



AUTUMN TERM 2019

MINUTES of the meeting of the Full Governing Body held at Sir William Ramsay School on 10 December 2019 at 18.55

- PRESENT:**
- | | |
|----------------------|-------------------------------------|
| Mrs K. Anderson (KA) | Mr K. Frost (KF) (Chair) |
| Mr C. Brown (CB) | Mr K. Hughes (KH) |
| Mr S Carter (SC) | Mrs J. Irwin (JI) |
| Mr N. Cole (NC) | Mrs C. McLintock (CM) (Headteacher) |
| Mr P. Fleming (PF) | Mr M. Spooner (MS) |
- IN ATTENDANCE:**
- | | |
|-------------------|--|
| Mr C. Carter | Deputy Headteacher (item 4) |
| Louis Dymott | Yr 11 Student, Anti-Bullying Ambassador (item 4) |
| Ms E. Walker (EW) | Clerk |
- ABSENT:**
- | | |
|-------------------|--------------------|
| Mr N. Massey (NM) | Apologies received |
|-------------------|--------------------|

NB. Governors' questions are highlighted in *italics* throughout these minutes. Governors agreed to take items out of sequence to allow Louis Dymott and Mr Chris Carter to leave the meeting following their presentations.

1 WELCOME, INTRODUCTIONS, APOLOGIES AND ANY OTHER BUSINESS

The Chair welcomed Mrs Anderson, newly elected Parent Governor, to her first governing body meeting. Apologies are as recorded above.

The following item of Other Business was notified:

- A confidential staffing matter

2 DECLARATIONS OF INTEREST

There were no interests declared in relation to items on this agenda. Mrs McLintock and Mr Hughes would withdraw from the meeting for the confidential staffing matter.

3 APPOINTMENTS AND RESIGNATIONS

The following information was noted:

Parent Governor

Mrs Anderson elected with effect from 11 November 2019

Staff Governor (Non-Teaching)

No applicants received

ACTION

All Governors

Appointed Governors

Mr Massey was appointed by Members at the AGM, subject to the Clerk checking that he is still interested in being a governor at SWR and subject to the normal clearance procedures.

Clerk

4 ANTI-BULLYING UPDATE

The Chair welcomed Louis Dymott, Anti-Bullying Student Ambassador, and Mr Chris Carter to the meeting.

Louis Dymott explained that he had been trained along with other Anti-Bullying Ambassadors as part of the Diana Awards project. He highlighted the recent work of the Ambassadors as follows:

- They have been busy promoting Anti-Bullying week and have created a school-wide charter which staff and students have been asked to commit to. He asked that governors consider signing up to this commitment also. A poster competition had also been organised.
- They had given a presentation to members of the Senior Leadership Team which had been very powerful. They had also participated in an assembly at Manor Farm School which had focused on verbal bullying and been very well-received.
- They had also run training for members of the SLT and Pastoral Managers on aspects of social media to increase their awareness of some of the latest developments.
- Part of the role of the ambassadors is to be a first point of contact for other students. A student had recently taken advantage of this offer and had been reassured and signposted to support from elsewhere. It is hoped to develop this service further to enable more students to take advantage of the support on offer to them.

How does this work link with safeguarding?

Mr Chris Carter explained that the Student Ambassadors are fully aware that it is not appropriate for them to take on board another student's concerns without support. They also understand that they cannot promise not to share information with staff to ensure that the support given is escalated if appropriate.

How do you help the ambassadors to support other students?

Mr Chris Carter explained that he meets with the Ambassadors on a regular basis to offer his support. It is hoped to extend this support into the sixth form as student progress from Year 11 into the sixth form. There will be further training organised and it is intended to promote SWR as a venue for this training in future.

ACTION

Mr Carter commended Louis on the manner and delivery of his presentation to the SLT, to students, to Manor Farm School and now to the Governors.

Governors thanked Louis Dymott for attending the governors' meeting and for updating them about the work of the Student Ambassadors. They looked forward to being kept up-to-date about anti-bullying initiatives. They thanked Mr Chris Carter for supporting this work also.

Governors confirmed that they would be happy to commit to the Anti-Bullying charter and would sign and return it to school.

Clerk

Louis Dymott and Mr Chris Carter left the meeting.

Core Function1: Ensuring clarity of vision, ethos and strategic direction

5 STRATEGIC PLAN/VISION

The Chair reported that, having reflected recently, he wished to recommend some changes in practice to ensure that governors are working more strategically and effectively with less reliance on the Headteacher. He suggested that chairs of committees need to take ownership of their meeting agendas and play a greater part in driving school improvement. The Chair suggested that one way to progress this was for the committee chairs, chair and vice-chair to meet as a working group from time to time and feed back to the full governing body.

Mr Fleming reminded governors that one of the outcomes from the Review of Governance was to build resilience across the governing body, spread the load and not over-rely on individual governors. The efforts being undertaken to recruit additional governors will help towards this.

Governors discussed the proposals from the Chair and Vice-Chair and agreed to endorse them and proceed as outlined above.

Chairs and Vice-Chair

The Chair reported also that a new-style agenda was being trialled tonight which had been recommended to the Clerk by a National Leader in Governance from another local authority. The aim of the new agenda is to focus governors on school priorities alongside the core functions of the Governing Body and to tie key themes together. It's effectiveness would be reviewed.

**Summer term
FGB**

6 OFSTED TRAJECTORY AND SEF

CM explained that SLT have been working on the SEF and OFSTED trajectory. She shared the big chart onto which the school's current position in relation to the new framework has been plotted, cross-referenced with the Action Plan. The SLT are looking at this termly to track progress against the current position and this will be referred to the full governing body on a termly basis also to monitor progress.

FGB agenda

Governors noted the Headteacher's statement, as endorsed by Ralph Batten, that SWR is on the cusp of being recognised as a 'good' school. Some actions need to be fully embedded and there needs to be greater consistency across the board – this is particularly evident in Middle Leadership.

SEF - The SEF is work in progress. A representative cross-section of students are being asked, as part of the student voice, to contribute their observations about what it is like to be a student at SWR School. This information will be shared as part of the marketing activity.

Action Plan 2019 – This is being closed down through joint meetings with SLT and governors with any areas that have not yet been signed off, being transferred over to the Action Plan 2020 (see Minute No. 8 below). Mrs McLintock thanked governors for their role in monitoring the action plan.

The intentions have been limited to three for 2020. This will be a live document with progress reported and adjusted throughout the year. The plan is that Mrs McLintock will oversee all three Intentions and once a term the link governors will come into school and meet with the key people involved with their link Intention. This will give a broader, more joined up opportunity to monitor progress.

The overall vision and values links with all the Intentions.

Governors agreed to approve the Intentions, as outlined, for 2020.

Mrs McLintock explained that governors should be prepared for the date of the inspection to be brought forward as has been the case with a number of local schools due to the inadequacy of safeguarding and SEND provision in BCC.

In response to a question, Mrs McLintock stated that the school is looking at how the EBACC ambition might be interpreted at SWR.

Currently 20-25% of students at SWR are English as a Second Language (EAL) and they are mostly in years 7, 8 and 9.

Governors discussed how to link governors with the Intentions.

It was agreed:

- that two governors would be linked to each intention as follows:

Intention 1 -To ensure that the SWRS curriculum fulfils our values and prepares our students for their future lives.

Mr Cliff Brown

Mr Kim Frost

Intention 2 - To ensure our students are ambitious and make progress academically.

Mrs Julie Irwin

Mr Paul Fleming

Intention 3 - To ensure that the SWRS school community is resilient with an emphasis on addressing “the causes” and “not the symptoms”.

Mr Matt Spooner

Mr Stuart Carter

- monitoring meetings would be planned and circulated in advance.
- the Curriculum Committee would continue to receive presentations and reports from Middle Leaders to keep abreast of subject developments and progress.

It was noted that Ralph Batten would be visiting to make a presentation to governors about Ofsted expectations.

7 POLICIES

Mr Cole reported that the Financial Procedures Manual had been discussed and reviewed by the Finance, Premises, Health and Safety Committee. The changes in this edition relate to aligning the procedures to the new SAGE finance system and the EFSA’s latest requirements as outlined in the Academies Financial Handbook.

It was agreed to approve the Financial Procedures Manual as recommended by the FPH&S Committee.

Core Function 2: Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance and management of staff

8 SDP – FEEDBACK FROM GOVERNOR LEADS

The following reports from governor leads were given, in addition to the reports from SLT (as filed on GovernorHub):

Objective 1 To ensure that boys make at least good progress in English Language and Literature (Mr Stuart Carter, Governor Lead)

- The Progress gender gap in summer 2019 GCSE was larger than the national average and as a result, boys in English will still need to be a focus in the new Action Plan.
- All Schemes of Work have been reviewed ready for Sept 19 and oracy has been written into the schemes rather than being separate competitions in line with pupil voice feedback.
- There needs to be improved stability in English staffing and time for the new strategies to embed and be monitored.

Objective 2 To improve the literacy of boys across the school (Mr Kim Frost, Governor Lead)

This objective is impacted by the increasing number of pupils who arrive at SWR and are not 'secondary ready'. In English this equated to 40 students in September 2019 and it is also a significant challenge for the Maths department.

Does the school not know this until the pupils arrive in Year 7?

It was confirmed that this is unknown until they start at SWR.

Does the school observe patterns in this respect with particular feeder schools and subjects?

Mrs McIntock stated that there are patterns but this is not easy to identify as SWR admits children from more than 15 schools. When approached, the primary schools have been quite surprised but in reality, this could be just 2 or 3 out of their cohorts of 30 students.

In terms of the interventions with year 7 students, how are they doing now that some of them are in years 8 and 9?

It was explained that if their progress is not significant enough, some of them continue with Catch Up interventions into Year 8.

Is the % of pupils who are not secondary ready on arrival higher here than for other local school.

It was confirmed that this is the case.

Objective 3 To ensure that all students make at least good progress in Geography (Mr Cliff Brown, Governor Lead).

- Exam results are below the national average but there has been an increase in the number of students gaining grades 7-9.
- Attitudes to learning are improving and revision sessions are helping.
- The impact of the Side to Side Project support from Beaconsfield High School is improving the confidence of the Departmental head and subject teachers.

Objective 4 To ensure that the more able students are challenged in the classrooms (Mrs Julie Irwin, Governor Lead).

- Actions and processes are in place but need to be embedded.
- Consistency needs to be across the board as well as continuing to build sustainability and empower Middle Leaders.

Objective 5 To improve out of lesson behaviours (Mr Cliff Brown, Governor Lead)

- There has been a marked improvement in out of lesson behaviours and the visible presence of staff, engaging with one another is having a positive impact.
- The system of rewarding Ramsay Respect Tokens is working well and this incentive has been refreshed to ensure it remains effective.
- There have been a lot less incidents of concern with regard to out of lesson behaviours recorded.
- The pupil voice is that the school feels calmer and they feel reassured by the presence of staff in case they have a problem to report.
- The school has a small minority of very challenging students due to their particular needs and staff work hard to find ways to support them.
- Incidents of vandalism and fire alarm deactivation have dramatically reduced as witnessed and monitored by the Health and Safety Governor, Mr Spooner.

A governor asked Mr Hughes whether he had noticed a difference with regard to out of lesson behaviours?

Mr Hughes stated that, in his view, behaviour is better in the classroom than in the corridor and that poor behaviour is still noted, but less frequently than before, in the canteen. The

reduced lunchbreak has made a positive difference as has the opening up of classrooms in times when the field is out of action because of poor weather.

ACTION: It was agreed that the positive outcomes of reducing the lunchtime should be reported back to parents in a future edition of the newsletter.

Objective 6 To develop a Post-16 strategy that secures provision and ensures viability (Mr Nigel Cole, Governor Lead)

This matter is contained in the part II confidential minutes.

9 MONITORING OFFICER REPORTS

Governors confirmed that they had noted the reports received from the Monitoring Officer, Mr Ralph Batten.

What will be the focus for Mr Batten for this year?

Having commissioned Mr Batten to work with the school this year, the governing body will direct him to focus on particular areas. Mr Batten will undertake two visits/ term and will link his observations and evaluations to the Intentions and the impact of actions undertaken to date.

10 SEND UPDATE

Governors received and noted the report on GovernorHub from Mrs Wolfenden, SENCO. These reports now all follow the same format, linking back to previous reports, which makes it easier for governors to identify progress.

Mr Cliff Brown, SEND Governor, reported back from the SEND conference that he had attended recently involving representatives from a number of local authorities. It had been a great concern to hear about the widespread concern of the impact on schools of the poor SEND provision in Bucks. As a result, schools were having to fill the gaps. This was not an issue voiced by those delegates who were governors and staff in schools in other counties.

Mr Brown reported that the last Ofsted inspection had criticised the silo approach in dealing with children. Now systems are joined up and there is more effective cross-referencing of records.

Can multiple people access the data in school?

It was confirmed that all staff have access to SIMs but the safeguarding data is restricted to key staff to ensure confidentiality. All staff know how to raise safeguarding concerns

ACTION

and use CPOMS and key personnel work together to create a team around the child.

Mr Brown confirmed that he had witnessed a great improvement in systems and he ensured that he visited school regularly to receive updates and reports. SEND is now dealt with much more pro-actively in school.

Mr Brown said that he had been given an audit tool for SEND at the conference which he would share with Mrs Wolfenden.

11 SAFEGUARDING

Mr Cliff Brown, Safeguarding Governor, reported that the Safeguarding Review had commenced on 14 November 2019 and there were one of two matters to be discussed before it can be confirmed as an audit. The DSL organised a quick quiz for staff to confirm their knowledge of safeguarding matters and school procedures. My Concern is running well. Mr Brown reported that he was going to request monthly reports and updates so that he can look at trends and note whether anything appears out of kilter with expectations. The letter from all Bucks Secondary Heads regarding safeguarding matters has been circulated to all parents and shared with Governors via GovernorHub.

Mr Kieran Hughes agreed to approach Ms Holding to ask whether it might be possible to re-run the training on drugs education that had been organised for staff previously as a refresher for some and new information for others.

KH

In response to a question, the Clerk agreed to check on GovernorHub whether all governors have declared that they have read the 2019 edition of Keeping Children Safe in Education and notify Mr Brown.

**All Governors
Clerk**

12 ALL OTHER CURRENT KEY INFORMATION

Governors noted the information in the Headteacher's report.

Mrs McLintock explained the additional support that SWR is entitled to, as outlined to her by a National Leader in Education (NLE), due to having received two consecutive RI judgements from Ofsted. She explained that in terms of effectiveness, her preference is for training for staff within the classroom but the training providers on offer do not offer this option normally.

Mrs McLintock explained that she was in the process of commissioning, through the NLE, reviews of Safeguarding and

SEND and would report back. Given that these are two weak areas within Bucks, we want to be proactive and have audits led by people from outside Bucks.

She had discussed finance and Governance with the NLE and he had been impressed with the evidence seen.

The focus for support has been identified as – Maths, Safeguarding, SEND, Senior and Middle Leadership.

13 CURRICULUM

Mrs Irwin reported that the meeting of the Curriculum Committee had been postponed until 16 December owing to sickness. She would report back to the next FGB meeting.

JJ

14 PERSONNEL

The Minutes of the meeting of the Personnel Committee held on 12 November 2019 were noted.

Governors were pleased to note the increased stability in the staffing and that the school is fully staffed except for English.

15 APPRAISAL AND PAY UPDATE

The Non-Confidential minutes of the meeting of the Personnel Committee held on 12 November 2019 were noted. Mr Stuart Carter reported that all pay recommendations had been considered and staff were in the process of being notified of the outcomes.

16 RISK REGISTER

Mr Cole reported that the Risk Register had been scrutinised by the FPH&S committee at its recent meeting. The committee had requested that some of the timelines should be more specific.

Governors noted the content of the Risk Register and the fact that the EFSA has suggested that the risk register is referred to the FGB on a regular basis.

Core Function 3: Overseeing the financial performance of the school and making sure its money is well spent

17 FINANCE

The Minutes of the meeting of the Finance, Premises, Health and Safety Committee held on 12 November 2019 were noted.

Mr Nigel Cole stated that the Committee had discussed how to operate more effectively and give sufficient time for discussion of all matters within its remit. An approach had been agreed whereby future termly meetings will have key areas of focus with ancillary discussions as outlined in the report that was presented.

The remainder of the meeting had focused on the presentation of the accounts (see Minute No. 18 below).

18 APPROVAL OF ACCOUNTS FOR YEAR END 31.08.2019 AND RECEIPT OF MANAGEMENT LETTER

Mr Cole reported that MacIntyre Hudson, the School's Auditors, had attended the recent meeting of the Finance, Premises, Health and Safety Committee. The Committee had been very pleased to receive a clean audit report with no issues of regularity having been identified and no material internal control weaknesses. All issues from the previous year had been dealt with. The Committee had asked that their thanks be passed on to everyone involved – including Sue Gaunt, Hannah Dell and Mrs McLintock as Accounting Officer.

Mr Cole explained that while the Trust predicted a balanced budget, there had been a need to use some reserves. The claw back of funds had been less than expected from the EFSA (due to a sixth form funding issue) but this situation is being monitored.

The accounts had been recommended by the Committee for approval by the full governing body.

It was agreed to approve the statutory Accounts as presented.

19 MANAGEMENT ACCOUNTS

Governors received and noted the Management Accounts as circulated to them and presented to the recent meeting of the FPH&S committee.

20 RESPONSIBLE OFFICER REPORTS

Governors noted that the EFSA had stated that where the Responsible Officer is also the chair of any committee dealing with Finance, that the Responsible Officer reports need to be referred to the FGB. This would be the process going forward to evidence probity.

Board's organisational efficiency and effectiveness, fit for purpose		ACTION
21	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>The Minutes of the meeting held on 17 October 2019, having been circulated, were confirmed and signed by the Chair as a correct record and would be made available for inspection in School.</p>	
22	<p>MEMBERSHIP OF COMMITTEES AND GOVERNOR ROLES</p> <p>It was agreed to continue with the existing membership of committees with the addition of Mr Matt Spooner as a member of the Personnel Committee.</p> <p>Mrs Kelly Anderson was welcomed to attend any committee meeting with a view to deciding which committee she would like to join.</p>	<p>Clerk</p> <p>KA</p>
23	<p>TRAINING AND DEVELOPMENT</p> <p>Mr Fleming reminded governor to access training via the NGA's Learning Link and to update their training records on GovernorHub.</p>	All Governors
24	<p>STAKEHOLDER FEEDBACK</p> <p>Governors discussed how best to capture feedback from the student and parent voice.</p> <p>Governors agreed the following approach to ensure an effective way of obtaining bespoke feedback about the Intentions and other key focus areas:</p> <ul style="list-style-type: none"> • to talk to the students when making visits to school. A list of standard questions would be created which governors would always ask in order to obtain comparable information. • to engage and talk to parents at the parent consultation and future parent information evenings. • the Chair would draft a list of questions to ask and circulate for comment. 	<p>All governors</p> <p>All governors</p> <p>Chair</p>
25	<p>DATES AND TIMES OF FUTURE MEETINGS</p> <p>Dates of meetings would be as per the published schedule of meetings – the next one being on 31 March 2020.</p>	All governors to note

26 ANY OTHER BUSINESS

One matter was raised which relates to staffing and is contained in the Part III Restricted Confidential minutes.

Mrs McLintock and Mr Hughes left the meeting for this item.

The meeting closed at 21.17

Signed Date

CHAIRMAN