
Academy: Minster School
Meeting title: Autumn term meeting of the governing body
Date and time: Tuesday, 12 November 2019 at 6.30pm
Location: At the academy

Membership

A Mr R Beckett
Mrs C Bowering
Dr P Brooks
Mr B Chaloner (head of school)
The Reverend Canon Dr Frith (vice-chair)
Mr A P Colton
Mrs H Gault (staff)
Professor J Hardman
Mr N Ladbury
Mr M Parris (headteacher and acting CEO for Trust)

A Mrs C Pierpoint
Mr D Shannon
Ms T Sparkes
Mrs E M Turner
Mr R Wood (staff)
Mr A E Wright (chair)
Mr P Provost

In attendance

Miss L Preece (head girl)
Andrew C Ludlow (clerk to the governors)

Before the meeting formally commenced the chair circulated a form requesting governors to indicate if they still required papers copies of documents being made available to them at meetings.

GB/30/19 Opening prayer

The Reverend Canon Dr Frith opened the meeting with a prayer.

GB/31/19 Apologies for absence

Action

Apologies for absence were received from Mrs Bowering (illness); Mrs Pierpoint (family commitment).

It was

resolved

that the governing body consented to the absences.

Governors noted that Mrs Straw (Chief Operations Officer (COO) for the Trust) and Mr Lock (head boy) had also submitted their apologies.

The chair welcomed The Reverend Canon Dr Richard Frith (Canon Precentor and nominee for the Dean) and Mr Paul Provost to their first meeting of the full governing body.

The chair read to the meeting an e-mail he had received from Dr Brooks, parent governor, which stated that he had resigned from the governing body with effect from Friday, 8 November, 2019. He explained that as a result of the vacancy the headteacher would commence the election process for a replacement parent governor.

HT

The headteacher in noting the contents of the resignation e-mail reminded governors that they were always welcome to attend school and that he felt that the school and staff were always open with governors and supplied information to help and enable them to undertake their governance role.

A number of governors responded and concurred with the headteacher's comments and indicating that the standards of governance and links to the school were high.

The chair reminded governors of the school's progress over the recent years and that the school had always been committed to consulting with all stakeholders in a timely and appropriate way. He added that Mrs Bowering had offered her services as a 'governor mentor' to new governors.

The chair circulated an updated membership list and asked that governors check to ensure that their details were correct.

GB/32/19 Declaration of interest

Mr Parris as Acting Chief Executive Officer (CEO) of the Trust declared an interest.

The headteacher and staff declared an interest in the Director's report on teachers and support staff pay. There were no other declarations of interest, either direct or indirect, for items of business on the agenda.

Review and sign 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. Copies of the forms were made available for governors to sign and return to the headteacher.

Review and sign Governor Code of Conduct

The chair circulated a form, for governors to sign, confirming that that they had read the Governor Code of Conduct and agreed to abide by it.

GB/33/19 Review of membership

The clerk confirmed that Mr Paul Provost, foundation governor, joined the governing body on 18 June, 2019.

GB/34/19 Election of vice-chair

The chair reminded governor that by tradition the vice-chair of the governing body had been The Dean and he suggested that his nominee The Reverend Canon Dr Frith be appointed to the position.

The Reverend Canon Dr Frith was proposed and seconded for the position of vice-chair. As there were no other nominations The Reverend Canon Dr Frith left the room and the clerk conducted a ballot. It was

resolved

that The Reverend Canon Dr Frith be appointed as vice-chair.

The Reverend Canon Dr Frith re-joined the meeting.

GB/35/19 Approval of minutes of summer term meeting

The minutes of the summer term meeting held on Tuesday, 18 June 2019 having been previously circulated, and subject to the following correction being made, were confirmed and signed by the chair.

GB/21/19 Headteacher's report and Head of School's report, including Governor questions

Governor visit report (page 7)

Amend sough to sought

Miss Preece joined the meeting at 7.00pm, having attended another school event prior to the meeting.

Matters arising

(GB/09/19) Training

The headteacher referred to the Trust governor day on 12 July, 2019 and outlined a number of issues that had been discussed.

GB/21/19 Headteacher's report and Head of School's report, including Governor questions

Governor questions – Southwell Minster school chaplain

The headteacher informed the meeting that after discussions with the Cathedral it had been decided that an independent school chaplain should be recruited.

A governor challenged the headteacher asking if a SWOT analysis had been undertaken to determine the requirements for the post holder.

The headteacher explained that there were ongoing discussions to produce an appropriate job description/person specification but it was essential that strong links were maintained with the Cathedral.

In responding to a further question the headteacher informed the meeting that a copy of the job description would be shared with governors.

Gender gap

Governors noted that gender gap had been discussed in the Strategic Development and Pupils Committee and that the head of school would provide a more detailed briefing later in the meeting.

Governor visit report

The headteacher was pleased to confirm that the outstanding governor visit report had been sent to governors.

GB/26/19 Review of delegation and organisation of committees

Appointment/re-appointment of link governors

The headteacher suggested that with the recent changes to membership that it may be appropriate to alter some of the link governor appointments. It was

resolved

that the following link governor responsibilities be approved:

Performing Arts (Music and Drama) – Mrs Turner
English – Mrs Turner
Humanities (Geography, History and RE) – The Reverend Canon Dr Frith
Christian Distinctiveness and Worship – Mr Shannon
ICT/Computing – Mr Shannon
Junior School – Ms Sparkes
Modern Foreign Languages (MFL) – Mr Shannon
Learning Support (SEND) – Mr Beckett
Maths – Professor Hardman
PE – Mrs Pierpoint
Science – Mrs Bowering
Social Studies – Mr Ladbury
TAD – Mr Beckett
Post 16 – Mr Provost
Teaching School – Mr Shannon
Pupil Premium – Mrs Bowering
Safeguarding, including LAC and previously looked after children – Ms Sparkes and Professor Hardman
Curriculum – Mrs Bowering
Wider Learning Information advice and Guidance – Mr Colton
Community – Mr Colton
Governance and Information (GDPR) – Mr Wright
Support Staff – Mr Wright
Pastoral Care – Mrs Bowering
Senior Staff – Mr Wright

GB/36/19 Receive key MiTRE documents

The headteacher informed the meeting that the MiTRE documents had been circulated previously but it was important that they be recognised and approved by the governing body.

Policy Matrix

The headteacher explained that the Policy Matrix, a copy of which was in the governor's pack, had been produced by MiTRE. The document was proposed and seconded and it was

resolved

that the Policy Matrix be approved.

Scheme of Delegation

The headteacher explained that the Scheme of Delegation, a copy of which was in the governor's pack, outlined the areas of responsibility vested in the governing body. The document was proposed and seconded and it was

resolved

that the Scheme of Delegation be approved

Local Governing Body Activity Calendar

The headteacher informed the meeting that the Local Governing Body Activity Calendar, a copy of which was in the governor's pack, was based on the Local Authority decision planner. The document was proposed and seconded and it was

resolved

that the Local Governing Body Activity Calendar be approved.

GB/37/19 Receipt of minutes and approval of policies from committees and working parties

Finance, General Purposes and Personnel Committee

The minutes of the Finance, General Purposes and Personnel Committee meeting dated Tuesday, 4 June, 2019 were received.

It was noted that the minutes for the meeting dated Wednesday, 16 October 2019 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 Shannon.

Matters arising

FGP&P/38/19 Budget update

Mr Shannon informed the meeting that the DfE had provided the school with an additional £420,000 and it was now projected that there would be a surplus of £77,812 at the end of the financial year. He explained that currently the predictions for the following years were not as favourable.

The chair reminded the meeting that the figures included the 'Governor's fund'.

FGP/39/19 Trip accounts

Mr Shannon informed governors that the Trip accounts, formerly the School Fund, had been reviewed and it was decided that the minimum surplus would be amended from £5 to £10.

FGP&P/43/19 Dates of future meetings

Mr Shannon informed the meeting that the date of the next meeting was Wednesday, 26 February, 2020 at 4.30pm.

Strategic Development and Pupils Committee

The minutes of the Strategic Development and Pupils Committee meeting dated Tuesday, 21 May 2019 were received.

It was noted that the minutes for the meeting dated Tuesday, 15 October 2019 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 the head of school, in the absence of Mrs Bowering.

Matters arising

6. A review of examination results from summer 2019

The head of school highlighted exam results.

7. Pupil Premium (PP) strategy

The head of school informed the meeting that the school strategy had been very successful with the gap closing, although the school would continue to press forward with the good work. He outlined the work with regard to boy's achievement.

A governor sought clarification on the possible use of PP funds to meet the cost of remarking.

The head of school outlined the school approach explaining where PP funds could be used for remarking costs.

9. The use of mobile phones and electronic devices in school

The head of school informed the meeting that the decision had been taken that mobile phones and devices would not be seen or heard during school hours and that this applied to all students Year 3 to 11.

11. Review of policies

The head of school informed governors that the following policies had considered and approved:

- SEND and SEN information report
- Marketing and feedback
- Admissions consultation 2020/21

GB/38/19 Headteacher's report and Head of School's report, including Governor questions

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.

The headteacher thanked the staff, listed on the back page of the report, who had contributed towards the headteacher's and head of school report and highlighted the following:

Student achievement

Key stage 4

The headteacher informed governors that the progress 8 score was 0.21, which was above average. He explained that the aspirational score was 0.3 and targets had been set across the school.

The headteacher referred governors to the progress 8 scores 'by groups' and explained that whilst girls were doing incredibly well boys were under performing and this highlighted the extent of the gap.

Boys achievement

The head of school informed the meeting that detailed discussions had taken place in the last Strategic Development and Pupils Committee and he highlighted the areas that the school was focusing on:

- Intervention
- Teaching and learning
- Low level disruption
- student leadership
- Careers
- Growth mindset

Quality assurance strategies for the academic year

The headteacher referred to a range of activities including leaning walks.

Attendance

The head of school reported on attendance figures informing governors that over the last three years the trend had been positive and that the Persistent Absence (PA) had similarly improved. He explained that there was only a minimal gap between female and male attendance levels.

Exclusions

The headteacher informed the meeting that the school had increased its focus on targeting drug and alcohol misuse, following increasing concerns over a small cohort of individuals outside of school. He explained that the school was working with the local police service as part of an educational approach.

A governor challenged the headteacher on drug misuse.

The head of school informed the meeting that generally the issue related to cannabis.

Student numbers

The headteacher referred governors to the projected September student numbers and explained that of the 544 requests for places 272 were first choices (225 places available).

A governor sought clarification over SEN pupils as she had been in contact with a parent who had not felt able to attend the meeting at the school.

The head of school explained that the school welcomed all at the school.

The headteacher informed the meeting that the school also operated an 'open visit' policy outside the official evening.

Leavers and appointments

The headteacher referred to the list of leavers and new appointments highlighting the appointment of Nicola Clay, the new school business manager. He explained that she would be invited to attend future meetings of the governing body.

Maths hub

The headteacher referred to a forthcoming retirement and explained the school approach to ensure continuity of teaching.

CEIAG (Career Education, Information, Advice and Guidance) update

The headteacher informed the meeting that this was seen as an important priority for this year and he suggested that the Strategic Development and Pupils Committee may wish to receive a presentation on this subject.

SD&P

Governor questions

A governor challenged the headteacher asking if it was a requirement, under the Gatsby benchmarks, for a student to indicate what career they intended to pursue.

The headteacher confirmed that it was not unreasonable for a student to be unable to indicate career preference and no pressure would be put on them to adopt a particular choice. He explained that indicating a preference would help in determining courses although students were eligible to change direction in the future and the process was under continuous review.

A governor challenged the headteacher on the use of aspirational targets and potential links between high achieving girls and mental health issues.

The head of school stressed that mental wellbeing was always a concern but the school did not wish to deprive students in seeking the best possible outcomes from their studies.

Governors discussed the possible 'conflict' between 'expected' and 'targets' but accepted that the school sought to achieve an appropriate balance between outcomes and wellbeing.

A governor sought clarification on how progress 8 scores were calculated and if the Key stage 2.6 figure in reading had been benchmarked.

The headteacher outlined the process of progress 8 and explained how the school had achieved a score of 0.21.

The head of school informed the meeting that the Key stage figures had been benchmarked against national data.

A governor challenged the headteacher suggesting that within boy's achievement the school should also focus on organisational skills.

The head of school whilst accepting that this was important informed the meeting that it was included within 'teaching and learning'.

A governor challenged the headteacher on education provision for excluded students.

The headteacher informed governors that exclusions were only used as the very last resort and in the past arranged moves involving other school had often worked. He explained that external agencies were involved in exclusions, but the geographical location of the school made this difficult.

A governor sought clarification on funding arrangements for the after-school sports clubs, noting that over 50% of junior school students attended a sports club last year.

The head of school informed governors that some of the funding from the sports premium fund were used.

The headteacher and head of school were congratulated on the quality and content provided in their termly reports.

GB/39/19 Review Governor Action plan progress

The chair outlined the termly actions explaining that he hoped in the future to provide a written report. He reminded the meeting that the Governor Action plan had been discussed in the Strategic Development and Pupils Committee.

A governor sought clarification on governor mentoring arrangements.

The chair confirmed that Mrs Bowering had offered to act as a governor mentor and Mr Shannon had also volunteered.

GB/40/19 Admission arrangements 2020/21

The headteacher referred governors to the document in the governor pack and explained that the family of schools had asked for a minor change in the over-subscription criteria.

Governors discussed the change and it after being proposed and seconded it was **resolved**

that the admission arrangements for Year 7 admission 2021 be approved

In responding to a question the headteacher informed the meeting that the arrangements would now go out to consultation.

GB/41/19 Update on appraisal process for headteacher and staff

The headteacher reported that teaching staff appraisals were on track and the Pay Committee was scheduled to meet to discuss recommendations relating to last years targets.

The headteacher informed governors that his appraisal was scheduled for early December.

GB/42/19 Information from the Corporate Director for consideration and action

Contextual Safeguarding

The clerk informed governors that Contextual Safeguarding was an approach to safeguard children and young people which responds to their experiences of harm outside the home. He explained that schools needed to develop a deeper understanding of potential risks children face both on and off-line.

The clerk informed governors that the report contained a number of questions that they should raise with the headteacher.

Governors discussed the report and it was

resolved

that Professor Hardman would visit the school and the headteacher/head of school would provide a briefing note for the Strategic Development and Pupils Committee.

**Prof
Hardman**

HT/HoS

Ofsted Inspection Framework

This report outlined the main areas of the new Ofsted Education Inspection Framework relevant to governance.

The next 12 months have been identified as a transition period and leaders (including governors) would need to demonstrate that they have a clear intent to their curriculum that matches to the context and needs of the children attending their school. The school improvement plan would need to explicitly support this intention through to implementation and demonstrate how impact would be monitored.

Governors, through their monitoring and evaluation, needed to ensure that across the next 12 months;

- The school developed a clear curriculum intent which was shared with all stakeholders and is visible on the school's website.
- The school's self-evaluation was updated to consider the evidence that supports an accurate judgement for each area as set out in the inspection framework.
- The school's development plan explicitly supported the implementation of the curriculum in line with the intent.
- Appropriate Continuous Professional Development (CPD) had been sourced for staff, leaders and governors to ensure a full understanding of the latest changes to the Ofsted evaluation criteria.

The headteacher reminded governors that a training session, on this issue, was to take place on 27 November, 2019. It was

resolved

that the report be noted.

Off-rolling in schools and academies

The clerk informed governors that Off-rolling was the practice of removing a pupil from the school roll without using a permanent exclusion, when the removal is primarily in the best interests of the school, rather than the best interests of the pupil. This includes pressuring a parent to remove their child from the school roll. It was

resolved

that the headteacher/head of school would provide a briefing note for the Strategic Development and Pupils Committee.

HT/HOS

Reduced timetable

The clerk informed the meeting that Ofsted were particularly concerned about how schools approached the management of children who attended school part time and their reasons for doing so. He explained that governors would need to be satisfied that the school took all appropriate steps particularly with regard to vulnerable pupils. It was

resolved

that the headteacher/head of school would provide a briefing note for the Strategic Development and Pupils Committee.

School Appraisal Policy, School Pay Policy, Teachers Pay Award and other HR updates - September 2019.

School Appraisal Policy, School Pay Policy, Teachers Pay Award

The clerk informed the meeting that The HR service had written to headteachers on 3 September, 2019 stating that the DfE had advised that a 2.75% increase, across all pay ranges and allowances, had been proposed and that consultation with the unions was taking place. He explained that a further letter was expected to be sent from the Local Authority on or about 7 October, 2019 and the award would be backdated to 1 September, 2019.

The clerk stated that the Local Authority was consulting with the recognised trade unions relating to the School Appraisal Policy and School Pay Policy and it was expected that these would be made available towards the beginning of October.

The clerk informed governors that it was recommended that the Pay Committee be given delegated authority to approve the pay award and policies and that it met as soon as possible after 14 October, 2019.

The headteacher reminded governors that the Trust produced their own Pay and Appraisal policies. It was

resolved

that the Pay Committee be granted delegated authority to approve the teachers 2019 pay award.

HR updates - September 2019.

The clerk informed governors that the report also outlined other guidance including:

- Ensuring that all staff and governors have read at least Part One of Keeping Children Safe in Education, 2019 and understand the context of any changes from 1 September 2019;
- Ensuring that the systems for undertaking the required safer recruitment checks for staff, governors and volunteers are robust;
- Ensuring that a Section 128 check has been carried out for all governors;
- Ensuring that all appropriate HR policies and procedures have been adopted (Governor Policy Checklist, 2019).

The headteacher was pleased to confirm that the school was compliant and that policies produced by the MAT were now in use.

Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges and independent providers – letter from Cheryl Stollery dated June 2019

The clerk informed the meeting that copies of the letter had been sent to the chair and headteacher. He explained the importance of the statutory guidance and that all relevant documents were available both on Governorhub and the school's portal.

Safeguarding Children in Education: self-audit tool 2019-20 plus supporting guidance

The clerk reminded governors that safeguarding was a collective responsibility and the completion of the annual checklist needed to be undertaken and evidence produced. He suggested that a copy of the completed form should be made available to all governors and could be uploaded onto Governorhub.

The clerk informed the meeting that the checklist had to be completed and returned to Cheryl Stollery no later than 20 December, 2019 and it was important that the full governing body approved the final document.

The headteacher reminded governors that the school safeguarding audit, following academisation, took place in the summer term. He explained that he would contact the Local Authority explaining the alternative arrangements that the school used.

HT

GB/44/19 Receive report from Data Protection Officer and Information Governance governor

The headteacher informed the meeting that the school data protection officer was Nicola Clay.

Governors noted that neither the school or link governor were aware of any issues and that the school had received no subject access requests or had any data protection breaches. It was

resolved

that future reports would be monitored by the Finance, General Purposes and Personnel Committee.

FGP&P

GB/45/19 Communication

From chair

The chair informed the meeting that he had received two letter of complaint and that they were being dealt with in accordance with the approved policy.

From headteacher

The headteacher and head of school confirmed that they had no report other than their termly headteacher's 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 Autumn term newsletter

- Gov Services new team contact number – 0115 8044666 (page 5)
- Celebrating Governance (page 6)
- School to school collaborations (page 7)
- Children Missing Education (CME) (page 10)
- Commercial activities in schools (page 14)

Second autumn term

- Governor conference on Saturday 16th November 2019 (page 2)
- Safeguarding (page 4)
- Consultation on Nottinghamshire County Council's draft special education needs and/or disabilities (SEND) report (page 7)
- Elective Home Education (EHE) policy and Children Missing Education (CME) strategy review and consultation (page 8)
- Relationships and health education (primary) and relationships, sex and health education (secondary) (page 8)
- Mental health support team (page 10)
- Healthy family teams: supporting young people's emotional health and wellbeing (page 10)
- School admissions information (page 11)
- Newark & Nottinghamshire Agricultural society – Free resource (page 12)
- Recording training on GovernorHub (page 13)
- Pupil Premium (PP) (page 14)
- The department of Education's 'Teaching vacancies' (page 14)

GB/46/19 Report from training co-ordinator including review of governor training requirements for 2019/20

The chair circulated details of courses provided by MiTRE and encouraged governors to take advantage of the training opportunities.

GB/47/19 Confirmation of dates for 2020

The governing body

agreed

Spring term - Tuesday, 10 March 2020 at 6.30 pm

Summer term – Tuesday, 23 June 2020 at 6.30 pm

Autumn term – Tuesday, 10 November 2020 at 6.30pm

clerk

Strategic Development and Pupils Committee

Tuesday 25th February 2020 at 4.45pm

Tuesday 9th June 2020 at 4.45pm

Finance, General Purposes and Personnel Committee

Wednesday 26th February 2020 at 4.30pm

Wednesday 10th June at 4.30pm

GB/48/19 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 meeting closed at 8.40 pm.

Signed:



(chair) Date10.03.20.....

ACL/