



SIDESTRAND HALL SCHOOL

Minutes of Full Governing Body Meeting held on Wednesday 29 November 2017 at 3.15pm

Present: Angela Wrighton (Chair), Roger Billings, Rachel Middleton, Dianne Davis, Bronwen Richmond (from item 6), Paddy Bennett, Liam Davis, Marion Saunders, Fiona Hall, Jo Rand (Deputy Head), Gill Leah (Clerk).

Governors' questions and comments are in bold and italics.

1. Welcome

Liam Davis was welcomed as the new Staff Governor and Fiona Hall as the new Co-opted Governor.

2. Consideration of apologies for absence

Received and accepted from Ed Maxfield (working in London) and Sarah Young (recovering from an operation). Joanne Callender had not yet moved to the area, so was unable to come to the meeting. Her appointment could be reviewed if she was unable to attend for an extended period.

3. Agree and sign Code of Conduct and Register of Interests

This was done by those Governors who had not done it at the previous meeting. There were no additional declarations of business interest or conflict of interest.

4. Confirmation of the minutes of the meeting of 26 September 2017

These were agreed and signed as a true record by the Chair.

5. Matters arising from the minutes of the meeting of 26 September 2017

5. Mark Fincham to be advised of the names of those Governors who had attended Safeguarding training on 11 October; names would be added to the Safeguarding Report.

ACTION: Chair / Mark Fincham

5. Paddy Bennett was still to do Headteacher Performance training; he would do it online as he had not been able to book on a course on a suitable date.

ACTION: Paddy Bennett

The Head's Performance Management would be done after her return to work. The Deputy Head requested that hers be done.

9. Pen Portrait still to be done.

ACTION: Clerk

10. Staff list still to be provided.

ACTION: Head

11. Anonymised one page profiles to be provided.

ACTION: Head

Is the Strands shop being sold? It is not definite, but, even if it is, the shop has a lease so will remain open.

All other items on the action list had been actioned.

6. Headteacher's Report

[Bronwen Richmond arrived.]

This had been on Governor Hub. The Chair explained that the Headteacher writes some of it; teachers / subject leaders add information.

Since the school is full, is it now at its optimum size? The Deputy Head explained that about 100 children are waiting for places although the 6th form is not yet full. There are plans to replace one of the buildings. There is additional space to build more capacity, but other facilities would be required, e.g. dining space. ***Governors were keen that the school ethos should not be destroyed by over-expansion. However, they recognised that they would be in a strong position to have future plans for expansion approved.***

7. Agree Budget Revision 2

This had been approved by the Finance, Personnel & Premises Committee (see Agenda item 13). ***The Full Governing Body accepted it. The Chair signed it.***

8. Consider Pupil Data 2016/17

9. Agree Statutory Targets for 2017/18 for Years 5, 8 and 10

The Deputy Head explained that these were not yet available because SOLAR was not able to provide the data required; it was being compiled manually.

Governors were very keen to review pupil progress. The Chair asked Governors to agree that a small group from the SIS Committee should go through the data with the Head. This was agreed.

ACTION: Chair, Roger Billings, Paddy Bennett, Bronwen Richmond, Fiona Hall, Rachel Middleton.

Sarah Young would be asked to suggest some dates e.g. after Christmas dinner at 1.30.

Governors felt that SOLAR had not been good enough. It seemed likely that they would not continue to use SOLAR after this year. The levels of children in the school vary considerably so that made it extremely difficult to assess everyone using the same method. Some Special Schools had written their own programme.

10. Ratify policies

The following policies had been on Governor Hub:

- Safer Workforce

This was agreed and ratified by Governors. It was signed by the Chair.

- Safeguarding – ***A Governor said that this was only relevant for children aged 5-16. Governors agreed that Roger Billings would discuss with Mark Fincham the provision of a policy for children aged 16+.***

ACTION: Roger Billings / Mark Fincham

This was agreed and ratified by Governors. It was signed by the Chair.

It was noted that an external review of the 6th form would be done which would include looking at policies.

- Employee Disciplinary Procedure – ***A Governor had queried whether it was appropriate for the Head alone to dismiss a member of staff. Governors agreed this; the policy would not require any changes.***
 - Attendance
 - Intimate Care
 - Single Equality Scheme – this would be done in the Spring; ***Marion Saunders would have a meeting with the Deputy Head.***
- ACTION: Deputy Head / Marion Saunders**
- Statement of Boarding Principles and Practice
 - 16-19 Bursary
 - Health & Safety
 - First Aid
 - Pay (with amendments agreed)
 - Safe Touch

They were ratified by Governors and signed by the Chair.

11. Overview of Performance Management

These had all been completed. ***A Governor asked about the procedure.*** Jo Rand, Sarah Young and Chris Carey conducted the teacher performance management sessions. The teachers provided evidence of targets completed; then new targets were set. Increases in pay resulting from successful performance managements had been agreed by the FP&P Committee. Jo Rand said she was still waiting for hers to be done.

What about Teaching Assistants? These had not yet been done this year. As teachers were reluctant to appraise their own TAs, it would be done by Key Stage leaders, etc. ***Governors felt it was important that these were carried out.***

12. Confidential item

[Jo Rand and Liam Davies left the meeting.]

[This is a separate confidential minute.]

13. Report from the Finance, Personnel and Premises Committee

The minutes of the last meeting had been available on Governor Hub. Questions and comments were invited from Governors. The Committee Chair said that he had been present at the Budget Revision meeting. The Finance Officer had been happy to accept Year 1 of Budget Revision 2, but not Years 2 and 3. There was a need to reduce the deficit in Year 3 by £75,000. Staff costs had affected the budget. The BCR was revised but was not yet available. The budget would be reviewed again at the next Committee meeting. Committee members had asked for monthly BCR reports to be provided so they could be monitored.

14. Report from the School Improvement & Standards Committee

The minutes of the last meeting had been available on Governor Hub. Questions and comments were invited from Governors.

15. Report from the Personal Development, Behaviour & Welfare Committee

The minutes of the last meeting had been available on Governor Hub. Questions and comments were invited from Governors.

16. Safeguarding Report

A Safeguarding Report was provided to Governors twice a year by Mark Fincham. This had been received by the Chair. She had noticed that the Safeguarding training attended by some Governors had not been included. The Report would have some small amendments and would be sent to the Clerk for uploading to Governor Hub.

ACTION: Mark Fincham / Clerk

17. Results of Skills Audit

This had been completed. The Chair provided the analysis which clearly showed Governors' strengths.

Do the responses match expectations? It was noted that some questions were ambiguous (e.g. those which mentioned 'experience') and may not have been answered consistently.

Governors felt that the analysis showed that the Governing Body had a broad range of skills. Governors were well matched to Committees.

The Chair asked for suggestions for in-school training by Educator Solutions. It was agreed that 'Ofsted Ready' would be appropriate.

ACTION: Chair

Fiona Hall asked for a 'buddy'.

ACTION: Chair

What is the induction process? All new Governors should attend Governance Now training. Relevant documents were provided on Governor Hub. The Chair would meet new Governors. A Governor requested a tour of the school as part of the induction process.

The Chair agreed to ensure that all new Governors had a good induction.

ACTION: Chair

18. Discuss the publication of minutes on the website

Governors agreed that the agreed FGB minutes would published on the website.

ACTION: Clerk

19. Governor monitoring

Some Governors had attended Allan Lacey's inspection days.

Dianne Davis had come to have lunch at the school. She had found it very noisy.

Sound boards were being installed to improve this. *She had not enjoyed the food and would have lunch on other occasions.*

Marion Saunders was coming to do monitoring later in the week.

Ed Maxfield would monitor Key Stage 2 next week.

Bronwen Richmond had contacted Paul Nerney on two occasions to arrange a meeting without success; Jo Rand would follow it up. **ACTION: Deputy Head**

Governors were asked to make arrangements through Tanya in the office if it was easier.

20. Feedback from Governor training

The Chair reported on her training this morning: roles and responsibilities of the Chair of Governors. It had been suggested that at the end of each meeting Governors should say what impact their decisions have made or will make. That would then be reported in a newsletter to parents.

Bronwen Richmond and Paddy Bennett would do online Prevent training.

21. Agree date for July FGB meeting

The date of Wednesday 4 July was suggested. [The Clerk is not available that day. An alternative would be sought.]

ACTION: Clerk

22. Any other business

- Confidential staffing matters. [There is a confidential minute here.]
- Action following Allan Lacey's visit.

His two day visit had been challenging and useful for staff and Governors. He had suggested that:

 - Marking should be more consistent across the school in practice and in policy. As a result SLTs and Key Stage leaders were working on a simplified version of marking and feedback; it was currently being trialled.
 - Planning folders should be in classrooms.
 - Phonics – there was not a consistent approach at present; a variety of programmes were used. It was decided to use ReadWrite Inc., initially in KS2 and then rolled out across the school. It would be possible to use other resources as well that fitted with it.

- Pupil Premium Report needed more information; Jo Rand would do it this year.
- Attendance Analysis – attendance was very low in Willow Class; the reasons were discussed.
- Parents as Partners – This was continuing to be successful. A parent had possibly been found to go on the Strands Trust Board. Parents were engaging with each other positively, e.g. on Facebook. Mark Fincham had sent various information.

Impact on pupils of Governors' decisions:

Better school dinners

Ensuring the safety of 6th formers

Progress data to be reviewed

External adviser's recommendations welcomed.

Date of next Full Governing Body meeting

Wednesday 28 March 2018.

The meeting closed at 17.30pm.



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ACTION PLAN

| Action | By whom? | By when? |
|---|--|------------------------|
| 5. Safeguarding training on 11 October – all those Governors who had attended to be added to Safeguarding Report. | Mark Fincham | ASAP |
| 5. Online Headteacher Performance Management training to be done. | Paddy Bennett | |
| 5. Pen portrait to be provided. | Clerk | ASAP |
| 5. Staff list to be provided. | Head | ASAP |
| 5. Anonymised one page profiles to be provided. | Head | Next FGB |
| 8 & 9. A small Committee would review progress data with the Head. | Chair, Roger Billings, Paddy Bennett, Bronwen Richmond, Fiona Hall, Rachel Middleton | Chair will set a date. |
| 10. Safeguarding policy for 16+ to be discussed with Mark Fincham. | Roger Billings | ASAP |
| 10. Single Equality – to be discussed with Deputy Head. | Marion Saunders | |
| 16. Updated Safeguarding Report to be provided by Mark Fincham. | Clerk (for uploading to GH) | ASAP |
| 17. Ofsted Ready training course to be arranged. | Chair | ASAP |
| 17. Governors' induction to be arranged, e.g. buddy for Fiona Hall. | Chair | ASAP |
| 18. Agreed FGB minutes to go on Governor Hub. | Clerk | |
| 19. Governor monitoring –to arrange monitoring for Bronwen Richmond to see Paul Nerney. | Jo Rand | ASAP |
| 21. A date for the July FGB to be set. | Clerk | ASAP |