

# MINUTES OF MEETING

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**School:** Southwell Minster C of E VA Comprehensive School  
**Meeting title:** Autumn term meeting of the governing body  
**Date and time:** Tuesday, 14 November, 2017 at 7.30pm  
**Location:** At the school

## Membership

'A' denotes absence

Mr R Beckett  
A Mr N B  
Mrs C Bowering  
Mr D M Briggs  
Mr A P Colton  
Mrs M A Hepworth (training co-ordinator)  
Mr N Ladbury  
Mrs E Sawula  
Mr D Shannon  
A Ms T Sparkes  
The Very Reverend N Sullivan (vice-chair)  
Mrs S J Thomas  
Mrs E M Turner  
Mr N W Turner (chair)  
Mr R Wood  
Mr A E Wright  
Mr M Parris  
A Mrs H Gault

## In attendance

Mrs J Shaw (business director)  
Mr C J Stevens (deputy headteacher)  
Andrew C Ludlow (clerk to the governors)

**GB/30/17**

### Opening prayer

**Action**

Mr Shannon opened the meeting with a prayer.

**GB/31/17**

### Apologies for absence

Apologies for absence were received from Mr NB (work commitments); Mrs Gault (family illness); Ms Sparkes (work commitment); Mr B Jackson, head boy and Miss A M Wright, (prior commitments).

It was

### resolved

that the governing body consented to the absences.

The chair informed governors that there was to be a brief suspension of the meeting.

The chair informed governors that Mr Chris Stevens, deputy headteacher, was to leave the school to take on a new challenge. He spoke of Mr Stevens professionalism and commitment to the school over the last 24 years.

The chair thanked Mr Stevens for his time at the school and on behalf of governors presented him with a gift in recognition of his exceptional service.

Mr Stevens thanked the chair and governors, past and present, for their support over the years pointing out that he will have been at the school for 20,486 days and was now in his 25<sup>th</sup> year.

Mr Stevens spoke of the deep affection he had for the school and that his time and experiences would stay with him and support him in the fresh challenges he faced in his new role.

Mr Stevens withdrew from the meeting at 7.41pm.

**GB/32/17 Declaration of interest**

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

*Review and update Register of Business Interest/Declaration of Eligibility*

The chair reminded governors that they were required to annually review and update the register of business interests held at the school.

The clerk explained that the Local Authority had issued new forms that also covered declaration of eligibility issues and that these could be used by the governing body.

**GB/33/17 Review of membership**

The chair informed governors that since the last meeting Mr Pierpoint, parent governor, had resigned with effect from 8 October, 2017.

The chair informed the meeting that Mr Shannon had been re-appointed as a foundation governor with effect from 10 November, 2017. **clerk**

The chair highlighted the following vacancies on the governing body:

- One foundation governor (Deanery Synod appointment)
- One parent governor

**HT**

The chair informed the meeting that as Mrs Thomas, parent governor was due to reach the end of her term of office on 14 December, 2017 there were effectively two parent governor vacancies and he outlined arrangements to fill the vacancies, referring also to the imminent academisation of the school.

Mrs Hepworth informed the meeting that she had looked at the skills matrix, covering existing governors, and she was pleased to report that there was no obvious skills shortage, requiring new governors to have specific skills.

The clerk brought to the attention of governors the following end of term of office:

- Mr Beckett, foundation governor – 31 August, 2018
- Mr Ladbury, foundation governor – 31 August, 2018
- Mr Wright, foundation governor – 31 August, 2018

The headteacher informed governors that he had been advised that the Regional Schools Commissioner (RCS) was to consider the schools MAT application this Thursday and that he would notify them of the RSC decision.

**HT**

**GB/34/17 Election of chair**

The chair reminded the meeting that the governing body had previously agreed that the terms of office for chair and vice-chair would be three years.

The clerk informed the meeting that he had received no applications for the position of chair and he sought applications from the meeting.

Mr Turner was proposed and seconded for the position of chair. As there were no other nominations Mr Turner left the room and the clerk conducted a ballot.

It was

**resolved**

that Mr Turner be re-appointed as chair of the governing body.

**clerk**

Mr Turner re-joined the meeting.

**GB/35/17 Election of vice-chair**

The chair reminded governors that the governing body had previously agreed that the vice-chair would be the Dean or the representative nominated by the Dean.

The Very Reverend Sullivan confirmed that she was prepared to take on the role of vice-chair.

It was

**resolved**

that The Very Reverend Sullivan be appointed as vice-chair of the governing body.

**clerk**

**GB/36/17 Approval of minutes of summer term meeting**

The minutes of the summer term meeting held on Tuesday, 20 June, 2017 having been previously circulated, and subject to the following corrections being made, were confirmed and signed by the chair.

*Membership*

It was noted that it was Ms Sparkes who had been absent and not Mrs Hepworth and that it should show Mr D W Briggs.

*GB/15/17 Apologies for absence*

It was noted that Mr Shannon was absent as a result of a work commitment.

*GB/17/17 Review of membership*

Amend final sentence to show that Mr Briggs returned to the meeting.

*GB/21/17 Headteacher's report*

Amend first sentence to:

Despite delays that have taken place much work has been undertaken and it is of note that the primary schools have started consultations and due diligence which involves scrutinising each school.

*GB/22/17 Challenges to headteacher's report including impact on outcome for students*

Amend seventh paragraph first sentence to:

A governor raised the question of children coming from feeder schools.

In the second sentence delete the superfluous 'head' before headteacher.

*Matters arising*

The meeting noted that there were no actions arising that were not covered elsewhere on the agenda.

**GB/37/17 Receipt of minutes and approval of policies from committees and working parties**

*Strategic Development and Pupils Committee*

The minutes of the Strategic Development and Pupils committee meeting dated Wednesday, 24 May, 2017 were received.

It was noted that the minutes for the meeting dated Monday, 30 October, 2017 could not be formally received by the full governing body, until after they were approved by the next Strategic Development and Pupils Committee, but a verbal report was given.

*Matters arising*

*3. A review of the examination results from summer 2017*

Mrs Bowering informed the meeting that much of the discussions in the committee had related to the results. She highlighted a number remarking particularly the slightly disappointing maths results.

The headteacher indicated that the school was seeking to instil greater resilience in students as it was felt this would help them when confronted with areas that they found difficult.

A governor challenged the headteacher on the level of 1 to 1 teaching as this had been highlighted in a recent monitoring visit as having reduced due to the changes in the school day.

The headteacher explained that the new school day had generally provided benefits to the school and after school options still were available.

*6. Governor Action Plan (GAP)*

Mrs Bowering informed the meeting that the GAP had been considered by the committee and recommended for adoption by the full governing body.

*7. Emerging improvement priorities for the Minster school*

Mrs Bowering highlighted the emerging improvement priorities.

*8. Review of policies*

The headteacher reminded governors that the school admissions policy had been considered for 2019-2020 and that it had been proposed that there should be no changes and therefore there was no requirement for the school to consult on admissions.

Governors discussed admissions arrangements and it was proposed and seconded that they be approved.

**resolved**

that the admission arrangements be approved.

*Finance and General Purposes and Personnel Committee*

The minutes of the Finance, General Purposes and Personnel Committee meeting dated Wednesday, 24 May, 2017 were received.

It was noted that the minutes for the meeting dated Monday, 30 October, 2017 could not be formally received by the full governing body, until after they were approved by the next Finance, General Purposes and Personnel Committee, but a verbal report was given.

*Matters arising*

*FGP&P/43/17 Governor accounts*

Mr Wright was pleased to report that the accounts had been audited and overall the level of funds available was considered to be healthy.

*FGP&P/44/17 Current budget review and reforecast*

Mr Wright reported that there had been a slight reduction in the deficit but it was still expected to be £244,897.

*FGP&P/45/17 Review policies*

Mr Wright referred to the policies that had been approved by the committee.

It was proposed and seconded that the Finance policy be approved.

**resolved**

that the Finance policy be approved.

*FGP&P/46/17 SFVS submission*

Mr Wright informed the meeting that the school was fully compliant with regard to SFVS and a copy had been placed in the governor's pack.

It was proposed and seconded that the SFVS submission be approved.

**resolved**

that the SFVS submission be approved and signed by the chair.

*FGP&P/47/17 New signage*

Mr Wright reported on the new signage that had been installed explaining that it had been paid for from governor funds.

*FGP&P/50/17 Governor Action Plan (GAP)*

Mr Wright reminded governors that a copy of the GAP had been placed in their pack of papers. The committee had discussed the GAP and agreed to recommend approval by the full governing body.

It was proposed and seconded that that the GAP be approved.

**resolved**

that the GAP be approved.

The headteacher suggested that the GAP needed to be monitored and that a RAG (Red, Amber, and Green) system be adopted.

Governors discussed the suggestion and it was

**resolved**

that Mrs Bowering would look at establishing a working group to oversee the GAP.

**Mrs  
Bowering**

**GB/38/17**

**Headteacher's report**

The chair reminded governors that evidence of governing body impact on outcomes for pupils and holding school leaders to account would be covered by governors asking challenging questions on the headteacher's report. He explained that he would provide each governor with an opportunity to raise questions, after the headteacher had concluded his presentation.

The headteacher presented his report, copies of which were included in the governor's pack. He reminded governors that outcomes had been discussed in the earlier termly committee meetings and he referred governors to the other documents that they had been supplied with:

- School improvement plan 2016-17 (evaluated)
- School improvement plan 2017-18

At the conclusion of the headteacher's presentation the chair sought challenging questions.

A governor asked the headteacher how much the KS4 results had been affected by exam changes.

The headteacher informed the meeting that the school results had been significantly affected by the new exam system and he outlined why some schools had been more affected than others. He also referred to the progress 8 figure which had dropped.

A governor challenged the headteacher on the 'on or above track %' figures for modern foreign languages, and sought clarification on why some languages performed significantly better than others.

The headteacher accepted that there were some poor results and he outlined measures that the school had introduced.

Mrs Sawula, languages link governor, informed the meeting that she was undertaking a monitoring visit next week.

Mrs Bowering reminded governors that results had been discussed in committee.

A governor challenged the headteacher on some of the predicted figures for post 16 results as they appeared anomalous.

The headteacher informed the meeting that he would ask Mr Price for an explanation but thought that it may be linked to the range of qualifications that the school offered. **HT**

A governor sought clarification on cross-curricular work.

The headteacher informed the meeting that the school used 'teacher learning communities' and that cross-curricular work helped bring challenge into the classroom and encouraged good practice across the school.

A governor sought clarification on exclusions data as the 'average' figures did not seem correct.

The headteacher informed the meeting that he would ask Mr Partridge for an explanation and notify governors. **HT**

A governor challenged the headteacher on the early intervention strategies used in school as part of its reduction in the number of exclusions.

The headteacher explained that the school pastoral systems were used, with the support, where possible, of the families and internal isolation within the school was a further option.

A governor challenged the headteacher on how the school met the needs of transitioning students.

The headteacher informed the meeting that the school had previous experiences of transitioning and the school ethos ensured that the student body accepted the situation and outside agencies were involved where required.

Governors discussed safeguarding and the headteacher informed the meeting that he would look at providing some in-school safeguarding training. **HT**

Mrs Bowering, safeguarding link governor, outlined safeguarding training that she was undertaking.

A governor challenged the headteacher on the appropriateness of students being employed as midday supervisors.

The headteacher explained the roles that had been undertaken and that the 6<sup>th</sup> formers had applied for the posts and been successful through an open interview process.

Governors discussed the appointments and it was acknowledged that student preparation for such posts provided them with developmental skills important for their future employment opportunities.

A governor sought clarification on the sixth form numbers.

The headteacher outlined the work the school had undertaken to promote the sixth form and explained that against aggressive marketing from other schools the school numbers had actually been good. He reminded governors that the school adopted an inclusive approach to the sixth form although this had an impact on the extent of results subsequently obtained by some students.

A governor congratulated the school and students on raising £1,000 for the 'Race for Life' charity.

A governor praised the school for the 45 types of learning support and SEN provision that the school had put in place.

A governor suggested that the school should consider changing the bell system to include the first two lessons as this may have an impact on punctuality. It was also suggested that a white line painted on the floor could be used to encourage students to keep to one side of corridors.

The headteacher agreed that he would consider the comments made.

HT

A governor challenged the headteacher on the school attendance figures.

The headteacher informed the meeting that attendance, particularly for Pupil Premium (PP) pupils was an area that the school was focusing on. He explained the new approach of contact on the first day and visits to improve attendance and felt that the lack of an effective Education Welfare Service has made the school's job considerably harder.

Governors discussed attendance and noted that weekly attendance data was collected and that updates were brought to the Strategic Development and Pupils committee.

Mr Colton withdrew from the meeting at 8.30pm.

The headteacher was thanked for his report.

**GB/39/17 Update on appraisal process for headteacher and staff**

*Confirm external appraiser*

Governors noted that the appointed external reviewer was Christine Horrocks.

*Confirm/appoint appraisal governors*

Governors noted that the appraisal governors were Mrs Hepworth and Mr Shannon, with Mrs Bowering in reserve, and that arrangements had been put in place for the appraisal process to take place later in the year.

The headteacher was pleased to confirm that the staff appraisal cycle had been concluded and recommendations had been presented to the Pay Committee on Monday, 13 November, 2017.

**GB/40/17 Information from the Corporate Director for consideration and action**

*Admission arrangements*

The clerk informed governors that they were obliged to share with parents information about Nottinghamshire's annual consultation for community and voluntary controlled schools admission arrangements. This ensures that all parents, along with other consultees, have an opportunity to comment on any proposed changes. Consultation on admission arrangements for 2019-2020 will take place between Monday 2 October 2017 and Sunday 26 November 2017. Full documents will be available on the public website [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk) for the whole period of consultation and responses can be made online.

The headteacher reminded governors that admissions had been discussed earlier in the meeting and that the Local Authority had been advised on the school consultations. It was

**HT****resolved**

that the report be noted.

*Ofsted judgements – Key findings arising from good and outstanding schools being judged as requiring special measures*

The clerk referred to the report and highlighted a range of actions for governors:

- Governing bodies need to ensure that they are holding their headteacher to account, especially in outstanding schools, and they have triangulated evidence that the data provided by the headteacher/SLT is accurate.
- Governing bodies need to familiarise themselves with the latest Ofsted framework. When last inspected the Ofsted framework would have been considerably different to the expectation Ofsted now have of Governing Bodies and schools/academies.
- Ensure that your headteacher is updating you on the new ASP format and that at least one governor attends the Hot Topic training sessions.
- Ensure that the objectives you are setting your headteacher are challenging, measurable, achievable and you can measure progress.
- Regularly review the external adviser for heads appraisal. Check that they have accessed training and are up to date on the latest regulations (including Ofsted framework), understand target setting, assessment, and can analyse school performance data.
- Ensure your appraisal governors attend training and effective succession planning is in place.
- Set up regular (termly or at least 6 months intervals as a minimum) monitoring reviews of these objectives and progress towards milestones identified in the headteachers action plan

It was

**resolved**

that the report be noted and reviewed in Strategic Development and Pupils committee.

**SD&P**

*Fire Safety in School Premises*

The clerk informed the meeting that, following the tragic events at Grenfell Tower, Local Authorities had been tasked with providing information on all of its premises. Whilst the level of risk was deemed significantly lower than those at Grenfell Tower the report highlights Health & Safety issues and provides guidance on investigating/challenging the schools position.

- Does your school have a Fire Safety Policy/Emergency Plan?
- Is it reviewed regularly? And are staff aware of its contents?
- Has a suitable Fire Risk Assessment (FRA) been completed?
  - If your school is maintained then this is completed on your behalf by the NCC fire team on a 2 year cycle as part of a rolling programme
  - If your school is an Academy then the legal duty and responsibility for carrying out a fire risk assessment rests with the Academy or Trust.
- Have all significant findings or action points identified within the FRA been resolved/actioned?
  - If not, what is the documented 'risk based' plan to do so?
  - Management issues – usually these are the responsibility of the school to resolve
  - Building related issues – usually fall to the property group to resolve and fall within the risk based remedial programme of works.
- Have any material alterations to the building taken place or any other significant changes occurred (including a fire) since the date of the FRA to suspect that the original FRA might no longer be valid?
  - If yes, contact the Compliance team (fire safety) for further advice
- Is appropriate fire safety training (as detailed in the FRA) provided and recorded?
  - Induction/refresher,
  - Have a sufficient number of competent persons been nominated and trained in the use of fire extinguishers?
- Are regular fire drills carried out? And are records of these maintained?
- Is the fire evacuation assembly point clearly identified?
- Do all staff know the fire evacuation procedures and are they practiced and understood?
- Have allowances been made for any staff or students with disabilities?
  - If so, have Personal Emergency Evacuation Plans (PEEPs) been developed, and a sufficient number of competent persons trained to assist with evacuation?
  - Are these reviewed on a regular basis or as circumstances change
- Is a 'fire log book' maintained with regard to the routine testing and maintenance (including service records) of all fire protection measures?
  - Fire detection and alarm system
  - Emergency lighting system
  - Portable fire-fighting equipment
  - Fire doors
  - Fire exit doors/and or security fastenings
  - Escape routes and external staircases (if applicable)
  - Structural fire precautions
  - Other fixed facilities (if applicable)

Governors discussed safety in the school and it was noted that the school had none of the features that were associated with Grenfell Tower. It was

**resolved**

that Mr Wright would undertake a monitoring visit and report to the Finance and General Purposes Committee.

Mr Wright  
FGP&P

*Teachers' Pay Scales, September, 2017*

The clerk informed governors that the Local Authority had sent a letter to chairs and headteachers on 30 August, 2017 providing information on the 2017 teachers' pay award. He reminded governors that they had a statutory requirement to agree pay arrangements and that included the cost of living uplift.

Governors noted that the Pay Committee had met and agreed the pay scales.

**GB/41/17 Safeguarding children in education governors' compliance checklist**

*Agree arrangements for completion and sign off by the chair*

The clerk reminded governors of the importance of completing the checklist and returning it the local Authority at Meadow House, Mansfield, no later than 22 December, 2017. He explained that the form had been modified with the addition of question 33.

The clerk suggested that when completed the checklist be discussed in committee and that copies of the form be downloaded onto governorhub. It was

**resolved**

that Mrs Bowering would complete the form and it would be considered by the Strategic Development and Pupils committee.

SD&P

*Review safeguarding training for staff/governors*

It was noted that this had been discussed earlier in the meeting.

**GB/42/17 Communication**

*From chair*

The chair informed the meeting that he had no report for the meeting.

*From headteacher*

The headteacher informed the meeting that he had no formal report for the meeting, beyond that contained within his termly report.

*From clerk – Governor Newsletter*

The clerk reminded governors that the Governor newsletter was now available on Governor hub and that there should be a further update at half term. He highlighted the following items:

- Inappropriate use of social media (page 3)
- Code of Conduct (page 3)
- Appointment of permanent Service Director for Education, Learning and Skills (page 5)
- Governor Conference – Saturday, 10 March, 2018 (page 5)
- Emergency plans (page 7)
- Finance information (page 8 & 9)

- Apprenticeship Levy (page 12)
- Childcare support – 30 hours update (page 12)

*Second Autumn term newsletter*

- General Data Protection Regulations (page 8)

**GB/43/17 Policy update**

Governors noted that the policies had been considered and approved earlier in the meeting.

**GB/44/17 Report from training co-ordinator including review of governor training requirements for 2017/18**

Mrs Hepworth, the training co-ordinator, reported that 13 of the 17 governors had attended training in the last year, covering 21 training events.

Mrs Hepworth encouraged governors to attend the annual governor conference on Saturday 10 March, 2017.

Mrs Hepworth highlighted a number of training modules being held at Lowes Wong Junior school including:

- How to challenge and support – Thursday, 7 December, 2017 at 6.30pm
- Finance for governors – Wednesday, 31 January, 2018 at 6.30pm
- Governor visits to school – Tuesday, 12 June, 2018 at 6.30pm

Mrs Hepworth reminded governors of the on-line training opportunities available on Gel.

The headteacher informed the meeting that staff at the school were taking advantage of the training provided by the Diocese.

**GB/45/17 Confirmation of dates for 2018**

The governing body

**agreed**

Spring term - Tuesday, 20 March, 2018 at 6.30pm

Summer term – Tuesday, 19 June, 2018 at 6.30pm

*Committee dates 2018*

Spring term

Strategic Development and Pupils committee – Tuesday, 27 February, 2018

Finance and General Purposes Committee - Wednesday, 28 February, 2018

Summer term

Strategic Development and Pupils committee - Tuesday, 22 May, 2018

Finance and General Purposes Committee - Wednesday, 23 May, 2018

**GB/46/17 Determination of confidentiality of business**

It was

**resolved**

that the governing body membership list; confidential sections of the headteacher's report and confidential sections of minutes be deemed confidential but that all other papers and reports be made available as required.

**The meeting closed at 9.23pm.**

Signed .....(chair)      Date .....

ACL