



## AUTUMN TERM 2019

**MINUTES** of the meeting of the Full Governing Body held at Sir William Ramsay School on 17 October 2019 at 18.30

<b>PRESENT:</b>	Mr C. Brown (CB) Mr S Carter (SC) Mr N. Cole (NC) Mr P. Fleming (PF)	Mr K. Frost (KF)(Chair) Mrs C. McLintock (CM)(Headteacher) Mr M. Meardon (MM) Mr M. Spooner (MS)
<b>IN ATTENDANCE:</b>	Mr N. Massey (NM) Ms E. Walker (EW)	Prospective Governor Clerk
<b>ABSENT:</b>	Mr K. Hughes (KH)	Apologies received

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

### 1 WELCOME AND APOLOGIES FOR ABSENCE

The Clerk welcomed everyone to the meeting. Apologies for absence were as listed above. Everyone present introduced themselves for Mr Massey's benefit.

#### 2.1 APPOINTMENT OF CHAIR

Mr Fleming reported that Professor Mogford had decided to retire from the governing body. He had been planning his retirement from governance for a little while and, as such this was not a total surprise.

Governors paid tribute to the significant contribution by Professor Mogford in uniting the Governing Body and moving the school forward.

Mrs McLintock stated that members of the SLT would be writing to Professor Mogford thanking him for his significant contributions.

The Clerk sought nominations from the Governing Body for the position of Chair.

In accordance with the Standing Orders, Mr Kim Frost was appointed Chair.

## ACTION

Mr Frost thanked governors for their confidence in him and stated that it was his objective to use governors' time as effectively as possible.

## **2.2 APPOINTMENT OF VICE-CHAIR**

In accordance with the Standing Orders, Mr Paul Fleming was appointed Vice-Chair.

## **3 NOTIFICATION OF ANY OTHER BUSINESS**

The following item of Any Other Business was notified:

- Approval of Catering Contract

Mr Cole reported that although the tendering process for the new catering contract had been rigorous and in accordance with procedures and tendering law, the Finance, Premises, Health and Safety Committee had not explicitly recorded in the minutes its approval of the contract being awarded to the preferred bidder – Aspens.

The Governing Body confirmed the decision to award the catering contract to Aspens.

In response to a question, Mrs McLintock confirmed that initial feedback is that the food is better than was the case with the previous contractor.

## **4 DECLARATIONS OF INTEREST**

There were no interests declared in relation to items on this agenda. The Clerk reminded governors of the annual need to review and declare their pecuniary and business interests and to inform the clerk of any changes for the website.

**All Governors**

## **5 GOVERNOR APOINTMENTS**

### **Parent Governor**

Mr Frost reported that regrettably, Rev Meardon's term of office was coming to an end on 22 October 2019. The Curriculum Committee meeting on 22 October would be his last meeting.

The possibility of Rev Meardon and Prof Mogford resigning as Trustees but remaining as Members was being explored.

Governors thanked Rev Meardon for his significant work in taking the school forward to its current position. His role on the Curriculum Committee, particularly as chair, was valued and would be missed.

## ACTION

### Clerk's Note:

The Articles of Association prohibit anyone from remaining as a Member if they cease to be a governor/trustee.

It was noted that the Imam from the local mosque had attended one of the recent parents' information evenings. He had expressed interest in the role of a governor but was unsure about the commitment involved.

Mrs Irwin reported that she had approached the Muslim Trust. Although they had been receptive to the idea of encouraging one of their members to be a governors she had since heard nothing.

Mrs Irwin volunteered to speak to any prospective governors about the role and commitment required.

It was agreed that a buddy system would be established for any new governors to support them.

**Staff governor** – staff are about to be approached again to seek a volunteer from the non-teaching staff.

## 6 MINUTES AND MATTERS ARISING

### 6.1 MINUTES

The Minutes of the meeting held on 9 July 2019, having been circulated, were confirmed and signed by the Chair as a correct record subject to the following amendment:

#### **Minute No. 7 – Curriculum Intent**

Amend bullet point 2 and the associated action to reflect that Mr Cole was not involved in the reviewing the Curriculum Intent.

**Clerk**

The minutes would be made available for inspection in School.

**Clerk**

### 6.2 MATTERS ARISING FROM THE MINUTES

#### 6.2.1 SEND (Minute No. 3.1)

Mrs McLintock clarified that the high level SEND report would be an item for the next FGB meeting.

**FGB Agenda**

#### 6.2.2 BEHAVIOUR (Minute No. 3.3)

The Anti-Bullying Ambassadors will be invited to the next FGB meeting.

**FGB Agenda**

	<b>ACTION</b>
<p><b>6.2.3 OBJECTIVE 2</b> (Minute No. 4.2) Mr Frost apologised for not yet writing up his learning walk report. He would do so before the next meeting.</p>	<b>KF</b>
<p><b>6.2.4 OBJECTIVE 3</b> (Minute No. 4.3) Mr Brown stated that he would write up his learning walk report before the next meeting.</p>	<b>CB</b>
<p><b>6.2.5 OBJECTIVE 4</b> (Minute No. 4.4) Mrs Irwin confirmed that her report had been written, uploaded to GovernorHub and circulated last term.</p>	
<p><b>7.1 VALUES AND CURRICULUM INTENT</b> Mrs McLintock reminded governors that the Values had not been revisited for some time. The quality of education is now a limiting judgement under the new Ofsted Framework.</p> <p>Mrs McLintock reported that she had met with Mr Fleming to revisit the Values on an interim basis. Two documents had been circulated to governors – one suggested final version and one showing the tracked changes for consideration by governors.</p> <p>It was noted that</p> <ul style="list-style-type: none"> <li>• The Vision remains unchanged but needs to be revised as the current one is a statement of fact rather than of vision.</li> <li>• The mission remains unchanged.</li> <li>• The Parent Group felt that ‘Diversity, Inclusivity and Community’ were fundamental values which they associated with Sir William Ramsay school and which set the school apart from others.</li> <li>• Mr Fleming has been working with Mrs Dell to identify marketing agencies to promote the school and Sixth Form.</li> </ul> <p><b>Curriculum</b> The statement of intent clearly shows how the curriculum flows and builds from year to year and prepares students for the next stage of their learning.</p> <p>It was agreed</p> <ul style="list-style-type: none"> <li>• to approve the amended Values.</li> <li>• to approve the statement of Curriculum Intent.</li> <li>• that the Curriculum Committee would keep a watching brief on the Curriculum in the light of the statement of intent.</li> <li>• The Vision and Mission were approved for use in the interim and until they are reconsidered.</li> </ul>	

## 7.2 DRAFT ACTION PLAN INTENTIONS JANUARY - DECEMBER 2019

Mrs McIntock reported that

- the last milestone of the current Action Plan is October – and link governors will be invited into school to either close their parts of the Plan down or role forward into the 2020 Action Plan.
- The wording of the draft plan intentions needs some refinement, but the general themes are sound. They will be adapted once the end of 2019 reviews have been completed.
- A high proportion, about one third, of Year 7 have been identified as not secondary ready for Maths – this will be a significant part of the focus next year.
- The progress of More Able has improved but needs to remain a focus for 2020. This will be discussed further by the Curriculum Committee as will the progress of boys and progress in Maths.
- Middle Leader training will be a significant focus.

Governors agreed to approve the following Draft Action Plan intentions:

- The curriculum fulfills our values and prepares students for their future lives.
- Students are ambitious and make progress academically.
- The school community is resilient with the focus on addressing the causes not the symptoms.

## 7.3 GOVERNANCE REVIEW

Mr Fleming reported that he would discuss the draft Governance Action Plan with Mr Frost outside of the meeting using the Charity Excellence Framework model. It would be brought back to a future meeting with a worked through plan.

**ACTION – Completed Action Plan to be brought back to a future meeting.**

PF, KF

Mrs McIntock reported that SWRS has been designated as a Tier 2 school because it has had 2 consecutive Requires Improvement judgements. This would entitle the school to 3 days of support from a National Leader in Education who will look at Leadership, Governance and Financial Health.

BCC has also offered 18 days of intensive support although her initial feeling was to prioritise the external support to get a perspective from outside of County.

<p>Mrs McLintock agreed to keep the governors informed of developments with regards to this support.</p>	<p><b>ACTION</b> <b>CM</b></p>
<p><b>ANNUAL REVIEWS</b></p>	
<p><b>8.1 STANDING ORDERS</b> The Standing Orders were reviewed and approved.</p>	
<p><b>8.2 TERMS OF REFERENCE</b> Terms of Reference for each of the Governing Body’s main committees and ad hoc committees were reviewed and approved.</p> <p>It was noted that the Terms of Reference for the Finance, Premises, Health and Safety Committee would be refined further in the light of EFSA recommendations in terms of the Committee’s role in approving the reports from the Responsible Officer and the audit functions of the committee.</p>	<p><b>FPH&amp;S Agenda</b></p>
<p><b>8.3 MEMBERSHIP OF COMMITTEES/WORKING GROUPS</b> The current membership of committees was reviewed.</p> <p>It was agreed that</p> <ul style="list-style-type: none"> <li>• the Headteacher’s Performance Management Committee would comprise: Mr Carter, Mr Frost and Mr Fleming with Mr Batten as Advisor.</li> <li>• the membership of this committee would be rotated for future years.</li> <li>• the Chair and Vice-Chair would approach governors outside of the meeting with a view to recommending the membership of committees and roles. This would be brought to the next meeting for approval.</li> </ul>	<p><b>SC, KF, PF</b></p> <p><b>KF/PF</b> <b>FGB Agenda</b></p>
<p><b>8.4 KEY GOVERNOR ROLES</b> See Minute No. 8.3 above.</p>	
<p><b>8.5 CODE OF CONDUCT</b> The Code of Conduct was reviewed and approved.</p>	
<p><b>8.6 REVIEW OF GOVERNORS’ ALLOWANCES SCHEME</b> The Governors’ Allowances Scheme was reviewed and approved subject to the suggested rates being inserted.</p>	<p><b>Clerk</b></p>
<p><b>9 OTHER MATTERS</b></p>	

## 9.1 STUDENT DATA - LEAVERS

Mrs McLintock reported that this was the first of her annual reports for governors to see the reasons why pupils have left SWR school other than at the normal exit points. The purpose of the report is to give governors confidence that SWR does not engage in gaining and off-rolling students, a practice it considers to be unethical. This information is important for governors to understand and in relation to safeguarding.

Mrs McLintock highlighted the following:

- all staff are aware that they are never to suggest elective home education as an alternative for parents.
- all children who are suddenly moved from school and out of the area are reported as Children Missing in Education.
- SWR follows BCC CMIE procedures and has regard to Keeping Children Safe in Education latest guidance.

*What happens about those children who move abroad?*

SWR registers the children as Children Missing in Education. It is possible that SWR staff might not know their destination.

*Do we record destinations data for students?*

Mrs McLintock confirmed that this information is collected for Years 11 and 13 and reported to the Curriculum Committee.

Mr Brown, Safeguarding Governor, agreed to check a sample of email trails for those children who are elective home educated and missing in education as part of a future visit.

Governors thanked Mrs McLintock for her very useful report.

## 9.2 EFSA REQUIREMENTS AND RECOMMENDATIONS

### 9.2.1 RISK REGISTER

Governors noted the increasing requirements for compliance from the EFSA. As a result, the Risk Register will now be referred to the FGB, rather than FPH&S Committee, on a regular basis.

Governors were pleased to note that most risks are RAGrated green and a low risk. The one area that is identified as being red is the falling EFA income due to sixth form numbers which represents a significant challenge for SWR.

The starting point is to assess what students want to study as well as what options will be available going forward. Initial information suggests that T Levels will be the domain of colleges. If this is the

<p>case and BTECs disappear, then the only option for sixth forms may be A levels and Apprenticeships. This will have huge implications for SWRS.</p>	<p><b>ACTION</b></p>
<p>A governor commented that the Risk Register needs to have tighter timelines and for there to be a document behind it explaining what needs to be done to turn amber items to green.</p>	<p><b>CM/HD</b></p>
<p><b>9.2.2 EFSA ANNUAL SELF-ASSESSMENT TOOL</b> Governors received and noted the completed Toolkit which is due for submission to the EFSA by 14 November.</p>	
<p>It was agreed that the FPH&amp;S Committee would look at the information in this document in more detail at a future meeting.</p>	<p><b>FPH&amp;S</b></p>
<p><b>9.2.3 ACADEMIES FINANCIAL HANDBOOK 2019</b> Governors' attention was drawn to the latest version of the Financial Handbook.</p>	
<p><b>9.3 MATTERS FOR/FROM COMMITTEES</b> Mr Fleming recommended that governors undertake Safer Recruitment training if they have yet to do so.</p>	<p><b>All governors</b></p>
<p><b>10 POLICY REVIEWS</b> Governors reviewed and approved the following policies which had been amended in the light of Keeping Children Safe in Education 2019:</p> <ul style="list-style-type: none"> <li>• Behaviour for Learning</li> <li>• Anti-Bullying</li> <li>• Safeguarding</li> <li>• SEND</li> <li>• Attendance</li> </ul> <p><b>Privacy Notice (Governors)</b> – Mr Carter informed the governors of the fact that governors now have the right to access their data. He intended to sample test the robustness of school procedures and would report back.</p> <p>Governors gave their consent for their data to be used in this testing process and also for their email addresses to be listed on the GIAS (Get Information About Schools) website.</p> <p>Governors approved the Privacy Notice (Governors).</p>	

**ACTION**

**Annual Information Report on SEND** – Governors noted and approved this Information Report for publishing on the school website.

**11 DATES AND TIMES OF FUTURE MEETINGS**

Dates of meetings would be as per the published schedule of meetings – the next one being on Tuesday 10 December 19.

**All governors to note**

**12 ANY OTHER BUSINESS**

**12.1 PERFORMANCE TABLES**

Mrs McLintock reported that the performance tables had been published and would be circulated. She reminded governors that it is not possible to compare data year on year.

**12.2 PAY REVIEW MATTER**

This item is contained in the Restricted Confidential minutes.

**13 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.

In terms of impact at this meeting, governors:

- Discussed and agreed the school values and curriculum intent
- Agreed the Draft Action Plan Intentions for 2020 as well as agreeing a process for the final review of the Action Plan for 2019.
- Reviewed and agreed the Governing Body’s procedural documents, terms of reference, code of conduct and governor allowances scheme.
- Agreed a procedure for completing the Governance Action Plan.
- Reviewed the Risk Register.

The meeting closed at 21.05

Signed ..... Date .....

**CHAIRMAN**