



AUTUMN TERM 2018

MINUTES of the meeting of the Governors of Sir William Ramsay School held at the School on 16 October 2018 at 19.00

- PRESENT:**
- | | |
|--------------------|-----------------------|
| Mr C. Brown (CB) | Mr K. Hughes (KH) |
| Mr S. Carter (SC) | Ms J. Irwin (JI) |
| Mr N. Cole (NC) | Mrs C. McLintock (CM) |
| Mr P. Fleming (PF) | Prof B. Mogford (BM) |
| Mr K. Frost (KF) | Mr M. Spooner (MS) |
- IN ATTENDANCE:** Ms E. Walker (EW) Clerk
- ABSENT:** Rev M. Meardon (MM) Apologies for absence received and accepted

NB. Governors' questions and challenge are highlighted in *italics* throughout these minutes.

		ACTION
1	ANNUAL APPOINTMENTS	
1.1	APPOINTMENT OF CHAIR In accordance with the Governing Body's Standing Orders, Prof Mogford was appointed as Chair of Governors for a term of one year.	
1.2	APPOINTMENT OF VICE-CHAIR In accordance with the Governing Body's Standing Orders, Mr Fleming was appointed as Vice-Chair of Governors for a term of one year.	
2	GOVERNOR APPOINTMENTS/RESIGNATIONS Following an analysis of the skills of existing members, governors felt that they could benefit from the addition of a governor with marketing experience. The non-teaching staff governor position remains vacant. It was agreed that <ul style="list-style-type: none"> • governors would try to find someone to add marketing expertise to the governing body. • The staff governor position would be promoted from within school again and Mr Hughes would raise as part of a staff briefing session. 	All governors KH/CM/Clerk

3 NOTIFICATION OF ANY OTHER BUSINESS

There was no other business notified.

4 DECLARATIONS OF INTEREST

There were no interests declared in relation to items on this agenda. Standing declarations are as outlined on the School Website.

Governors completed the annual declaration of pecuniary, business and personal interests and handed to the clerk for filing in school and inclusion on the website.

Clerk

5 MONITORING OFFICER REPORTS

Governors were reminded that the Monitoring Officer (Mr Ralph Batten) had visited four times and produced reports from each of these visits which are hosted on GovernorHub.

Mrs McLintock stated that Mr Batten had been asked to look at the school's Action Plan and his observations now form valuable external verification for governors.

Mrs Irwin reported that during his last visit, Mr Batten had spoken to her. He had been very supportive of the Action Plan and deemed the actions to be relevant. He stated that governors need to monitor progress on the Action Plan to ensure all improvements are embedded and support the school in its move towards improvement. He reiterated the need to set targets that are stretching and to be able to evidence the impact of changes.

Mr Cole reported that he had also spoken to Mr Batten. Mr Batten had concluded from his visits that governors are holding the school to account. Mr Batten had been very supportive of the school's approaches in seeking to improve the progress made by Pupil Premium governors but acknowledged that this remains an issue for which there is further work to be done.

Prof Mogford reported that Mr Batten would be visiting school later in the week to discuss data management. This would be part of his work with the school in preparation for Ofsted.

A governor asked if the Review of Pastoral Services by Aspire was available to be shared with governors yet?

ACTION: It was agreed to defer this to the next meeting.

**CM
FGB agenda**

Mr Spooner arrived at 19.12

6 HEADTEACHER'S PRESENTATION TO STAFF AT THE BEGINNING OF TERM

Mrs McLintock shared the presentation that she had given to staff on the first day of term as attached to these minutes. She highlighted the following:

Site update – there had been problems with the roofing contractors. The new site manager has settled in well and is already proving to be a great asset.

Café Ramsay – due to competition the café is losing school meal contracts with some of the primary schools. This is because there are simpler options available for schools to use now and has nothing to do with the quality of the food from Café Ramsay. An advert has been placed again for a Head Chef.

ICT – There have been essential updates to Windows 10 over the summer, servers have been upgraded and laptops refreshed to improve their speed.

Staffing – as per presentation. Quality of Teaching will improve with fewer agency and temporary staff in post now. More LSAs are required due the increased number of ENCP students. Another school is helping to write the Schemes of Work for Business Studies and ICT due to a key member of staff having confirmed her intention to leave at Christmas.

The cost to the school of implementing the recommended pay rise has been estimated but details of the pay grant from the DfE is awaited. There will be a shortfall which will need to be met from contingencies.

Has any detail been received yet about pensions?

The detail has yet to be confirmed but the employer's contribution could increase up to 7%.

Exam Results

The link to the performance data is <https://www.compare-school-performance.service.gov.uk/schools>

The progress 8 score for SWR is rated as above average and places the school approximately in the top 25% of schools in Buckinghamshire and demonstrates an upward trend for the school.

A governor asked how this good news would be published to parents and in the local community.

It was explained that the link would be included in the newsletter and had been explained to the new potential intake for 2019 at the open evenings.

Whilst the progress scores are encouraging there are some key issues to address:

- Disparity between the progress made by boys and girls,
- The disparity in the progress of Pupil Premium and Non-Pupil Premium students

It is pleasing that the progress of middle ability students is very good.

As a result, the elements for strategic focus this year will be:

- To improve the performance of boys in English and literacy and consultancy support has been bought in for this purpose.
- Progress in maths for upper ability boys and girls and Pupil Premium students.
- Progress of the more able in Science.
- Interclass variation focus for Geography. Beaconsfield Upper School are providing support for this focus.
- History progress score are good, but the results are too polarized currently.
- Languages – the issue is with boys not opting to take a language and not performing as well as girls when they do.
- More able pupils at post 16
- Improving attendance, particularly of Pupil Premium students.

The information relating to post 16 provision has yet to be published.

The chair explained that it was important for governors to question whether the data they receive is meaningful, whether they understand it and whether and how they question it. He was pleased to see that progress is being made by students but there are still some stubborn issues remaining that governors are aware of.

Homework - The focus with homework continues and the next stage of the focus will be ensuring that staff and students

understand the purpose of the homework that they are set. This is a topic for discussion by the Curriculum Committee.

Attendance – some of the school’s approach has changed. Letters are sent to parents alerting them if their child’s attendance is below the school average and those with attendance below 90% are advised that their attendance will be monitored for 5 weeks. The next stage is to refer to parent contract meetings which now happens earlier than was previously the case as the PCM is reviewed after 3 weeks rather than 5 as previously.

Currently there are approximately 30-40 students in each year group who have attendance below 93% (the school’s average) and a whole-school approach is required to improve attendance. Staff now ask pupils about the reason for their absence and their responses are being recorded on SIMs.

A governor asked if there were common themes in terms of reason for absence?

It was explained that it is individual for each child.

Last term we tried hard to connect more with parents and carers. Has this improved?

Yes, this has been largely positive although some parents objected to the letter they had been sent about their child’s attendance.

Can you correlate attendance with attainment in exams?

Mrs McLintock explained that there is a direct relationship and this had been shared with parents at the recent information sessions. In terms of last year’s Year 11, 99% of the students attaining 5+ GCSEs including Maths and English had an attendance rate of above 90% since Year 7.

A governor asked what other measures could be trialled – for example collecting persistent non-attendeers from home.

This is possible in extreme cases although it is resource heavy in terms of time and staff. However, efforts to incentivise good attendance are being introduced after half-term with a prize for a member of each tutor group with good attendance every two weeks.

Behaviour – is also an issue with a whole school focus. Staff have heightened their expectations of the students and most of the students are adapting to working to this level. However, some students are not responding well to the higher expectations being placed on them and this is being reflected in their poor behaviour.

Staff are making good use of the Behavioural consultant and she has a waiting list of teachers wishing to speak to her.

SEND – there are more children with SENDs and now 40 children have EHCPs.

The 6th form leadership programme has started and will be monitored.

Involvement by pupils in **Make a Difference Campaigns** in raising money for charities of the students' choice is proving successful.

The **MIND Workplace** well-being questionnaire is about to be launched for staff to complete.

Communication with Parents and Carers – The parent counsel commented at their recent meeting that parents had really appreciated attendance by governors at the recent parents' evenings. They had found the presentation to be very useful also.

Mr Spooner reported that his interactions with other governors at BLT training recently had proven that this governing body is more progressive and parent facing than many others.

Ofsted – a visit is expected at any time and governors needed to be aware that staff are under a lot of pressure.

A governor asked what support is available for staff in preparation for Ofsted?

Any staff that meet with the Ofsted inspectors are briefed beforehand. They also receive support from the school's monitoring officer – Mr Batten.

The key themes for the draft School Action Plan from January 19 to December 19 were shared with governors as in the presentation.

FGB agenda

It was noted that Chris Carter will be making a presentation to governors at the next meeting on Attitudes to Learning.

7 MINUTES AND MATTERS ARISING

7.1 MINUTES

The Minutes of the meeting held on 5 July 2018, having been circulated, were confirmed and signed by the Chair as a true and

<p>accurate record and would be made available for inspection in the School.</p>	<p>ACTION</p>
<p>7.2 MATTERS ARISING FROM THE MINUTES</p>	
<p>7.2.1 ATTENDANCE (Minute No. 4.2) It was noted that this had been covered earlier in the meeting (Minute No. 6 above refers).</p>	<p>CM FGB agenda</p>
<p>7.2.2 ATTENDANCE AT PARENTS' EVENINGS (Minute No. 7.1) It was pleasing that the feedback from parents in relation to attendance by governors at the recent round of parents' evenings had been very positive. In addition to giving a short presentation to parents (Mr Fleming was thanked for providing the presentation) the evenings provided an opportunity for governors to mingle with the parents informally.</p>	
<p>Due to this success it was agreed to schedule attendance by governors at the next round of parent evenings.</p>	
<p>ACTION: Mrs McLintock to supply the dates for the Clerk to circulate to governors.</p>	<p>CM Clerk</p>
<p>8 MEMBERSHIP OF COMMITTEES AND WORKING GROUPS The membership of committees was agreed as on the attached grid.</p>	
<p>9 LINK GOVERNOR APPOINTMENTS The link roles of governors were agreed as on the attached grid.</p>	
<p>The Clerk agreed to contact Rev Meardon to ascertain whether he would be prepared to take on the role of Equalities Governor, being that it is aligned to his existing Action Plan monitoring role.</p>	<p>Clerk</p>
<p>Mrs McLintock agreed to ensure that someone in school has oversight of Equalities matters.</p>	<p>CM</p>
<p>It was agreed that Mr Stuart Carter would take on a monitoring role for ICT. He would report into the Finance, Premises, Health and Safety Committee.</p>	<p>SC</p>
<p>Governors felt that they would benefit from having a governor with marketing expertise (see also Minute No. 2 above).</p>	
<p>10 UPDATED SEF Governors noted the updated SEF as published on GovernorHub.</p>	

Mrs McLintock explained that the SEF had been updated with the latest student data. It links with the current and new Action Plans.

11 DRAFT OBJECTIVES FOR THE SCHOOL ACTION PLAN FROM JANUARY 2019

This item is covered in Minute No. 6 above.

12 GOVERNANCE MATTERS – ANNUAL REVIEWS

12.1 STANDING ORDERS

The Standing Orders for 2018 were noted and agreed.

12.2 COLLABORATIONS WITH OTHER GOVERNING BODIES

It was agreed to continue the governing body's collaboration with the governing body of Holmer Green Senior School.

12.3 SCHEME OF DELEGATION

The Scheme of Delegation, as reviewed by the Business Manager, was noted.

ACTION: It was agreed to refer further consideration of this document to the Finance, Premises, Health and Safety Committee.

Clerk
FPH&S agenda

12.4 REVIEW OF GOVERNOR ALLOWANCES SCHEME AND NEW RATES PAYABLE

The Governor allowances scheme was reviewed and approved.

12.5 CODE OF CONDUCT

The Code of Conduct for governors was reviewed and approved.

12.6 TERMS OF REFERENCE

The draft Terms of Reference for each of the committees were reviewed and approved.

13 REPORT FROM DEVELOPMENT GOVERNOR

Governors were reminded that training is to be organised on safeguarding updates and the role of governors in permanent exclusions.

It was agreed that a Saturday morning session (9.00 a.m. start) would probably be preferable. Mrs McLintock would seek some possible dates from Chris Carter and then circulate to governors.

CM

ACTION

Governors were reminded that they had access to BLT Governor training and also the NGA's Learning Link.

Mr Spooner reported that he had attended training on Effective Governor visits.

Whilst the course content had been weak the engagement with other governors on the topic had been very useful.

It was noted that the Governing Body needed to undertake a self-review and a starting point would be to complete the health check available on GovernorHub.

ACTION: It was agreed that all governors would complete the health check, the results of which would be considered at the next FGB meeting.

All governors
FGB agenda

14 REPORT FROM SAFEGUARDING GOVERNOR

Mr Brown, Safeguarding Governor reported the following:

Single Central Record – during a recent visit this had been checked and was correct although an anomaly had been noted relating to staff from overseas. These staff will now have information about the police checks they have been subject to recorded as these are different for each country.

Safeguarding Audit –

- this had highlighted that some staff feel uncomfortable dealing with safeguarding matters that have cultural roots. Chris Carter has now covered this in recent training and reinforced that safeguarding concerns are paramount and should be prioritised above all other matters.
- this had confirmed that staff are familiar and confident with the safeguarding reporting systems in place.
- In terms of training, 98% of staff have confirmed that they had read Part 1 of Keeping Children Safe in Education.
- Mr Brown highlighted the key changes to governors of this edition of KCSIE.

ACTION: Governors were asked to confirm by reply on GovernorHub that they too had read Part 1 of the document KCSIE.

- In terms of safeguarding, everything is in place although the sophistication and usefulness of the school's reporting arrangements are being improved. The database in use for safeguarding matters is too new to be able to draw data comparisons. However, in a year's time this will give the

All governors

ACTION

school invaluable data to help identify rolling trends and help with its monitoring and reporting obligations.

- There has been a slight increase in the number of safeguarding cases.

Annual Safeguarding – this was submitted to the LA by their deadline. Having reviewed the Annual Safeguarding Report, a governor queried whether the policies should record when they were last updated and reviewed. (Anti-Bullying is on the agenda for the forthcoming meeting of the Curriculum Committee).

Safer Recruitment – Mr Fleming is currently the only non-staff governor who has been trained in safer recruitment. Mr Fleming felt that his training needed to be refreshed also.

CM/Clerk

ACTION: It was agreed to circulate the link to the NSPCC Safer Recruitment e-learning for governors to complete.

Mr Brown was thanked for his comprehensive report.

14.1 ANNUAL SAFEGUARDING REPORT

This had been covered in Minute No. 14 above.

14.2 REVISED KEEPING CHILDREN SAFE IN EDUCATION GUIDANCE AND WORKING TOGETHER TO SAFEGUARD CHILDREN

This had been covered in Minute No. 14 above.

15 OTHER MATTERS

15.1 LETTER FROM EFSA TO SWR

Governors noted the content of the letter from the EFSA regarding probity in using public funds.

15.2 CHARGING FOR SCHOOL ACTIVITIES

It was explained that the Business Manager is reviewing the school's charging policy in the light of the new DFE guidance.

15.3 GENDER SEPARATION IN MIXED SCHOOLS

It was noted that SWRS complies with legislation in relation to the separation of genders in schools.

15.4 EQUALITY, DIVERSITY AND COMMUNITY COHESION GUIDANCE

It was agreed to approve the Equalities Policy 2018 and to refer the Equalities Guidance to Rev Meardon once he has confirmed that he is happy to take on the role of Equalities Governor.

Clerk

	ACTION
<p>15.5 STATUTORY INFORMATION ON WEBSITE Governors were reminded of the need to ensure that the website is compliant with current requirements.</p> <p>It was agreed that Mr Stuart Carter would take on the role of governor with responsibility for statutory compliance in terms of the website and GDPR.</p>	SC
<p>16 POLICY REVIEWS AND APPROVALS Following review, it was agreed to adopt the Admissions Policy for 2020.</p>	
<p>17 DATES AND TIMES OF FUTURE MEETINGS Dates of meetings would be as per the published schedule of meetings, the next meeting of the FGB being 11 December 2018.</p>	Clerk
<p>18 ANY OTHER BUSINESS There was no other business raised.</p>	
<p>19 EVALUATION OF MEETING Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Body would have access to these minutes.</p> <p>The impact of governors' deliberations at this meeting, is summarised as follows:</p> <p><u>Outcomes for Pupils</u></p> <ul style="list-style-type: none"> • Review of reports from the school's monitoring officer and external endorsement of progress towards meeting Action Plan objectives • Initial analysis of KS4 exam results and identification of key themes to impact on the Action Plan. • Learning about changes in school procedure for dealing with attendance and behaviour problems with a view to monitoring the impact of these changes at future meetings. <p><u>Compliance</u></p> <ul style="list-style-type: none"> • review and completion of declarations of pecuniary interest forms • terms of reference for committees agreed. • Policies reviewed and approved • Governance procedural documents all reviewed and approved. 	

ACTION

- Safeguarding audit confirms that staff are now confident dealing with safeguarding matters and procedures are in place.

Governing Body effectiveness

- Appointment of Chair and Vice-Chair and strategies agreed to recruit to vacant positions.
- Review and appointment of governors to committees and for specific roles.
- Safeguarding and exclusions training is being organized for governors.
- Governors to undertake a Health check to be discussed at the next meeting.

The meeting closed at 21.05

Signed Date

CHAIRMAN

**GOVERNING BODY OF SIR WILLIAM RAMSAY SCHOOL
MEMBERSHIP OF COMMITTEES AND GOVERNOR ROLES 2018/2019**

Governors	Governor Roles	Finance, Premises, Health, and Safety	Curriculum	Personnel	Pay Review	Staffing Initial Committees & Complaints#	Staffing Appeals Committees#	Pupil Discipline Committee#	HT Performance Management
Mr Cliff Brown	Safeguarding and SEND		X			X	X	X	
Mr Stuart Carter	Action Plan Objective 4, GDPR/ Website Compliance & ICT	X		CHAIR	CHAIR	X	X	X	X
Mr Nigel Cole	Action Plan Objective 2	CHAIR				X	X	X	
Mr Paul Fleming	Vice-Chair, Development		X	X	X	X	X	X	
Mr Kim Frost		X		X		X	X	X	
Mr Kieran Hughes			X						
Mrs Julie Irwin	Action Plan Objective 3		X			X	X	X	
Mrs Christine McLintock (Headteacher)		X	X	X					
Rev Mark Meardon	Action Plan Objective 1, Equalities		CHAIR	X	X	X	X	X	X
Prof Bryan Mogford	Chair	X	X	X		X	X	X	
Mr Matt Spooner	Health & Safety	X				X	X	X	

three of any of the governors indicated in accordance with terms of reference
Reviewed October 2018