

MINUTES OF MEETING

School: Southwell Minster C of E VA Comprehensive School
Meeting title: Spring term meeting of the governing body
Date and time: Tuesday, 20 March, 2018 at 6.30pm
Location: At the school

Membership
'A' denotes absence

A Mr R Beckett
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
Ms T Sparkes
The Very Reverend N Sullivan (vice-chair) (The Dean)
2 x parent vacancies
Mrs E M Turner
Mr N W Turner (chair)
Mr R Wood
Mr A E Wright
1 x foundation vacancy
Mr M Parris (headteacher)
Mrs H Gault

In attendance

A Mrs J Straw (business director)
Miss A M Wright (head girl)
Mr B Jackson (head boy)
Andrew C Ludlow (clerk to the governors)

GB/07/18 Opening prayer

The Dean opened the meeting with a prayer.

GB/08/18 Apologies for absence

Action

Apologies for absence were received from Miss Wright (head girl) (work commitment).

It was

resolved

that the governing body consented to the absence.

Mr Jackson informed the meeting that due to another commitment he would need to withdraw from the meeting at 7.45pm.

GB/09/18 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 clerk informed the meeting that all governors had now completed their Business Interest/Declaration of Eligibility forms.

GB/11/18 Review of membership

The clerk reminded governors to check that their membership details, on Governorhub, were still correct and explained that a copy of the membership list had been included in their pack of papers.

The chair informed the meeting that Mr NB, foundation governor, had for personal reasons submitted his resignation with effect from 20 March, 2018. **clerk**

The chair informed governors that Mr Briggs, co-opted governor, had contacted him and taken the decision, on health grounds, to resign from the governing body with effect from 27 February, 2018. **clerk**

The chair highlighted the following vacancies on the governing body:

- Two foundation governor vacancy (one Deanery Synod appointment)
- Two parent governor vacancies
- One co-opted vacancy

The chair suggested that with the school shortly to become an academy that governors may wish to wait until the academisation process had been completed before vacancies were filled.

The Dean proposed that with regard to the foundation vacancies it may be appropriate to advise the appointing bodies of the situation so that they could consider their options.

The chair informed the meeting that he would consult with the training co-ordinator, to establish the governor skills required on the governing body, and then notify the appointing bodies of the situation so that if they had suitable nominations they could present them to the governing body. **chair**

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

GB/12/18 Approval of minutes of autumn term meeting

The minutes of the autumn term meeting held on Tuesday, 14 November, 2017 having been previously circulated and subject to the following corrections being made were proposed and seconded as an accurate record and signed by the chair:

Membership

Amend to show Mrs J Straw (business manager)

Matters arising

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

Finance and General Purposes and Personnel Committee

Governors noted that Mrs Bowering was in the process of establishing a working group to oversee the GAP (Governor Action Plan).

**Mrs
Bowering**

GB/38/17 Headteacher's report

The headteacher reminded governors that he had e-mailed them updated information relating to the data queries made at the last full governing body meeting.

The headteacher confirmed that he had considered the suggestions relating to changing the school bell system and providing white lines, painted on the floor, but had decided not to implement either at this time.

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

Fire safety in school premises

Mr Wright informed the meeting that he had reviewed fire safety with the business manager and was pleased to report that the school was fully compliant and he had presented this information to the Finance and General Purposes committee.

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

Mrs Bowering informed the meeting that this had been considered by the Strategic Development and Pupils committee.

GB/13/18 Approval of minutes of special meeting on 17 January, 2018

The minutes of the special meeting held on Wednesday, 17 January, 2018 having been previously circulated were proposed and seconded as an accurate record and signed by the chair.

Matters arising

The headteacher informed the meeting that he would give an update on academisation later in the meeting.

GB/14/18 Finance and General Purposes and Personnel Committee

The minutes of the Finance, General Purposes and Personnel Committee meeting dated Monday, 30 October, 2017 were received.

It was noted that the minutes for the meeting dated Wednesday, 7 March, 2018 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

Budget

Mr Wright informed governors progress was continuing to be made on the budget deficit which had now been reduced to £278,500.

Governor account

Mr Wright informed the meeting that a small working party had been established to consider how best to take the Governor account forward as on academisation the funds should be merged with school accounts.

Governors discussed the issue and noted that it was intended that a report would be made to the next meeting of the full governing body.

Strategic Development and Pupils Committee

The minutes of the Strategic Development and Pupils committee meeting dated Monday, 30 October, 2017 were received.

It was noted that the minutes for the meeting dated Tuesday, 27 February, 2018 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

Mrs Bowering reported that they had had a good meeting with a number of challenging questions raised.

Mrs Bowering informed governors that amongst matters discussed were:

- Exams policy
- Pupil Premium (PP)
- Link governor visits

Governors noted that a number of link governor appointments had been recommended and it was

resolved

that the following appointments be approved:

- PE – Mr Colton
- Science – Mrs Bowering
- Teaching school – Mr Shannon
- Humanities – The Dean

GB/15/18 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.

Teaching and learning

The headteacher reported on the centralised quality assurance process explaining that it was well led and developed in school. He explained that the process was now at the last stage of reviews.

Bullying incidents

The headteacher informed the meeting that the school was seeking to obtain the 'all together' school mark and he was optimistic that the award would be made soon.

Attendance

The headteacher reminded governors that one of the key targets for the school was to improve attendance and whilst the current data showed that some progress had been made attendance would need to continue as a significant focused area going forward. He explained that nationally attendance levels were falling and one of the concerns were the increasing number of complex cases linked to medical issues.

Staffing

The headteacher reported on staffing changes and thanked governors who had been involved in the appointment of a new head of school.

The headteacher took the opportunity of placing on record his appreciation for the work of Mr Rod Price who had undertaken the role of acting head of school.

Conversion to academy and formation of a multi-academy trust (MAT)

Conversion of the Minster school to become an academy

The headteacher informed the meeting that this process was expected to take longer than the MAT and that the proposed conversion date of 1 May, 2018 would seem very unlikely. He explained that the delays were linked to a number of issues including:

- Ownership of land
- Production of the Articles of Association
- Admissions, including referencing musical aptitude
- Establishing memorandum of understanding with Southwell Minster

Formation of a multi-academy trust, MiTrE

The headteacher informed governors that whilst the process was equally complex progress had been made and the trustees had been appointed and had met twice. He referred governors to the appendix of his report which detailed the trust members. He outlined some of the work that was currently being undertaken including:

- Production of a memorandum of understanding
- Due diligence process
- Scheme of delegation has been drafted

The headteacher was pleased to report that the creation of MiTrE was on schedule.

Mrs Straw informed the meeting that it was still hoped that the MAT would be formally registered by the end of March, 2018.

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

A governor sought clarification on the way that arts and particularly fine arts fitted into the curriculum, in light of the vacancy for a curriculum team leader.

The headteacher explained that due to the pressures on schools nationally to deliver certain curricular priorities the arts had waned. However, he was pleased to report they remain a popular and successful aspect of the curriculum at The Minster School.

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Mr NB joined the meeting at 7.25pm

A governor asked the headteacher what progress other schools were making in joining the MAT and were the delays impacting on its overall viability.

The headteacher outlined the position of the other schools and explained that they would be asked to formally sign up to the MAT. He explained the process and that a number of the schools had already received confirmation from the DfE that they could become academies and had been advised to become part of MiTrE.

The Dean took the opportunity of thanking the headteacher for seeking a suitable memorandum of understanding between the school and Southwell Minster.

A governor challenged the headteacher if there was any evidence linking less able students attendance levels with the more difficult examinations.

The headteacher accepted that the new exams had put additional pressure on some students and the increased stress and lack of self-esteem may be linked to attendance.

A governor congratulated the headteacher on recruiting such highly qualified and experienced trustees.

A governor sought clarification over the student achievement data as whilst attainment was above the national average the level of 'added value' did not appear to reflect this.

The headteacher explained how Progress 8 was calculated and informed governors that any score above zero was a positive. He outlined issues that had impacted on the school including some areas of underperformance and the overall range of options that the school offered.

A governor enquired on how the 'expectation' was set or established.

The headteacher informed the meeting that this was based on Key Stage 2 outcomes and as a norm the benchmark level was high.

A governor sought clarification on the external exclusion provider whilst congratulating the school on the limited number of exclusions.

The headteacher informed the meeting that for short periods the cost burden to the school was marginal but permanent exclusions resulted in the school meeting

the full costs. He explained that the school operated an inclusive approach but in extreme situations a permanent exclusion had to be kept as a school option.

A governor asked the headteacher if the arrangements changed after academisation.

The headteacher informed the meeting that academisation did not impact in this area.

A governor challenged the headteacher on the extent of help available for students who had mental health issues.

The headteacher informed governors that mental health was included in the school improvement plan and he explained that the school needed to address mental health issues and counselling services.

A governor congratulated the school on its provision for disadvantage children and the structure approach adopted by the school.

A governor challenged the headteacher on staff awareness of student mental health issues.

The headteacher informed the meeting that training sessions were open to all staff and he outlined the teaching school provision.

Mr Jackson withdrew from the meeting at 7.45pm.

A governor sought clarification on how lesson observations were selected as part of the quality assurance programme.

The headteacher informed governors that all staff had at least one formal observation and that the process involved two observing staff.

A governor challenged the headteacher on who paid for the trustee staff.

The headteacher informed the meeting that the staff were school employees and they were working on progressing the MAT.

A governor sought clarification over the outstanding land issues and if they would have a financial impact on the school.

Mrs Straw informed the meeting that whilst the issues were complex there were no significant financial issues.

A governor challenged the headteacher on the admission number for the Junior school and the impact of the admission policy.

The headteacher informed the meeting that the admissions policy had been impacted by the judgement of the ombudsman although as part of the academisation process the issues were to be revisited.

HT

A governor challenged the headteacher on including link governors either during or after quality assessment reviews.

The headteacher informed governors that he would review how the quality assessments were implemented and establish if governor involvement could be added to the process.

HT

Governors discussed governor visits to school training and noted that there was a training module that covered this.

The headteacher informed the meeting that he would also look at training options. HT

The headteacher was thanked for his report.

GB/16/18 Information from the Corporate Director for consideration and action

Meeting the requirements of the General Data Protection Regulation (GDPR), May 2018

The clerk informed the meeting that the current Data Protection Act (DPA) is to be replaced by the General Data Protection Regulations (GDPR) on 25 May, 2018. He stressed that the new legislation brought new responsibilities around how schools handled and processed data and introduced the potential for significant fines in serious breach cases.

The clerk informed the meeting that the Local Authority had been able to secure a suitable 'tool-kit' and that training sessions had been offered to headteachers and school business managers. He explained that governor training was also available and that it was recommended that a link governor appointment be made to oversee the school systems and ensure that they were compliant with the new regulations.

The clerk informed the meeting that it was no longer considered appropriate for a governor or associate governor to use business or shared home e-mail addresses and that an individual school e-mail account should be set up.

The headteacher informed the meeting that he and the business manager had attended training on this issue and had established a small working party to oversee implementation of the legislation.

Governors discussed the report and it was

resolved

that the headteacher be authorised to appoint a suitable Data Protection Officer and that the chair be given delegated authority to appoint a Data protection link governor for ratification at the next full governing body meeting.

**HT
Chair
agenda**

GB/17/18 Admission arrangements for 2019

The headteacher reminded governors that copies of the admissions arrangements were included in their packs of papers. He explained that with the exception of date changes the admissions arrangements were unchanged. It was

resolved

that the admission arrangements for September 2019 were approved.

GB/18/18 Policy update – to approve policies referred from the previous meeting or committee meetings

The chair informed the meeting that there were no policies for consideration at this meeting.

GB/19/18 Communication

From chair

The chair informed the meeting that he had no formal 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 electronically on Governorhub and that there had been a further update at half term. He highlighted the following items:

First Spring Term newsletter

- 92% of Nottinghamshire schools are good or better (page 1)
- School Complaints (page 4)
- Outcome of the school holiday consultation (page 5)
- Governor Services Team manager appointed (page 5)
- Is your school website up to date? (page 6)
- Governor long service award (page 7) – Mr Turner
- Advice from Legal Services – Parents groups and use of social media (page 10)
- National Child Measurement Programme(NCMP) (page 11)

Second Spring Term newsletter

- Children Missing Education (CME) (page 4)

Long service award

Governor congratulated Mr Turner on receiving his governor long service award, noting that the headteacher had previously presented him with the certificate.

Governors noted that Mr Wright had served as a governor in excess of 15 years and the clerk confirmed that he would arrange for a certificate to be provided.

clerk

GB/20/18 Report from training co-ordinator including review of governor training requirements for 2018

Mrs Hepworth, the training co-ordinator reported that she had looked at what training opportunities were available for the summer term but unfortunately the Local Authority had not yet issued the summer training dates.

Mr Colton informed the meeting that he had attended the recent governor conference. 100 governors had attended the event and the lead spokesperson for the Local Authority had issued a plea for schools to more actively assist the Local Authority in dealing the children in care and looked after children.

Mr Colton also referred to his role on the schools forum, as representative of maintained schools, and expressed his concern over lack of representation from academies.

GB/21/18 Confirmation of date for 2018

The governing body

agreed

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

GB/22/18 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 committee minutes be deemed confidential but that all other papers and reports be made available as required.

The chair, on behalf of the governing body, thanked Neil for his work and support of the governing body and wished him well in the future.

The meeting closed at 8.20pm.

Signed(chair) Date
ACL/