesive and continued working hard to refine predictions.

Personal Development, Behaviour, and Welfare

- Pupil exclusions were down on last year after some 5 Governor Disciplinary panels had been held, but the PRU was full up and there were continued problems in re-locating and accepting children via the Fair Access Panel (FAP).

56/16 BUILDINGS DEVELOPMENT

The HT reported that the builders were performing well and on time. The partly constructed new buildings had been visited. Storage would be constrained in future and disposing of material would be an issue to manage. A member of staff had volunteered to assist in the logistics of storage and disposals.

When would the move to the new buildings take place?

It was on schedule for the extended October half term break, after which the existing Primary building would be demolished.

57/16 2016-17 DRAFT SCHOOL DEVELOPMENT PLAN (SDP)

The 2016-17 SDP had been circulated with the agenda. In her report the HT had explained that the SDP and SEF had been worked on together with the new school effectiveness adviser. The format had also been re-styled, e.g. by colour-coding (traffic light) evaluation of progress, but it was an early draft, and she invited input from Governors, particularly regarding:

1. Input / comment on SDP objectives
2. Volunteers to be named Governors monitoring specific aspects of the SDP
3. The last objective, which dealt with governance and how the GB was to provide strategic direction, support and challenge to the leadership. This could be the basis of a "Governor Action Plan".

It was felt that, while the current system for linking Governors to subject areas was beneficial where Governors had particular knowledge or expertise, more effective monitoring was needed of current priorities like Maths and English, other subjects needing greater attention, and strategic issues such as the quality of teaching and learning. It was also suggested links between Governors and Houses might be worth considering.

In addition several Governors felt that they should be better known by staff and parents

e.g. via a “Meet the Governor” section in the newsletter, photos and profiles in different places throughout the school.

Holding “surgery” sessions was suggested, possibly combined with an opportunity to meet staff and PTA members, and attending meetings of the Communications working party. It was also acknowledged that effective challenge depended on detailed knowledge of the school, and Governors needed to undertake more training and attend staff training, e.g. on use of data.

Action

It was agreed to adopt the following objectives for Governors in the SDP:

1. To become better known to staff and parents
2. To review Governor links for the September GB
3. To undertake at least 2 training sessions per Governor

58/16 STAFF SURVEYS

2 surveys of staff views had been circulated with the agenda. The following points were raised in discussion:

What proportion of staff responded?

About 50% of staff (111) responded

Were the survey questions from an official source?

The survey in bar chart form was drawn up by the Health & Safety Executive, that in pie chart form by OFSTED

Would staff comments be followed up?

All comments were anonymous but would be reviewed to see if there was any correlation with different job types, and whether / what action might be relevant. Some comments needed to be unpicked, for example whether any inconsistency in approach to behaviour was due to procedures or their application by individual staff, or what was meant by inadequate support.

11% of staff disagreed they knew what the school was trying to achieve, did this mean SDP objectives should be better publicized?

New staff were briefed about school priorities and middle leaders could talk about them so staff should generally be knowledgeable, although some very part-time staff might be less so. It indicated that further consideration needed to be given to how the SDP is dealt with this year.

Why did a significant proportion of staff disagree that policies were applied consistently?

There could be a number of reasons. For example if some staff were not completing registers as required at every lesson, this might be seen by other colleagues either just as a fault of these staff or because leaders were not following up policy and procedure consistently. Still others might be taking issue with the boundaries within policies. However, there was room for improvement.

59/16 GOVERNOR CODE OF CONDUCT

The National Association of Governors’ Code of Conduct had been circulated with the agenda. It was agreed to adopt this code, unanimously

60/16 SOUTH AREA PARTNERSHIP COLLABORATION, SECONDARY CHALLENGE AND SCHOOL EFFECTIVENESS ADVISER

- 1 *Teaching School: request for Governor to join Board of Davies Lane collaboration*

The HT invited Governors interested in joining the Board of this local partnership / collaboration to contact her.

Governors were reminded that Davies Lane was a school with teaching status authorized to assist partners like Buxton in school-to-school improvement.

**All Governors
Action**

2 Secondary Challenge feedback

The HT reported that there had been very positive feedback at the recent annual general meeting. Among the issues the Secondary Challenge was or would be addressing were: focus on improving the more able students and disadvantaged groups such as Black Caribbean; governance; SEN, post 16 initiatives; exam revision; quality assurance reviews in conjunction with schools in Devon, County Durham, and Hounslow to provide “mock” OFSTED reviews and sharing of best practice; and local Raise-on-line type analysis to provide earlier predicted and actual figures in September.

3 Primary Challenge / Goodmayes School

The collaboration with Goodmayes school in Redbridge was being developed to extend the challenge initiatives to Primary phase.

4 Collaboration Working Party feedback

The Chair reported that the Working Party had met as planned on 7th June at 6 pm, and had been attended by most of those Governors present at this meeting, including a Parent Governor. It was agreed to explore the Learning Partnership and other options further and to make a visit to 2 schools from Partnership Learning on 12th July, for which minibus transport had been arranged to leave at 9 a.m.

The Chair and HT also reported that LB of Waltham Forest had established a collaborative board comprising Chairs of Governors and a Secondary Heads Group to assess interest in working together and setting up a Learning Trust – which could possibly be a MAT - by October.

61/16 GOVERNOR FEEDBACK

Governor Medwynter reported that she had attended training in May entitled “making informed choices” and Governor Wilkins had attended a drama performance in Y11.

62/16 ANY OTHER BUSINESS

1 Self Evaluation Form (SEF)

It was agreed to re-circulate the SEF to all Governors

Clerk

2 Governor presence at Primary Presentation day

The HT asked for Governor representation at this event during the day of 14th July, with the Year 6 drama performance in the evening. The Chair volunteered to assist with the presentation as he would also be attending the Trust Board meeting later on. The Clerk was requested to email the times of events to all Governors.

Chair

Clerk

3 Staff Exit interviews

The HT also invited Governors to join in planned exit interviews which had been offered to staff leaving Buxton, the purpose being to discover what reasons or patterns (if any) were associated with these moves. These were also likely to take place on the 14th July.

**All
Governors**

4 Trust Board membership

It was noted that Governor Gascoine had joined the Trust Board.

There being no further business the meeting was closed at 20.20