

# The Meadows Community School

## Governor Meeting - Minutes

Date: 17 September 2013  
Start Time: 18:00  
End Time:  
Meeting Type:

<b>Present:</b> Andy Dukelow	Community Governor	
Audrey Ward	Staff Governor	
Barry Bingham	LEA Governor	
Brenda Cartwright	Associate Member	
Julie Bloor	Headteacher	
Roger Kench	Staff Governor	
Rosemary Elaine Frost	Community Governor	Chair
Ruth Bird	LEA Governor	
Tracey Burnside	Headteacher	

MinID	Subject	Notes
885	Apologies	P Elliott C Langley D Wilders
886	Declaration of Interest	None

*RC*  
10/12/13

**Governor Meeting Tuesday 17 September 2013**  
**6 – 8 pm**

1. Welcome & Apologies - EF ✓
2. Declaration of Interest - EF ✓
3. Minutes of Previous Meeting - EF ✓
4. Exam Analysis - RK ✓
5. Safeguarding Issues - TB ✓
6. CPD Model & Professional Development Folder - TB ✓
7. QA Policy and Process – JB ✓

**Finance - BC**

8. Budget Monitoring ✓
9. Financial Procedures ✓
10. Parent Pay ✓

**11. Policies**

- Formal Competence Procedure ✓  
Data Protection Policy ✓  
Pay Policy & Increment ✓  
Use of School Management System, Laptops and Electronic Mail ✓

12. Personnel Update Sheet - BC ✓

13. Correspondence - EF ✓

**Confidential Items**

14. Review of start of term & Ofsted Plan – TB/JB ✓
15. Headteacher Appointment - JB

16. Any Other Business

*Handwritten signature and date:*  
17/9/13

MinID	Subject	Notes
887	Matters Arising from Previous Minutes	<p>Pupil Premium 2013 -14 Academic Year Spend</p> <p>This will be revisited and tabled at the next meeting.</p> <p>JBR informed governors that Shirebrook have produced a report template and which may be helpful in providing this information to governors.</p> <p>ACTION: JBR to e-mail report to BC.</p> <p>Request for unpaid leave to attend a family wedding. Following a discussion between TB and EF earlier this term it was agreed this would be granted without pay.</p> <p>883 - Patient Participation Group - is still waiting for information from PE about student involvement in the group.</p> <p>ACTION: PE to e-mail information to</p> <p>JBR raised the issue about being given the opportunity to work following a voluntary reduction in hours. However, there is no obligation for the school to provide work in another role.</p> <p>It was clarified that was part of the redundancy process and agreed to a voluntary reduction in hours for one year rather than being made redundant.</p> <p>JBR stated that this still doesn't apply as it is a different role.</p> <p>Governors agreed to check if the opportunity to work in another role was offered as part of the redundancy process.</p> <p>ACTION: BC to check what was offered to staff as part of the redundancy process. Clerk to check the letter from</p> <p>requested that a definitive list should be made available to governors of staff who had been made redundant.</p> <p>ACTION: Redundancy information to be reported back to governors at the next meeting.</p>



MinID	Subject	Notes
889	Exam Results	Governors asked how the predicted figure of 50% for 5 A* - C including English and maths had dropped so significantly to 38.2%.

reported the prediction for the school was to achieve 58% but a slight drop in English was expected and a realistic target of 50% based on all the data the school had seemed achievable.

TB has spoken to Curriculum Leader of English, as there were some issues with the changes to grade boundaries so the English department predicted higher student grades. They also used raw scores rather than UMS marks. Overall students struggled on the writing paper with students who were predicted As achieving D grades.

In terms of the 5 A - C including English and maths a lot of this is due to the English results and students not achieving their predicted grades. Generally across the board there was a reduction in the 5 A\* - C to 59%, 16% lower than the previous year.

On the whole students in Year 11 did not achieve their predicted grades in other subjects. For example only 17% of students in resistant materials achieved A\* - Cs compared to 82% of students last year. There have been many issues in science and this is evident from the data showing students didn't make the progress they should have done. Similarly in business studies only 33% of students achieved A\* - C grades and again this is down to the member of staff teaching the classes.

Governors asked why this hasn't been identified before as this contradicts information that was given at previous meetings.

clarified that according to the data the school had there was not a problem, although the issues around were known the school tried to mitigate this. The data for English showed results in excess of 50% and Maths department achieved their prediction of 55%.

finds it difficult to see how we arrive at the score and the 120 page exam analysis isn't really that user friendly. A system of communicating this information in simpler format and something that gives a probability of this

10



achievement.

stated the same system for predicting grades had been used by the school in previous years and they have been within 1 - 2%. Also there has been an increase in results for the last 8 years and nothing was picked up by anyone regarding how the predictions for this year's results may alter.

reported that some work with teaching staff will be taking place on how they are actually predicting grades and some standardisation of this process will be introduced.

English Literature results were very good so staff are able to teach but further understanding is needed on what a student needs to do to reach their predicted and higher grades.

A system of support is being put in place for staff. Dave Mountfield from Springwell and colleagues from Shirebrook are working with the maths team and work with other members of staff is planned to take place.

thinks that some middle leaders did not take enough responsibility of where their departments needed to be. More meetings around achievement and data will be introduced. Usually if there is good teaching there are good results and the quality of teaching will also be looked at.

It was highlighted that there currently is no support in place for those teachers who require improvement and no procedures to deal with them underperforming.

asked if data from other year groups was going to be looked at again to see if the data is accurate. Some of the lower year groups did not have very high predictions and the fear is that this could be even worse.

felt the exam data posted on the school website was inaccessible and there is too much information.

A diary has been set for this year that has tracking and line management points where data on Years 10 and 11 will be collected and this will then be followed by line management meetings to ensure this data is robust. Targets for all students have also been looked at for the 3 levels of progress to ensure this is being met.

MinID	Subject	Notes
		BR also stated that there is some work to do with the Data Manager to shift from the amount of detail currently available to a simplified system.

TB commented that middle leaders for the first time are being set targets for their subjects, based on national expectations and 3 levels of progress etc. Meetings are currently taking place with Curriculum Leaders to discuss the results, look at current Year 11 and what intervention is taking place and set targets for the next year.

890	Safeguarding Issues	None.
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MinID	Subject	Notes
892	CPD	<p>CPD Model &amp; Professional Development Folder</p> <p>TB reported to governors on this agenda item.</p> <p>Every member of staff will have their own Professional Development Record. As you may be aware as part of the new Pay Policy and Appraisal Policy every teacher has to show they are meeting the required standards. Staff will use the folders to take to Performance Management meetings to help evidence staff are meeting with the teacher standards.. Some of the areas included in the folder are:</p> <p>Result Analysis – for the majority of staff this year they would not move up the pay spine if this was being implemented now as students have not made the required progress.</p> <p>Work Scrutiny – lesson observations, progress students are making overtime and if they are marking work and assessing it appropriately.</p> <p>Professional Development Evidence</p> <p>The last two days of the school term have been assigned as disaggregated INSET days which has given 12 hours of time to be used as professional development over the coming year. A programme of CPD has been planned for teaching staff and the first phase session will take place from 19 September to 7 November.</p> <p>On the 19 September the first training session will take place on questioning, pace and motivation all of which are priorities identified by Ofsted. Colleagues from Shirebrook are coming to the school to deliver 3 twenty minute sessions so can staff can get input on how to deliver these improvements within their lessons. Staff will then use this training to plan a lesson which will then be evaluated.</p> <p>Phase 2 will be the setting of appraisal targets. Some of these will be individual target e.g. the teachers that require improvement will have training sessions provided by the school. The good and outstanding teachers may choose to try something different in lesson or undertake action research.</p> <p>This CPD can then be evaluated to see what impact it has had on staff.</p> <p>There are a      f members of staff who will be put on a support programme as there teaching is not good enough.</p>



MinID	Subject	Notes
		Meetings with them will take place this week and they will then be given a period of 6 weeks to improve. If they do not improve they will be taken down the formal competence route.

UPDATE: Meeting postponed by 1 week due to HMI.

#### 893 Quality Assurance QA Policy and Process

JBR talked about the policy document.

The policy outlines what departments and individuals will be judged on such as data, departmental review, monitoring student work etc.

One of the appendices that will be included in the policy is a common lesson plan format. As part of the QA process lesson observations will take place and these will be done in pairs by SLT but also Heads of Departments will be encouraged to do joint observations on staff.

Governors confirmed they had looked at the policy and agreed to adopt it.

Each department will have a QA week and with each member of staff will be seen twice during this week, other than NQTs who have their own QA process. Staff will be given written feedback within 24 hours and the Head of Department will have a meeting with JBR to identify what the strengths and weaknesses are and how improvements can be made. As part of this students' views will be taken into account on what they think of teaching and enjoy / don't enjoy in lessons. At the end of the process each department will be given a graded report which will be based on behaviour, leadership and management, teaching and data.

These meetings are due to start on the 30th September and it would be beneficial to have some level of government involvement.

ACTION: Clerk to e-mail out the schedule for governors.

10

MinID	Subject	Notes
894	Finance	Finance

reported back to governors.

#### Budget Monitoring

On target at the moment but there have been some areas of overspend. It is also worth noting that teaching staff have been allocated a 1% pay rise which was not expected.

At this moment there may be a potential carry forward of £40 - £45k but the school are still trying to make savings where possible. The appointment of the 3 Cover Supervisors can be paid for out of the money allocated to the supply budget so this will not make much of a saving this year. However, this should have a big impact for the next financial year.

Next year there is currently a projected £300k overspend. However, the school will receive £230k in Pupil Premium money and with the £70k saving on supply this nearly balances out. There is still a need to look at surplus staffing as the school cannot afford to carry any member of surplus staff as this will have a detrimental impact on the budget.

Initiatives such as ensuring lights are switched off, printing in black and white not colour and also setting the photocopiers to print back-to-back have been introduced in an attempt to further save money.




TB proposed to governors that a free bus service to the school is offered for the next academic year. This would cost around £14k out of the school budget but if this attracts an additional four students this will pay for the bus. Within the current financial climate many parents will choose schools their child can walk to as they will save on bus fare costs.

Governors asked if it was too late to start this now to attract more students.

JBR explained if this is publicised now as parents are making their choices for secondary school places next year it could help to increase numbers.

asked if Pupil Premium money could be used to subsidise travel for students on FSM?



MinID	Subject	Notes
		<p>TB agreed Pupil Premium could be used in these cases as it would support the student's learning and attendance.</p> <p>Agreed by Governors to provide free bus travel from next September.</p> <p>ACTION: TB to write to primary schools as a follow-up from the Open Evening promoting the free bus service available to students.</p> <p> wanted to raise the issue that governors were only made aware in December 2012 that there was such a huge deficit budget, and that Governors were not aware that they need to claw back money, make redundancies etc.</p> <p>TB informed governors the curriculum will be looked at along with a staffing review as the school is over staffed and it may be that the governors will have to make redundancies. Next year as numbers are still expected to be low and the school will lose more students in Year 11 than it will gain from the September 2014 intake.</p> <p>Financial Procedures</p> <p>There is a small change to the Financial Procedures.    has been carrying out an audit of software and hardware and the procedure mentioned the curriculum was involved in the licences. However, this is not the process undertaken by the school and a computer based inventory system is used and is not linked to the curriculum.</p> <p>In addition to this small change the entire document will be reviewed and other amendments may be brought to the next meeting.</p> <p>Agreed by governors to change the procedure.</p> <p>Parent Pay</p> <p>This is a system some schools use to enable parents to pay online for school trips, activity etc. The Parent Pay system can also be connected to the kitchen's cashless catering system.</p> <p>Currently the school use Tucasi to record cash and cheque income from students but the maintenance contract is due for renewal which will cost £500.</p>



For the online transactions there is a small fee charged but this cost could always be built in to the trips. However, taking in to consideration the amount of staff time associated with the handling and banking of money the Parent Pay system would be more efficient. The fees for the software are as follows:

£500 - One off fee for the Parent Pay software  
£1 - cost per student at the school  
£200 - per annum for the support

DCC is considering buying Parent Pay for all schools in Derbyshire and if DCC adopt the system the per head charges for students and annual support costs may decrease slightly. Parent Pay have agreed to reimburse the school for the £500 fee if DCC buy the software for all schools.

For those parents that do not have access to internet or cannot pay online they can pay in money at some local shops by PayPal. There are five shops currently in the local area that offer this facility.

From a catering perspective it would mean that students would not be spending their lunch money at Tesco and parents can also check what their child is eating by going on-line.

TB would like the school to issue a list of all trips and activities at the start of each academic year so parents know what financial commitments they have to make which will help them budget and make payments.

Agreed by governors to buy the software and run it alongside Tucasi for this academic year and to phase out cash and cheque payments for the 2014 - 15 academic year.

MinID	Subject	Notes
895	Policies and Procedures	<p>Formal Competence Procedure</p> <p>JBR presented to the new procedure to Governors.</p> <p>Last September a new Appraisal Policy for Teachers and a new Competence Procedure was produced following a recommendation from the DfE.</p> <p>DCC have worked with the trade unions and produced their version of the Competence Procedure. JBR and TB have looked at the policy and would recommend adopt it as it is the version DCC have produced which also means the HR team would support the school in any staff issues.</p> <p>Performance for teaching staff will be dealt with through appraisal and if there are issues with appraisal you offer support. If this support does not have any effect staff are then dealt with through the competence procedure.</p> <p>Agreed by governors to adopt.</p> <p>Data Protection Policy</p> <p>There has been a small change to the wording in relation to ICT.</p> <p>Agreed by Governors to adopt.</p> <p>Pay Policy and Increment</p> <p>The Government issued guidelines in September stating teachers' pay must be more performance management linked.</p> <p>The Governors and SLT need to introduce a policy to show how increments will be awarded and that these will no longer be an 'automatic' payrise. The trade unions are against this and are possibly going to strike on 1st October.</p> <p>The LA have introduced a policy that the trade unions have agreed to. The LA have agreed to 'pay portability' within the County ensuring teachers stay on their current increment if they move to another school. M1 – M2 will be an automatic increment for staff completing their NQT year. All the other pay increases will be based on staff appraisal. From next year the CPD folder will provide evidence for staff in gaining pay increments.</p>

One of the appraisal targets will look at the students staff are teaching and if those students are not making the expected progress this could influence staff not being granted pay awards. This will make staff more accountable to the students they are teaching.

Staff will be made aware of the new Pay Policy on Monday's staff meeting.

Agreed by governors to adopt.

Currently the school's policies are saved in various different folders and work is being undertaken to bring all these together in one secure area.

Use of School Management System, Laptops and Electronic Mail

Small change regarding staff not being able to install their own software on laptops and that all updates and new software should be installed by a member of ICT Support.

Agreed by Governors.

#### 896 Appointments

Cover Supervisor appointed from 03-09-13  
Cover Supervisor appointed from 03-09-13  
Cover Supervisor appointed from 07-10-13 - the delayed contract start date for ( ) is due to being employed by a supply agency and the school are paying for 4 weeks employment from the agency as this was substantially cheaper than paying a finders' fee.

#### 897 Contract Changes

has been moved onto the Leadership pay spine - point 10  
This is to recognise all the extra meetings and time commits.



MinID	Subject	Notes
898	Maternity / Paternity Leave	[REDACTED] Maternity leave on Monday 15

899 Other Issues Curriculum Support for the Arts and Technology

A full-time post has been included in the budget to cover both areas. Currently [REDACTED] is covering 7 hours in [REDACTED] as part of a staffing restructure this will be re-visited to see how the time is allocated.

[REDACTED] - covering on a relief basis for [REDACTED] Lunchtime Supervisor who will be back in January.

900 Vacancies There will be three maternity leave positions that will need to be filled by the beginning of December 2013.

[REDACTED]

hopefully be covered internally as there is spare capacity in

An advert for the other ICT and English post will be placed with DCC at the start of next week with a deadline for applications on 7 October. A possible interview day of Tuesday 15 October has been identified.

901 Correspondence [REDACTED] from 16 - 20 1 [REDACTED]

Thank you letter from the Freedom of Community Project for donating TVs.

ACTION: Include letter to go in the school newsletter.

16

902 AOB

## Leave of Absence for Students

TB reported to governors that the school are receiving a high number of requests for holidays in term time. As the school now issue penalty notices for holidays in term time parents must have exceptional circumstances as to why their child needs to have time off during term.

Following a general discussion the governors agreed to use the categories below for exceptional circumstances:

Weddings - immediate family only  
Graduation / Passing Out Parade  
Family relatives with a serious / terminal illness

Any other extraordinary requests TB will raise these with governors.

## Open Evening

TB reported the Open Evening was a positive event and well attended by local parents.

## Sub Committees

JBR asked governors about changing the structure of governors meeting and introducing two sub committees.

Instead of having six full governor meetings throughout the year this will be reduced to four meetings and the other dates will be for sub-committees.

Governors were concerned that as they were such a small group of people that all members would sit on the committees in addition to the full meetings as this is what has previously happened.

JBR informed governors that Terms of Reference for the committees would be established which would include membership how many governors are needed to be quorate, which could be 3 governors excluding the Headteacher. It is also proposed to have both committees taking place on the same night, which would be advantageous if one committee is not quorate and the other has a surplus of governors.

TB informed governors that she had been approached by two parents who are interested in sitting on the governing

MinID	Subject	Notes
		body. Paperwork for the two Parent Governor posts will be issued on Friday and will hopefully result in filling the current vacancies.

Governors agreed to trial the committees.

Staffing, Resources and Finance  
Elaine Frost  
Andy Dukelow

Curriculum, Progress and Student Welfare  
Ruth Bird  
Barry Bingham

Based on governors' availability the following dates have been set for governor / committee meetings to take place:

19 November 2013  
14 January 2014  
11 March 2014  
6 May 2014  
10 June 2014

**ACTION:** Clerk to send out information to governors regarding committees and confirming meeting dates.

20



Minutes from Student and Curriculum Meeting  
Tuesday 19<sup>th</sup> November 2013  
The Meadows Community School

Attendee's: Ruth Bird (RB), Paula Elliott (PE), Jeremy Kay (JK),  
Roger Kench (RK), Nigel Kingham (NK), Denise Marsden (DM)  
David wilders (DW).

1. Welcome & Apologies

RK opened the meeting by welcoming everyone and offering introductions.  
Apologies were given for Audrey Ward.

2. Election of Chair of Committee

RK said that a Chair needed to be elected and asked whether anyone would be interested in the role. DW put himself forward and RB seconded his nomination, all other attendees were happy with the decision.

3. Terms of Reference

RK asked whether everyone had read the Terms of Reference and if anyone had any issues with it. PE said that seven days' notice was too short and asked if this could be made longer. DW said that it would only be seven days if the meeting involved something urgent, like a disciplinary, as all other meetings have been timetabled in anyway.

4. Student Responsibilities - Presentation by Denise Marsden

DM said that The Meadows had not been good in past years at giving students' roles and responsibilities. She explained that it has been discussed with all students as to why it is important for them to have an opinion. By having an opinion it enhances their skills and qualities and gives them something to write about on their CV. All attendees were handed a booklet to accompany the presentation and DM discussed the different roles/responsibilities as follows:-

- Reception Assistant - Y7 & Y8. To run errands and help out in Reception.  
To be done on a rota basis to minimise time spent out of lessons.

10/12/13  
[Signature]

- Anti-bullying Ambassadors - Y8 - Y10 already in place. The students involved took part in an anti-bullying training course. They are doing assembly on Thursday to explain more to others about their roles.
- Roving Reporters - Y7 -Y9. To help Claire Robinson on Reception to take photos and help with the school newsletter.
- Librarians - Y7 -Y9. Students will have to fill out an application form and have an interview if they are interested in this role.
- Reading Partners - Y9 - Y11. To work with Y7 and Y8 a couple of times a week to help develop reading skills.
- Prom committee - Y11. Set up last week, 17 students are on the committee.
- School Ambassador - Y11. It was decided to use the name Ambassador as opposed to prefect. Any students interested will need to complete an application form and have a formal interview.
- Head Boy and Head Girl - Y11. The voting system has yet to be decided and put in place.

DM explained that form tutors will look at the booklet with their forms next week and they will have application forms to distribute. There will be one standard application form and students will need to say why they are interested in a role and what skills they think they have to offer.

DW said it all sounded a good development and especially good for children to recognise responsibilities.

DM said that badges would be made for specific roles. The Ambassadors have asked if it would be possible to wear different ties to distinguish them from other students. DM said that she would need to consult staff on this suggestion and ask Brenda to see if a different tie design/colour could be ordered. RK asked whether everyone would be happy for this change to be made. DW said a tie would stand out more than a badge and PE suggested that all school should vote on the suggestion and not just staff.

JK asked about ongoing coaching/mentoring once students had been selected for their roles. DM confirmed that certain members of staff would be allocated to see it through i.e. Helen for Reading Partners.

JK asked how the whole idea had been initiated. DM advised that a few members of staff had been given opportunity to become part of SLT but in order to do this, had to come up with an idea to benefit the school as a whole.



Student Responsibilities is her idea. RB stated that it is a good idea for students to take responsibility.

### Changes since September

RK mentioned that there had been a lot of changes since September including:-

- A drive on uniform - there are no longer any major issues with students not wearing uniform.
- A late system is in place where Sue Collins stands out on duty to 'greet' the latecomers. They are sent to Room 30 for detention at lunchtime.
- SLT now have walkie-talkies which makes it easier to liaise with each other i.e. if they are trying to track down missing students for detention.
- All staff are working harder and have accountability for certain things. Morale is good and everyone feels like they have a clear role. Staff are all working more as a team.
- Increased use of e-mail amongst staff has vastly improved communication. JK asked whether this could be extended to parents. DM said that a letter had been sent out, as it had already been raised at the Parents Forum, for parents to provide their e-mail addresses if they wanted to communicate with school in this way.

### 5. Teaching & Learning - Presentation by Nigel Kingham

NK advised that the first half term had been focused on QA, Appraisal and CPD.

#### QA

Julie, Tracey, Roger and other key staff have worked on a comprehensive programme. All staff have had two lesson observations which were chosen by Julie and this has been a tough, emotional time for a lot of staff. At the end of each week, Julie writes a report on each curriculum area, commenting on observations and also students' views.

NK has set up a spreadsheet which highlights strengths and developments and catalogues every comment made in lessons, these sections are colour coded i.e. for maths, Gavin can access his department area of the spreadsheet and this will show red where it highlights developments and comments referring to teachers and green will show comments made in lessons. This will indicate where support needs to be put in place. There is also a column for lesson overview





judgement. The spreadsheet will be used to link in with development meetings and look at where training/support is needed.

### Appraisal

NK said that all staff have three appraisal targets:-

- Target for three levels of progress.
- Teaching and learning target.
- CPD target.

Targets need to incorporate questioning, engagement, pace and challenge, lesson judgements, developments and improvements.

SLT need to look at the data to see where to move forward.

### CPD

All staff have been given a CPD folder.


A 'coaching' approach has been put into place where staff are paired up. Staff who need extra support are paired with stronger staff. The pairs work on planning, teaching and observations with each other. Staff are required to feed back to Tracey at the end of the first phase (copy of professional development timetable distributed to everyone).

NK mentioned that 'sharing good practice' has also been introduced (copy of timetable distributed to everyone). Each curriculum area will be given the opportunity to do this. Sue Drake has done the first one and ICT is due to do the next. It is scheduled to take place every three weeks during briefing.

## 9. Curriculum Review

RK gave everyone a copy of the Curriculum hand out. Under the present system looking at Y9 we take one period of MFL to give to English. However, under the Baccalaureate some students will need language for university. Julie and Tracey want a standard curriculum for everyone and in order to keep options available the suggestion is to do one year options instead of over two years. Maths, English and Science would remain over two years. MFL would have to be done in Y10 as it would be too difficult to pick up in Y11 after a break.

PE expressed concerns that it sounds as though we would be substituting quality for quantity. NK mentioned that he had some initial reservations but after thinking it through thinks it is a good idea.



JK asked whether we were aware of any other schools who have done this. RK said that Shirebrook have and it's proved successful as it's helped to focus students' minds and there's not so much pressure at exam times in Y11 to recall what they learnt in Y10.

RK said that resits in maths and English have now been banned and whereas the previous system gave provision for five attempts, students now only get one chance in school.

RK mentioned that some subjects are no longer counted in school though they are counted for students i.e. horticulture.

RK mentioned that we were looking at altering the school day and changing to six periods instead of five. Due to falling numbers, dinners are over with quicker so time could be taken off the lunchtime period (refer to handout for suggested timings). Arguments against this however are that afternoons are not a good learning time for students.

PE raised the point that changing the time of the school day and finishing earlier will impact on parents, especially those who work. NK pointed out that out of all the schools in Derbyshire there are only two others which finish after 3.00pm.

DW said that if timings are changed, information would need to be sent to parents to reiterate the availability of after school clubs. RB mentioned that a change in time may encourage students to stay after school to complete their homework.

NK said there had been some reservations from staff with regard to the six period suggestion as there would be an extra lesson to plan for and as a result of less time in lesson, could be a problem in PE where students need to change.

DW asked whether there was a possibility of doing double lessons and RK said that this could be looked into.

RK asked for Governors to feed back any thoughts to himself or Paul.

RB mentioned it was useful to have been made aware of the impact to teachers'.

RK suggested that something such as half hour lessons could also be considered.

9

RB asked for three possible options to be put together and sent out to staff for their opinions and following the result of this, suggestions put forward to the Governors. RK agreed to arrange this.

PE asked whether anyone had looked into studies regarding concentration spans. RK said he could look at journals to research this.

NK said concerns for some staff are how they will be able to fit starters and plenaries into lessons. RK mentioned that the impact on students would also need to be considered and whether they may wilt at another change being put into place.

PE asked whether RK thought the present system worked. RK said yes, a 4:1 split is good.

NK said that problems occur at lunchtime and ideally we should cut down on the lunchtime break i.e. finish lunch at 1.55pm and go to registration at 2.00pm. School finish time could then be 3.00pm.

RK said that things do need to improve but could it be too much change? RB said RK needs to find out staff general opinion and report back. RK will discuss with Tracey.


JK asked what the timeframe is for any changes to be made. RK said that the timetable needs to run by May so a decision will need to be made by then. DW suggested that a decision by Governors should be made at the next full Governors meeting after Christmas.

JK asked whether anything should be mentioned at the next Parents forum but DW said he didn't think it would be a good idea as nothing may come of it.

PE asked whether Governors should attend the Parents forum. DW suggested it would be a good idea as they could get a feel for what is being said by parents.

## 6. Progress Review

RK said that the first data collection had taken place before half term and the predictions following this were 39% grade A\* - C. Concentration is being made on 3LP. A hand out was given out for everyone to look at regarding the data collection.





### Staffing

RK pointed out that at the moment we have three members of staff with forthcoming maternity leave, one technology teacher who is off long term and another member of staff who is off following a suspected heart attack.

### 8. Intervention

RK said that letters had been sent out to 67 students regarding after school intervention sessions and last week 27 out of 29 students turned up to do maths intervention. School provide them with tea, coffee and biscuits.

QA will be done on intervention and some intervention will be built into the timetable.

### 7. Mentoring

RK took everyone downstairs to show them the resource centre. They were then shown to the staffroom where RK and NK explained the boards which have been put up for the Y11 students and gave them information on the mentoring scheme.

Meeting closed at 8.55pm.



**Finance, Staffing and Premises Sub-Committee**  
**Tuesday 19<sup>th</sup> November 2013**

**Present:**

Sarah Swift (SS) – Parent Governor  
Elaine Frost (EF) – LA Governor  
Andy Dukelow (AD) – Community Governor  
~~Ruth Bird – (RB) – LA Governor~~  
Brenda Cartwright (BC) – Business Manager

Tracey Burnside (TB) – Headteacher  
Julie Bloor (JBR) – Executive Head

**Apologies:**

Barry Bingham – LA Governor

**Election of Chair of Committee**

Sarah Swift nominated herself for the position of Chair.

Agreed by the Committee.

SS will be elected as Chair for a term of one year.

**Terms of Reference**

The Terms of Reference were distributed to members before the meeting.

It was noted the Terms of Reference should make reference to the Committee having full delegated powers. This will enable the Committee can make decisions without having to refer back to the full Governing Body for ratification.

**ACTION: Terms of Reference to be amended accordingly and presented to the next at the next full Governing Body meeting.**

**Facilities for All (FFA)**

Darren Norwood delivered a presentation to the Committee on utilising the school's facilities to generate income through evening and weekend lettings. FFA currently work with five local schools; Netherthorpe, Shirebrook, Tupton Hall, Newbold and Long Eaton.

A copy of the presentation is available from the Clerk.

FFA offer the following services to schools as part of a lettings contract:

- Complete managed lettings programme
- Marketing and promotion of the school's facilities
- Cleaning, caretaking and security of the premises during lettings
- All FFA staff are first aid trained, CRB checked and complete a customer service course
- Vetting of people hiring the facilities e.g. ensuring they have insurance / CRBs
- Community investment programme – reinvesting some of the profits to local clubs

*Handwritten signature*  
10/11/13

FFA usually let school facilities are during the following hours in term time:

6 – 9 pm Monday to Friday

9 am – 9 pm at weekends

As part of the contract the school are allocated 'Golden Time', this is 180 hours when school activities take precedence over third party bookings.

The two types of contract the school can agree to are:

Model 1 - £1k guaranteed annual income and £500 towards utilities

Model 2 - £500 guaranteed annual income and £500 towards utilities with 40% of the profits

Income from the lettings and contributions towards utilities will be paid to the school on a quarterly basis.

SS asked DN if the school's facilities are damaged who pays to have this repaired.

DN stated that in the first instance the repair is paid for by FFA. FFA then claim the money the back from the individual or club that ran the letting.

AD asked how the figure for utilities is worked out and what length of contract the school have to sign up to.

DN stated the utilities figure is a similar amount that is paid to other schools. This will be reviewed if more gas or electric is being used during lettings. The length of contract is initially for a one year period. Over this year the business for the school site will be developed. When the contract is due for renewal a period of 3 – 5 years is usually offered to schools.

AD asked what aspect of the school premises had the most potential for hiring.

DN informed the Committee that there is currently a shortage of sports halls in the Chesterfield so the sports hall and the grass football pitches will probably bring in the most income.

DN stated he has a list of 10 – 12 prospective clubs who are looking for facilities in the area.

DN left the meeting.

JBR informed the Committee the letting of facilities is working well in Shirebrook. During the period of May – July 2013 they received £7k in profits.

The Committee discussed the two contract options available. It was agreed that as the school are currently receiving no income and there were a number of potential customers in the area that it would be beneficial to go for Model 2 that pays the school 40% of the profits.

**ACTION: JBR to contact DN to draw up a contract for the Governors to sign at the next meeting**

#### **Financial Issues**

BC reported back to the Committee on the following items:

19



### **Private School Fund**

The 2013 Private School Fund (PSF) account were presented to the Committee. The account is audited on annual basis by Mitchells Chartered Accountants.

The balance of the account at the end of August 2013 was £21k. The account balance usually fluctuates between £20 - £30k.

The PSF is used for the banking of monies for extra-curricular activities and donations.

The last audit report highlighted that the school should make the PSF account available on the school's website. This was discussed at a full Governing Body meeting and agreed the document should remain private.

Agreed by the Committee that the PSF accounts should not be published on the website.

### **Staff Absences**

A report on staff absences for 2011-12 and 2012-13 has been produced for teaching and support staff employed by the school.

The percentage of breakdown is as follows:

Category	2011-12	2012-13
Teaching Staff	5.2 %	5.3 %
Support Staff	4.3 %	3.1 %

A full report detailing individual staff absences is available from the Clerk.

One of the Support Staff members, a Teaching Assistant, with a high absence record was dismissed at the end of July 2013. This should have an impact on the absence rate for this year.

TB stated that here are known medical issues that explain Robin Needham's absence record.

In terms of teaching staff, both had a high rate of absence and due to a staffing restructure and early retirement they no longer work at the school.

JBR thought that 5.3 % was a high rate of absence for teaching staff, at Shirebrook the rate is about 2.8 %.

It is hoped this year this year the rate will improve.

JBR stated the school should follow the Local Authority's policy on the management of sickness and absence. The school have not implemented the return work interviews for staff following a period of absence.

BC stated that she had met with all staff yesterday who had met the trigger point for the absence control procedure.

2

TB informed Governors that it would be useful to readopt the LA's policy on the Management of Sickness and Absence and Leave of Absence. These have not changed since 2009. The Management of Sickness and Absence policy picks up staff with both occasional days sick and long-term.

Agreed by the Committee to adopt.

**ACTION: Both policies to be sent to SS**

JBR suggested contacting Human Resources at Matlock to see if staff can be disciplined for failing to attend meetings as they are not meeting the professional working standards.

TB also noted that [redacted] first checkpoint for marking, assessment and feedback, a set of Year 7 books, have not been marked since the beginning of September.

BC commented that a decision does need to be made on how the school will operate return to work interviews as this was a requirement from the last audit.

It was agreed that running one day return to work interviews would become a daily task and realistically unmanageable.

Staff that have been off work through illness are required to complete a 'Self-Certification' form (SSP). Failure to complete and submit this form results in the absence being an unpaid unauthorised. When the SSP is completed the absence will be paid.

### **School Financial Value Standard (SFVS)**

The SFVS, formerly FMSiS, is a self-assessment review that is undertaken by the Governing Body on an annual basis. The SFVS looks at different areas of the schools financial management procedures. The SFVS has to be approved by the Governing Body and submitted to the audit team by 31 March 2014.

BC has worked through the document that was submitted to the audit team for the 2012- 2013 academic year. A number of the actions from the report have now been dealt with and the form has been updated for next year's submission.

The Committee read through the SFVS document – copy available from Clerk.

Points for discussion:

### **Section C: Value for Money**

Q17. Can the school give examples of where it has improved the use of resources during the past year?

TB noted the response to this question should also include the employment of the Cover Supervisors and the impact this has had on the budget. The hiring out of the school's playing fields /sports hall by Facilities for All should also be cited.

SS commented that she was not part of the Governing Body when the financial training was run.



**ACTION: BC to contact SS to organise an appropriate date for training**

Register of Business Interests – this information has not been sent to Governors for the 2013 – 14 academic year.

**ACTION: Clerk to send forms to Governors and relevant staff**

#### **School Staff & Governor Financial Competencies**

BC distributed the Financial Skills Matrices that had been e-mailed to Governors last week. As part of the SFVS it is required for staff at the school e.g. Headteacher, School Leadership Team, and Governors to complete Financial Skills Matrices. This document will then highlight any training and inform future provision for training.

**ACTION: Clerk to collate completed Governor forms**

#### **Benchmarking**

It is a requirement of the SFVS for the school to benchmark themselves against other similar schools in the County.

Information tabled to the Committee.

The benchmarking exercise helps to identify areas where the school can improve or areas of particular strength. However, when looking at the data for the school it is important to remember the school is an old building so areas such as maintenance will show a higher spend than other schools operating from newer premises.

BC highlighted the school's supply spend per student for the last academic year was £216. Comparing this to figures from the other schools this is very high. From September 2013 the school employed 3 full-time Cover Supervisors which have cost around £15k per post to fund.

From September 2012 to the October half-term the school spent £25k on supply; for the same period this year the school have spent £10k and have, in effect, funded one of the Cover Supervisor posts with the savings.

The Committee commented the Electricity costs are high compared to the other schools.

BC stated the school do have air-conditioning which is used all year round and this is thought to be having an impact on the costs. There is also an issue of lights being left on in rooms overnight.

The Committee requested the Premises Staff and Cleaner are reminded to check all lights are off before locking the building.

**ACTION: BC to speak with the Premises Staff and Cleaners**

AD asked why some of the schools do not have any costs associated with some of the areas.

BC stated this is the only information that was available from the LA. This is the only system that is available that gives information on making local comparisons.

2



Carry Forward - £140k at the moment. However, this figure can fluctuate depending on a number of factors such as staff sickness.

#### **Virements**

145610 – Software Maintenance -£11k to be vired to 144530 - Software Licences

Agreed by Governors

#### **4 Year Predicted Budget**

Governors must look at the predicted 4 year budget as part of the SFVS.

The monitoring information for the LA shows the following predictions:

2013-14: £140,334 surplus

2014-15: -£225082 deficit

2015-16: -£854,724 deficit

2016-17: -£1,610,931 deficit

This information is based on the current situation and does not take in to account any future savings that will be made such as the retirement of staff, staffing restructure etc.

TB reported that most schools in the UK will be in a similar financial position.

What the school carry forward this year has an impact on the next year's budget so all these figures can fluctuate.

TB stated the numbers of students are reducing and the Governors will have to look at making savings through the redundancy process. Once the new curriculum model has been finalised this will be brought to Governors to highlight areas where the school are overstaffed.

#### **Personnel Update Sheet**

##### **Resignations:**

Mid-day/technician with effect from 25.10.13

Mid-day/Cleaner with effect from 15.11.13

##### **Vacancies:**

Behaviour Support Assistant – interviews are taking place 20 and 21 November

Relief Cleaner

Relief Mid-day

##### **Contract Changes:**

Relief Mid-day Supervisors - make permanent

Relief Cleaner – make permanent (mins)

The Relief Mid-day Supervisors and Relief Cleaners have been at the school for about 5 years so there is obviously a need for their roles.

to act up as Assistant Curriculum Leader to cover for who will be on maternity leave

172

BC has been contacted by a local company that will update the schools current lighting for the low energy equivalent. After a survey of the school's current lighting it would cost £175k to upgrade. However, BC has been notified there could be funding available to get this work done for free and is waiting for paperwork from the company.

AD thought this may be a company looking at installing solar panels.

AD has just undertaken a lighting review at Franke to look at making energy savings and suggested this would be a beneficial exercise for the school.

**ACTION: AD to send information to BC for an independent energy review**

BC noted the supply of energy for all schools within the County is put out to tender on an annual basis by Derbyshire County Council. The school then use the energy company that is chosen and usually get cheaper rates.

**Budget**

BC distributed information to Governors on the school budget.

111815 Teaching Allowances -£9,728

This is for .5k 'Golden Hello' as he is now a Science Teacher at the school. The £5k will be paid back to the school from the Government.

was also been underpaid and around £1,400 has been taken from this detail code to pay her.

112400 S Ali – this money was put in to extend her contract and there will be some underspend on the Support Staff budget that will help to pay for this.

118100 Recruitment Expenses – Around £1,600 will be taken from this budget for the Headteacher advert that has been placed in the TES.

144050 Professional Fees – This is for Relate counselling service fees the school incurred at the end of the last academic year.


144090 Exams & Training – Currently the school are £10k over budget. This is always a difficult budget heading to predict as the invoices all fall at the end of March and can be taken from the next year's budget.

145610 Software Maintenance – Overspent by £11,000 it is proposed that funds from 144530 will be vired to this budget code

144270 Project Fund 5 – This has been overspent as the school buses have been charged against it and the money for this is allocated to a different code.

Pupil Premium – currently shows a deficit but this is because the money is paid to the school by instalments.

ERS funding – this is also paid to the school in quarterly payments.



#### **Maternity Leave:**

as requested a change to the date she starts her Maternity Leave, it was Monday 16 December it will now be Monday 6 December 2013.

as requested to start her Maternity Leave on Friday 13 December 2013 and intends to return to work on Monday 14 July 2014.

The Maternity Leaves do present an issue to the school as some Year 11 students will effectively lose four teachers.

The following staff have requested to return from Maternity Leave with a variation to their contracted hours:

- to reduce from 1.0 to 0.8
- to reduce from 1.0 to 0.6
- to reduce from 0.8 to 0.6

**ACTION:** TB to speak to Ian Stonehouse, Human Resources Officer at Derbyshire County Council, for further clarification on this issue

#### **Staff Made Redundant as at 31.8.2013**

Deputy Head  
Science  
Science  
MFL      Reduction from full-time to 0.5

**ACTION:** Clerk to send information on the First Committee meetings to TB

#### **Other Issues**

#### **Contract Extensions**

BC has placed all of the above posts in the budget for next year and with the current allocation this is workable.

At the moment is needed to run the Horticulture section as has now resigned. has also started to work with small groups of students with special needs.





[redacted] is needed in IT support and is proving to be a valuable member of the team [redacted] needed in the school's reception area as there is too much work for one member of staff.

JBR thought that although the Governors will be looking at the staffing structure the Support Staff area is not currently overstaffed.

[redacted] Receptionist, has started to do more work on marketing the school and if [redacted] was not employed in the Reception area it would not be possible for the additional marketing work to be completed.

Agreed by the Committee to extend [redacted] contract on a permanent basis.

[redacted]  
[redacted]  
In her absence Catherine Price, Curriculum Support Assistant, has agreed to take over the running of the work experience programme. Emma Bairstow, DT Teacher, has also agreed to run the PSHE programme.

It is currently unknown how long [redacted] will be off but if this is long term it was proposed to pay these staff an honorarium in recognition for the extra tasks they have undertaken.

Agreed by the Committee.

### **Finance Issues**

The Caretakers have asked TB if they can buy a Quad to use for clearing snow from the school site. In the past they have used a ride-on mower but this is around 10 years and will not cope with significant snowfall.

The Quad will enable them to clear the car park and other areas around school increasing the likelihood of the school being able to open during adverse weather conditions. Initial costings for the Quad are around £5k. This amount includes attachments that fit to the Quad for moving snow and gritting.

AD informed the Committee of a contact in Clowne who sells refurbished second-hand Quads for around £2.5k.

**ACTION: AD to send BC information regarding Quads**

Agreed by the Committee to buy and look at all available options.

### **Yurt**

The school want to sell the Yurt which was bought by a funding application that was submitted by the school. The Yurt has never been used and comes with sleeping bags, the original purchase price was around £4k.

Shirebrook and Stubbin Wood are interested in buying the Yurt for £2.5k

me

The school will then use the £2.5k to help fund a number of initiatives around school:

- A new gym has been set-up as a lunchtime activity for students, and it will also be the responsibility of students to run the facility during lunchtimes. Further equipment is needed to complete this and a portion of the £2.5k could be used for this.

The school Joiner has agreed to donate his multi-gym on the proviso that he can use it when the students are not in school. TB has agreed to this as long as he gets his CRB check.

- The Free Running Track needs to have the correct flooring installed before students can use it.
- As part of the Literacy Initiative that Helen Lewin, Curriculum Leader of English, is coordinating the school need to buy some fiction and non-fiction books for students.

Agreed by the Committee to sell the Yurt and use the proceeds to fund activities around school

### **Performing Arts**

Some of the students studying the Music element of the Performing Arts course would benefit from having music tuition. At the moment there are only 4 students who would require music tuition.

TB proposed the school provide funding for these students to either pay for music tuition or provide a contribution towards the costs. This would help to support students in getting better grades.

Agreed by the Committee to fund

### **School Trips**

Denise Marsden has approached TB regarding running two trips for students in school.

**Ardeche France 10<sup>th</sup> – 18<sup>th</sup> August** - Water sports activity trip – this usually costs circa £600 but it has been offered to the school for £400 per place.

This has been mentioned in assembly and students are interested in the trip.

**London** - See the Lion King, go the London Eye, Thames Cruise, visit to the Science and Natural History museums, full-board, £220 for two nights.


The trip will leave on Thursday 10<sup>th</sup> July and return on Saturday 12<sup>th</sup> July.

### **Intervention Residential**

Possibly looking at taking the Year 11 students for a residential activity to Lea Green, Whitehall, Sherwood Park Youth Hostel etc.

The trip would consist of revision and team building activities etc.

SS asked if there were any trips taking place around the Battlefield tours as it is the centenary celebration next year.



**Governing Body Meeting**  
**2 - 3 pm 10<sup>th</sup> December 2013**

**AGENDA**

1. Welcome & Apologies ✓
2. Election of Chair & Vice Chair ✓
3. Minutes of last meeting ✓
4. Feedback from Sub Committees – DW/SS ✓
5. Headteacher's Report – JBR / TB ✓
6. Pupil Premium Report – JBR/ TB ✓
7. Safeguarding – AW (information to be tabled at the meeting) ✓
8. AOB

*10/12/13*



## Governors Meeting 2 – 3 pm Tuesday 10 December 2013

### Attendees

Elaine Frost	Chair	
Andy Dukelow		Tracey Burnside
Julie Bloor		Barry Bingham
Audrey Ward		Nuscha France
Ruth Bird		David Wilders Vice Chair
Jeremy Kay		

### Apologies

P Elliott

### 912 Election of Chair and Vice Chair

Mrs Frost was the only person to nominate herself for the position of Chair. It was agreed by Governors to elect Mrs Frost as Chair for a period of one year.

As no nominations were received for the position of Vice-Chair, Governors were invited to nominate themselves for this position. Mr Wilders nominated himself for this role and it was agreed by Governors to elect Mr Wilders as Vice-Chair for a period of one year.

Mr Wilders and Mrs Frost's term of office will expire on Tuesday 9<sup>th</sup> December 2014.

### 913 Declaration of Interest

None

### 914 Minutes of the Previous Meeting

Outstanding action points

**ACTION:** Letter sent to [redacted] following redundancy to be checked for content.

**ACTION:** Clerk to contact PE regarding the Patient Participation Group at New Whittington Surgery.

TB reported that the free bus service on offer to primary schools has been put on hold due to budgetary issues and it would also be too late to influence the choices for next years' intake. This will be looked at again for next September.

Minutes agreed as a true record.

### 915 Feedback from Sub-Committees

Minutes of both sub-committees were distributed to Governors prior to the meeting and a full copy is available from the Clerk.

*Handwritten signature and date:*  
14/1/14

## Student and Curriculum summary of main points;

DW was elected as Chair of the Committee

- Presentation by Denise Marsden on a range of opportunities in school that had been created for students such as Ambassadors. The Committee felt it would be appropriate for these students to have a different uniform or badge so they could be easily identified.
- Presentation by Nigel Kingham on Teaching and Learning and what the outcomes of the QA process have been. The Committee agreed that this has given clear pathways for the improvement of teaching and has linked well with the new CPD and Appraisal system.
- Curriculum Review looking at the possibility of changing the format of the school day from 5 to 6 periods. The Committee felt that other learning models should be investigated to find out what is the best fit for the school. RK is producing a briefing document to send to Governors.
- As part of the Curriculum Review it was also discussed to move to 1 year GCSEs in for KS4 students. The Committee agreed this would help to keep a broad and balanced curriculum for students and could potentially help to increase levels of attainment.

## Finance, Staffing and Premises summary of main points:

SS was elected as Chair of the Committee.

- Presentation by Darren Norwood from Facilities For All regarding the hiring of the school's sports hall and classroom to community based clubs. The Committee agreed this would be a valuable source of income and agreed to go ahead with the 1 year contract.
- Data on staff absence was looked at during the meeting and absence of staff is now being monitored more closely and return to work interviews have been established for staff that have been off.
- Benchmarking – BC had completed a benchmarking exercise on how The Meadows compared to other local schools of a similar size. The Committee did have some areas of concern such as the high spend on utility bills. AD supplied BC with details of a company to visit the school to undertake a lighting/energy audit to see if the school could make savings. The audit was carried out a few weeks ago and the school are waiting for the final report.
- Budget – the Committee discussed the current budget and also looked at the 4 year predicted budget for the school. At the moment there is a predicted £140k carried forward for the next financial year but this could change.
- Contract Extensions – the contracts for the three apprentices the school had employed have now been placed on permanent contracts.
- Yurt – the sale of the Yurt has provided some additional money for the school which will be used to support activities for students in school. The Committee also agreed that 4 students studying Performing Arts would have receive a contribution to the cost of their music tuition to help support their learning.

AD left the meeting.

## 916 Headteacher's Report

The report was distributed to Governors prior to the meeting.

RB stated that she was impressed with the format and how much information was contained in the report.

JBR highlighted key pieces of information for Governors.

SEN – Governors should be aware of the number of students in school and what academic progress they make. JBR noted the school do have some good outcomes with SEN students with a statement.

Self-Evaluation – This involved two members of staff either members of SLT or middle leaders to observe every member of staff in the school twice over a six week period. Every department was issued with a report on the standards of teaching. This will not be an exercise that is completed every year in the same way as it was a very intense in a short period of time but it was important to do this to see where the school currently stand in terms of the quality of teaching and learning.

There are some strong departments in the school such as PE and ICT but there are also some weaknesses that are related to various factors such as staffing absence and poor teaching and limited CPD in the past.

Around 8 / 9 members of staff did not get at least one good observation and they have been given a personalised programme of support.

TB would like to offer TLR3s (Teaching and Learning Responsibility Point) to good and outstanding staff in the school to act as coaches for other staff in school. This would probably be £500 for the remaining 2013-14 academic year in return for working with teachers who require improvement to move them to good / outstanding. TLR3s are not a permanent pay entitlement.

SS asked how many teachers would be asked to fill these roles.

TB stated there would probably be two teachers with candidates being selected via an internal interview process. This opportunity will be publicised to all staff but one of the criteria for applying for the post would be that staff would need to have been judged as good or outstanding in the lesson observations.

JBR stated that there are probably be a pool of 6 – 8 teaching staff who could apply for this position.

Agreed by Governors.

#### 917 Post Ofsted Action Plan

The current action plan takes the school up to the Christmas holiday and a new plan needs to be written for the remaining school year. Most of the actions on the current plan have now been achieved e.g. QA, identifying staff who need support, intervention with students.

TB has started to do the review and will table this at the meeting on 14th January and write a new action plan.

SS asked what happens at student intervention.

TB said this depends on the individual needs of students so it may be some 1-1 support sessions or working in small groups in subject areas where they need extra support. Some of the interventions can also be seen in the Pupil Premium report.

BB asked what the process was to deal with students who had behavioural problems.





TB stated this depends on what the students have done to what sanctions get applied. If students continue to be disruptive there is usually a reason for this and the Family Resource Worker may get involved to help support students.

JBR proposed to present a 30 minute slot on data at the next Governor meeting. This will help Governors to increase their knowledge of the schools attainment and give a snapshot of where the school currently are. This will include Raiseonline and the Ofsted Data Dashboard.

JBR asked for volunteer Governors to provide training to on the type of questions Ofsted may ask. This can be done throughout the day or early evening on an individual basis to work around Governors current commitments.

**ACTION: Jeremy Kay, Sarah Swift, Elaine Frost and Audrey Ward to take part.**

## 918 Pupil Premium

JBR and TB reported back on Pupil Premium at the school.

Ofsted are very keen that Governors demonstrate how Pupil Premium money is spent.

The main things to note are:

40% of the cohort is Pupil Premium students with the national average being 26%

Although these students make up half of the school they achieve very poorly when compared to non-free school meal children.

Only 17% of Pupil Premium students achieved a 5 A – C including maths and English compared to a 2012 national average of 37%.

Information contained in the report shows students are not making the expected 3LP in English and maths. The Pupil Premium report is based on data from the financial year, April to April, not on an academic basis. This means some of the information from on the effectiveness of intervention offered to students is based on the programmes put in place by L Asquith.

The school now offer after school and lunchtime catch up sessions it is hoped these will prove to be effective for students.

TB has a spreadsheet containing all the Pupil Premium students, what type of intervention they have been allocated, which students still need extra support and what impact this is having.

The majority of Pupil Premium money has been used to fund an additional English and maths teacher.

The Government announced in January 2013 that students who came to the school with levels of attainment below expectations for KS2 would have an extra £500 of funding per pupil. The report contains information on these students at the back.

It was intended that these "top-up" students would make 3 sub-levels of progress but from analysing the data it is clear this did not happen.

All staff are now aware of the importance of students on FSMs and the progress they make. Staff have amended their seating plans so they know where the students are in the classroom.

SS asked what rewards the students are receiving.

TB stated the school will be presenting students at the end of term for the following:

Effort and achievement award chosen by Curriculum Areas – Love 2 Shop Voucher (5 x £20)  
95%+ attendance – draw for a Love 2 Shop Voucher (one for each year group)

Literacy and numeracy booster classes are still running in school but Faye Bath from Shirebrook Academy is helping to monitor what is happening in the maths intervention lessons and that this is meaningful work.

#### 9/4 Safeguarding

AW reported back on safeguarding at the school.

A report was distributed to Governors that was prepared by Linda Scott, Designated Safeguarding Officer at The Meadows.

Currently there are the following cases in school:

- 1 physical that is still being investigated
- 2 students on emotional plans, one has been removed from the CIN plan and one is on-going

There have been referrals made for several students and there are regular meetings with the Multi-Agency Teams.

Looked After Children 6  
Students placed with Grandparents 3

AW notified Governors that staff that all staff at the school had undertaken safeguarding training on the INSET day in September. There are four members of staff who did not participate in this training but this will be delivered to them later in the year.

Staff at the school who have undertaken the Safer Recruitment training are Julie Bloor, Tracey Burnside and Brenda Cartwright. In addition to this SS and RB successfully completed the training earlier this month.

AW noted there are some policies such as the Management of Allegations Against Staff that are a statutory requirement.

TB noted the school will follow the model policy from DCC but that this probably hasn't been presented to Governors to be formally adopted.

**ACTION: Policy control sheet to be tabled at the next Governor meeting.**



## 920 Correspondence

Letter from [REDACTED] regarding undertaking voluntary work at the school to aid her in studying the Children and Young People course.

Agreed by Governors to invite [REDACTED] to meet with TB.

### JBR left the meeting.

Letter from [REDACTED] regarding her daughter, [REDACTED] sustaining an injury in PE after [REDACTED] had written to the school to have her excused from lessons.

TB informed Governors that [REDACTED] took part in an orienteering event around the school grounds and as this was not a physical or contact sport it was decided to let her participate in the activity. However, she lifted up a bin and caught her thumb in the process; this action was in no way contacted to the PE activity.

**ACTION:** TB to write a letter of apology to [REDACTED]

[REDACTED]

## 921 AOB

### SEN Governor

RB stated that Linda Scott had contacted her to arrange a meeting. However, RB did not think she was the SEN Representative from the Governing Body and has given her SS details. SS confirmed that she would be interested in the role.

**ACTION:** Roles and responsibilities of Governors to be an agenda item at the next meeting.

### Trees on the School Field

BB reported that several residents had contacted him regarding the trees around the perimeter of the school field.

However, it is unclear who owns the trees if this is the school or DCC are responsible for the upkeep of the trees.

BB has been in contact with Mr Harrison from DCC who advised that the trees are the school's responsibility and any maintenance issues need to be dealt with by the school.

The main issues are from [REDACTED] and [REDACTED]. The residents' concerns are that the trees are blocking light from the gardens and the shedding of leaves is problematic.

**ACTION:** TB to investigate ownership of trees causing concern on the school grounds.