
School: Southwell Minster C of E VA Comprehensive School
Meeting title: Summer term meeting of the governing body
Date and time: Tuesday, 19 June, 2018 at 6.30pm
Location: At the school

Membership

'A' denotes absence

Mr R Beckett
Mrs C Bowering
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) (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 Mrs J Straw (business director)
Miss S Rees (head girl)
Mr H Sitten-Kent (head boy)
Andrew C Ludlow (clerk to the governors)

Before the meeting formally commenced the chair welcomed Selina Rees, head girl, and Harry Sitten-Kent, head boy to their first meeting of the governing body.

GB/23/18 **Opening prayer** **Action**

The Dean opened the meeting with a prayer.

GB/24/18 **Apologies for absence**

There were no apologies for absence.

GB/25/18 **Declaration of interest**

Mr Ladbury declared an interest as he was a governor at Holy Trinity; Mr Turner, Mrs Hepworth and The Dean declared an interest as Trustees of the MAT and Mr Parris as Chief Executive Officer (CEO) of the Trust and Mrs Straw as Chief Operations Officer (COO) for the Trust.

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

GB/26/18 **Review of membership**

Action

The chair highlighted the following vacancies on the governing body:

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

HT

The headteacher informed the meeting that the process to recruit parent governors was to start early in the next term.

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
- Mrs Sawula, parent governor – 16 November, 2018

HT

The Dean informed the meeting that the documents confirming Mr Wright's re-appointment had been issued.

clerk

GB/27/18 Approval of minutes of spring term meeting

The minutes of the spring term meeting held on Tuesday, 20 March, 2018 having been previously circulated and subject to the following correction being made were confirmed and signed by the chair.

GB/15/18 Headteacher's report

Delete fourth paragraph as it 'repeats' the third paragraph.

Matters arising

GB/11/18 Review of membership

The chair informed the meeting that he had contacted the training co-ordinator concerning governor skills and was satisfied that the current generic document was still suitable.

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

(GB/37/13) Finance and General Purposes and Personnel Committee

Governors noted that establishing a working group to oversee the GAP (Governor Action Plan) had been deferred due to Mrs Bowering's illness.

**Mrs
Bowering**

GB/15/18 Headteacher's report

Admissions policy (page 7)

The headteacher informed the meeting that the school's solicitors had been consulted and had advised that the existing criteria had to continue as it was not possible to make changes, as part of the academisation process.

Quality assessment reviews (page 7)

The headteacher informed governors that he was aiming to invite governor participation at the draft report stage and prior to reviews being published.

Training options (page 8)

The headteacher informed the meeting that governor visits training could be provided either in house or by taking advantage of the generic courses provided by the Local Authority.

Governors discussed training and felt that a bespoke in house training module would be beneficial.

The headteacher confirmed that he would look towards providing such a course, to take place in the new term and to be offered to the new governing body.

The chair reminded governors that as part of the academisation process trustee appointments had taken place and that this would result in Mrs Hepworth, training co-ordinator, stepping down from her governor role and that the new governing body would need to appoint a new training co-ordinator.

agenda

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

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

Governors approved the following appointments:

- Data protection officer – Mr David Everett, Deputy Business director
- Information governance link governor – Mr Turner

Governors also confirmed that the delegated authority had been given to the Finance, General Purposes and Personnel Committee to consider and approve any other policies and processes that were required in order for the school to meet its requirements under GDPR.

GB/28/18 Receipt of minutes from committees and working parties

Finance, General Purposes and Personnel Committee

The minutes of the Finance, General Purposes and Personnel Committee meeting dated Wednesday, 7 March, 2018 were received.

It was noted that the minutes for the meeting dated Wednesday, 23 May, 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 by Mr Wright.

Matters arising

FGP&P/06/18 End of year budget 2017/18

Mr Wright reported that a surplus had been carried forward and he confirmed that a BO2 report was required as part of the Governors consistent financial reporting out-turn statement 2017/18 process.

Mrs Straw informed the meeting that significant amounts of the surplus were linked to the maths hub and teaching school (TSST). It was

resolved

that the Governors consistent financial reporting out-turn statement 2017/18 and BO2 form be approved.

FGP&P/07/18 Proposal for governors' funds post-academisation

Mr Wright reminded governors that post-academisation it was not possible to have a separate governors' fund and that it would in future be shown under three cost centres within the school budget.

FGP&P/07/18 Budget setting

Mr Wright outlined the budget situation for 2018/19 and explained that currently the projected year end position for 2018/19 was a deficit of £249,093.

Strategic Development and Pupils Committee

The minutes of the Strategic Development and Pupils Committee meeting dated Tuesday, 27 February, 2018 were received.

It was noted that the minutes for the meeting dated Tuesday, 22 May, 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 by Mr Turner, who chaired the meeting in the absence of Mrs Bowering.

Matters arising

9. Policies

Mr Turner informed the meeting that a number of policies had been approved and that further work was being undertaken on the Employee Code of Conduct policy.

10. Link governor visits

Mr Turner reminded governors of the importance of link governor visits.

11. AOB – Governor involvement in faculty reviews

Mr Turner reminded governors that the headteacher had reported on this earlier in the meeting.

GB/29/18 Approval of continued delegated powers to FGP&P

Confirm budget position and FGP&P approval of same

It was proposed and seconded that the delegated powers given to the Finance, General Purposes and Personnel Committee continue. It was

resolved

that the delegation of powers be approved.

GB/30/18 Headteacher's report

The headteacher presented his report, copies of which had been previously circulated and were included in the governor's pack, highlighting the following:

MITRE update

The headteacher referred governors to the flowchart 'MITRE update 19 June 2018' and highlighted the following:

Minster school academisation

The headteacher informed governors that:

- Articles of Association had been agreed
- £25,000 conversion grant had been received
- TUPE preparations had been made
- New conversion date – 1 September, 2018

Marketing and identity

The headteacher informed governors that the MITRE website had been commissioned.

MITRE Leadership

The headteacher informed governors that:

- Board of trustees had been established
- Chief executive Officer had been nominated – Mr Parris
- Chief Operations Officer had been nominated – Mrs Straw

The headteacher reminded governors that they would need to:

- Agree new terms of reference
- Formally agree to convert to an academy

Individual conversions

The headteacher informed governors that:

- MAT had been registered as a company in March, 2018
- Minster school conversion – September, 2018
- Holy Trinity conversion – October, 2018
- Lows Wong infants, Halam and Farnsfield conversion – autumn term 2018
- Bleasby primary conversion – spring 2019
- Lowes Wong junior conversion – spring/summer 2018

Key documentation process

The headteacher informed governors that:

- Core policies and matrix were in place
- Memorandum of Understanding for founder trust members had been produced
- Scheme of Delegation and Reserved Authority – in pack of papers
- Initial due diligence completed
- Risk register drafted
- Growth plan to be written
- School improvement and QA to be prepared

The headteacher informed the meeting that there were still a number of land issues that had to be resolved.

The headteacher was thanked for his report.

GB/31/18 Governor questions on the impact on outcomes for pupils and holding the School leaders to account

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 and he explained that each governor would be given an opportunity to raise questions.

A governor challenged the headteacher on the gap between boys and girls achievement and behaviour and asked if there was a link between the two.

The headteacher in responding suggested that there was a link between achievement and behaviour although it was not always clear which was the dominant issue. He explained that teaching and learning was to focus on what best suited boys, whilst not losing the approach that worked with girls.

Governors discussed the gap between boys and girls and noted that whilst the situation was mirrored nationally the school was determined to obtain improvements.

The head boy described to governors how older boys were mentoring younger boys and that this linkage was designed to take into account behaviour issues.

The head girl suggested that girls tended to find it easier to talk to staff.

Governors discussed the issues raised and noted the links between mentoring and the prefects and that the school support tutors were encouraging students to communicate with them.

A governor challenged the headteacher on the school vision, ethos and value which was founded on Christian principles and suggested that the academisation process offered the school an opportunity to redefine its Christian principles.

The headteacher reminded the meeting that Trust had a number of members, from different backgrounds, and that local governing bodies would influence each individual school ethos and values.

A governor sought clarification on attendance and the impact that staff absences at key times had had on the efforts to obtain improvements.

The headteacher explained that this referred to the absence of a key member of staff who had subsequently returned to duty.

A governor asked the headteacher how the school had achieved a vastly improved lunchtime experience for students.

The headteacher informed the meeting that restructuring the lunch break had enabled students to have more time and space and he referred to the additional facilities and the improved quality of meals.

Governors discussed the improvements and noted that Student voice had also commented on the overall improvements.

A governor asked the headteacher on numbers seeking to join the sixth form.

The headteacher informed the meeting that whilst the numbers were good they were below the current cohort but that had been a particularly large cohort.

A governor challenged the headteacher on the number of pupils on roll and if there were any consequences of increased numbers.

The headteacher informed the meeting that the school will continue to admit over PAN by 8 students into the key stage 3 year groups, making 248 places available. This is the second year of this approach meaning both year 7 and year 8 next academic year will have around 248 students.

A governor challenged the headteacher on the quality of teaching and learning that showed a shift from 'highly effective' to 'effective' and was this reflected in staff appraisals.

The headteacher informed governors that there had been no radical shift in teaching and learning although the school had adopted a more critical approach, more objective and less congratulatory. He explained that whilst this linked to staff appraisals it did not signify a major change.

A governor sought clarification on 'introduction of basic expectations in terms of teaching and learning'.

The headteacher outlined the school approach and how it was linked to the professionalism of staff.

A governor sought clarification on the meaning of 'T' in the Pupil Premium (PP) data.

The headteacher informed the meeting that T indicated that this was 'true for PP' and that 'F' indicated that it was 'false for PP'.

A governor referred to the growing awareness of mental health issues and if the school might offer to pilot any new approaches.

The headteacher outlined the work the school currently did and how it worked with numerous agencies on a daily basis. He also acknowledged that the school would want to do more if it had resources to do so. Many such resources that used to exist at Local Authority level were no longer available.

Governors discussed the issue and it was

resolved

that further discussions would take place in the Strategic Development and Pupils Committee

Governors thanked the headteacher and staff for their work and professionalism during this difficult time and recognised that considerable time and effort had been expended on the academisation process.

Mrs Gault withdrew from the meeting at 8.00pm.

SD&P**GB/32/18****Information from the Corporate Director for consideration and action**

Nottinghamshire County Council's Partnership Strategy for Looked after Children & Care Leavers 2018-21
and

Revised Guidance for Virtual School Heads and Designated Teachers (February 2018) - Governor update

The clerk informed governors that the Local Authority partnership strategy for Looked after Children (LAC) and Care Leavers (2018-2022) had been revised and approved by the Children and Young People's Committee in January 2018. He explained that the expectation was that all partners should formally adopt and approve the ambitious partnership strategy.

The clerk stressed the need for school policies to be sensitively written and reminded governors that the Pupil Premium (PP) Plus funding was worth £2,300 per child per year. He highlighted the recommendation that each governing body should have a named LAC link governor and that Mrs Bowering had been appointed to that role.

The clerk explained that from September, 2018 designated teachers would have a responsibility for both LAC and previously LACs. He highlighted the statutory guidance that had been produced by the DfE for the virtual school heads and designated teachers for LAC and previously looked after children.

The clerk suggested that governors may wish to review the issues raised in the Strategic Development and Pupils and seek assurances on a number of issues. Specifically it should be minuted:

- Who is the designated teacher for LAC and previously looked after children?
- Does the person or persons have the seniority and skills to undertake the role?
- Has the designated teacher(s) attended appropriate training?
- Are they familiar with the requirements of the role?
- How do they contribute to the understanding of everyone in the school who is likely to be involved in supporting LAC or previously looked after children?
- When will the governing body be reviewing school policies and strategies in relation to LAC and previously looked after children?

Governors discussed the issues raised and whilst accepting the importance of LAC felt that it would not be appropriate to adopt and endorse the partnership strategy without first reviewing it and establishing its impact on the school. It was

resolved

that the report be considered by the Strategic Development and Pupils Committee which had delegated authority to adopt the partnership strategy.

SD&P

GB/33/18

Communication

From chair

The chair confirmed that he had no formal report.

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 were updates at half term. He highlighted the following items:

First Summer Term newsletter

- Governor Code of Conduct (page 3)
- Help is on hand to place governors in school (page 4)
- Referrals to the multi-agency safeguarding hub (MASH) (page 5)
- SEND – governor workshop (page 6)

Second Spring term newsletter

- Governor conference 2019 (page 1)
- Elective Home Education (EHE) (page 3)
- Safeguarding (page 6)

Long Service award

The clerk reported that Mr Wright had completed in excess of 15 years of service as a governor, and had been awarded a long service certificate.

The headteacher presented Mr Wright with his certificate and governors congratulated Mr Wright on his award.

GB/34/18 Approval of in-service training days

The clerk reminded governors that a proforma had been produced relating to school inset days for the period September, 2018 to August, 2019. It was

resolved

that the inset dates would be as follows:

- Tuesday, 4 September, 2018
- Wednesday, 5 September, 2018
- Friday, 26 October, 2018
- Friday, 30 November, 2018
- Monday, 4 February, 2019

The headteacher informed the meeting that dependent on progress towards academisation the school may have a further inset day:

- Friday 9 November, 2018

GB/35/18 Governing Body Reconstitution

Approval of draft reconstituted governing body post academisation

The chair reminded governors of the progress that the school had made in establishing the MAT and academisation. He explained that the Southwell Minster school would be the first school to join the MAT and referred to future requirements.

The headteacher informed the meeting that whilst Local Authority schools had Instruments of Government this was not the case with academies as they had Terms of Reference which were linked to the Articles of Association of the Trust.

Action

He explained that each local governing body would be autonomous and that it had been proposed that the Minster school retain a similar structure to that currently in existence, but with 17 governors, retaining its church link and balance and with existing governors serving out their current term of office.

Governors discussed the future requirements and it was

resolved

that a small working party be establish consisting of Mr Wright; Mr Ladbury; Mr Shannon and the headteacher with the remit of producing the Terms of Reference which would be circulated by e-mail for approval by governors and would be based on the proposals.

w/p

Agree committee structure and membership of committees

It was

resolved

that the working party would review the committee structure and membership of committee.

**w/p
agenda**

Approval of delegation – decision planner 2018/19

It was

resolved

that the working party would review the decision planner.

**w/p
agenda**

Appointment/re-appointment of link governors

It was

resolved

that the link governor appointments would be reviewed in the autumn term meeting.

agenda

Appointment of Chair of Governors designate

The chair reminded governors that on academisation he would step down from his role as a governor and that for continuity it was important that consideration be given to electing a new chair.

Mr Wright was nominated and seconded for the post of chair of governors designate and withdrew from the meeting. it was

resolved

that Mr Wright be appointed as chair of governors designate with immediate effect.

clerk

GB/36/18

Report from training co-ordinator including review of governor training requirements for 2018/19

Safeguarding

Mrs Hepworth the training co-ordinator informed the meeting that Mr Colton; Ms Sparkes and Mrs Turner would need to renew their safeguarding training by 7 October, 2018.

Action
Mr Colton
Ms Sparkes
Mrs Turner

Training record

Mrs Hepworth informed governors that governor training records could be added to Governorhub and she confirmed that she would contact them so they could update their Governorhub records.

t/c

Skills audit

Mrs Hepworth reminded governors that the last skills audit had been completed last year and that it had been recommended that it be updated annually. It was

resolved

that Mrs Hepworth would circulate the skills audit forms to enable her to produce an update skills audit before the end of the academic year.

t/c

GB/37/18 Confirmation of dates for 2017/18

The governing body

agreed

Autumn term - Tuesday, 13 November, 2018 at 6.30pm

Spring term - Tuesday, 19 March, 2019 at 6.30pm

Summer term – Tuesday, 18 June, 2019 at 6.30pm

Committee meetings

Autumn term 2018

Strategic Development and Pupils Committee – 23 October, 2018 at 4.00pm

Finance, General Purposes and Personnel Committee – 24 October, 2018 at 4.00pm

Spring term 2019

Strategic Development and Pupils Committee – 26 February, 2019 at 4.00pm

Finance, General Purposes and Personnel Committee – 27 February, 2019 at 4.00pm

Summer term 2019

Strategic Development and Pupils Committee – 21 May, 2019 at 4.00pm

Finance, General Purposes and Personnel Committee – 22 May, 2019 at 4.00pm

GB/38/18 Determination of confidentiality of business

It was

resolved

that the governing body membership list; confidential sections of the headteacher's report; staffing and confidential sections of committee minutes be

deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 8.30pm.

Signed(chair) Date

ACL