

JA

**Governing Body Meeting
Tuesday 21st April 2015**

Present:

Tracey Burnside – Headteacher
Ruth Bird – Co-opted Governor
Bryan Midgley – Co-opted Governor (C)
Nick McGowan – Senior Leadership Team
Helen Lewin – Senior Leadership Team

Audrey Ward – Co-opted Governor
Barry Bingham – LA Governor
Rev. Jo Morris – Co-opted Governor
Nuscha France – Teaching Staff Governor
Denise Marsden – Senior Leadership Team

Apologies:

Sarah Swift – Parent Governor (VC)
David Wilders – Parent Governor

Jeremy Kay – Parent Governor

Min #	Agenda Item
G53-14/15	<p>Welcome & Apologies</p> <p><i>Bm</i> SS opened the meeting. Apologies were received from Sarah Swift, David Wilders and Jeremy Kay.</p>
G54-14/15	<p>Declaration of Interest</p> <p>None</p>
G55-14/15	<p>Minutes of last meeting</p> <p>BM thanked SS for Chairing meetings during his absence.</p> <p>G38-14/15 Staffing</p> <p>A governor asked if the redundancy process had now been finalised and completed.</p> <p>TBU stated the following staff have all requested voluntary redundancy:</p> <p><i>[Redacted]</i> – HI student which we didn't know until later so SS agreed to postpone her voluntary redundancy so will take this next May after Y11 student leaves</p> <p>The school are now waiting for these redundancy requests to be given DCC Cabinet approval. DCC HR have put together the proposal on behalf of the school and it is thought there will be no issues with this being authorised.</p> <p>G49-14/15 Ofsted Action Plan – Getting to Good Programme</p> <p>A governor asked if the member of staff receiving support as part of the Getting to Good Programme had successfully completed the course.</p>

TBU stated the programme is still on-going and the member of staff is now receiving specialist support from a colleague at Shirebrook Academy. There are more lesson observations coming up and a dependant on the outcome governors may need to make a decision regarding capability procedures.

Ofsted Action Plan – Link Governors

Governors were e-mailed regarding being linked to the two areas of the SiP for the following areas:

Progress/Pupil Premium
Leadership and Management

It was agreed to send an e-mail to DW and JK to see if they would be willing to take responsibility for these areas.

ACTION: Clerk to e-mail JK and DW regarding SiP

Governor Vacancies

It was agreed to run an election for the vacant Parent Governor post.

ACTION: Clerk to collate paperwork and distribute to all parents of students in school.

delegated until September

It was noted the Clerk had contacted Governor Support regarding the vacant Co-opted Governor post but there has been no further correspondence from them regarding this issue.

ACTION: Clerk to contact DCC Governor Support again to clarify the situation.

G50-14/15 – AOB - Additional Payments

ACTION: TBU to check with CHA, Finance Officer, if the additional payment for [REDACTED] has been processed.

[REDACTED] has been spoken to regarding her career options and it is thought she will apply for the HLTA English post that is being funded through the Accelerating Performance Funding.

Completed TBU

ParentMail

TBU has met with a representative from ParentMail. The system is very similar to the Groupcall software the school currently use. The school are in a contract with Groupcall up until Christmas and may look at other options when the contract is due for renewal.

Inventory

ACTION: Inventory to be put on the agenda for the next Finance Committee meeting.

	Minutes agreed as a true record.
G56-14/15	<p>Budget</p> <p>Information tabled to Governors from Ruth Lane, Deputy Finance Officer DCC, following a meeting with TB.</p> <p>The estimated year-end balance for this year is a surplus of £170,901 which means the school the school are able to set a budget for the 2015-16 academic with a surplus of £114,961.</p> <p>The predicted balance for 2016-17 was a £300k deficit but as a result of the savings that have been made and money carried forward this reduces the deficit to £149,131.</p> <p>Devolved Formula Capital – this is being paid off following an overspend and there is now a balance of £48k. When this year's allocation is added it should reduce the balance by around £12k.</p> <p>Student Numbers – the numbers of students at the school will be reducing but this is due to larger year groups leaving and a smaller intake of students from feeder primaries. This should level out in the next few years. In September it is predicted the school will have an intake of between 72 – 75 students. Compared to last September the intake will have increased by around 20 students which is very positive. There are a number of in year transfers and managed moves to the school which are helping to boost student numbers.</p> <p>If the number of students joining the school in September increase there may be a need to look at the timetable as it was written for three groups of Year 7. If the numbers increase above 80 it could be the school need an additional Year 7 group to keep the class sizes manageable.</p> <p>One option available is to create a nurture group for the less able students. It was noted there are 25 Pupil Premium students in the cohort of the new Year 7 intake.</p> <p>A governor asked what the reasons are for the increase in numbers of students from primaries.</p> <p>TBU stated Andy Scott, Primary Liaison, has done a lot of work with primaries but this impact will be more apparent next year. The school is now viewed more positively in the community and parents are now making the choice to send their children to the school. With a positive set of exam results at the end of this academic year will hopefully increase the school's reputation further.</p> <p>Since the start of the year only the only students that have left the school have been due to families relocating out of the area.</p> <p>If the school can maintain the increase in student numbers this will further reduce the predicted 2016-17 budget deficit.</p> <p>A governor asked if students joining the school part way through bring additional funding to the school.</p>

TBU stated that joiners to the school will not impact on the budget until the next financial year.

School Budget Calculation

TBU went through how the budget was funded by the LA.

ERS Funding – Although the school have been allocated £10k for this academic year the funding will stop in April 2016. There will be no hearing impaired students joining the school and as a result of technology available in the classroom students do not need to go to an ERS school.

Four Year Budget Forecast

2015-16	2016-17	2017-18	2018-19
£114,960	-£149,132	-£668,024	-£1,214,671

*TBU will chase up
what will happen when
ERS ceases
next year*

The school will continue to make savings that impact on the school's deficit for future academic years.

2014 – 15 Budget Variances

Employee Costs - £68,065 over spend

Premises Costs - £8,712 under spend

Despite an over spend on Minor Improvements the school saved around £15k on utilities, namely Gas and Water.

Travel Costs - £842 under spend

Supplies and Services - £33,186 under spend

The reduction in printing and stationary in school has resulted in a saving of £12.5k Other savings have been made in ICT and equipment.

Overall variance for Project Fund Costs – under spend £61,416

Funding used to pay for Simon Ward was placed in the Project Fund 1 but payment for his wages have been taken from staffing which helps to explain the under spend in Project Funds and also the over spend for Employee Costs.

Overall variance for Income is a surplus - £40,755

Funding of £7,500 for Year 7 catch-up funding which will spent in the next academic year and income from the Big Lottery of £10k, £2k of which has already been allocated and £8k will be spent in 2015-16.

Parental contributions towards uniform of £11,436.

Overall variance for internal charges – under spend £93,356

Annex 1

TB went through the Annex 1 document to explain what the various budget heading are for and why money has been allocated to these areas.

111405 – Cover Supervisors Overtime - £5k – This has been put in to enable the school to create a pool of Cover Supervisors rather than using staff from an agency

A governor asked if the £60k put in under agency cover is still needed.

TBU stated there is the potential for further maternity covers in the next year. This has been put in as a contingency should this scenario happen.

118300 – Training - £12k - More money has been allocated to this budget heading. The bill for the NPQML has been received and is £2,700. Following a discussion it was discussed that Julie Bloor from Shirebrook Academy was paying for the NPQML for staff at the school.

ACTION: TBU to contact JBL regarding funding for the NPQML.

118550 Compensation Mandatory - £2,978 – This is for a top-up the school have to pay following an earlier redundancy at the school.

120010 Buildings Minor Improvements - £26,000 – Money allocated is the same as in 2014-15 as there is no money available from Devolved Formula Capital due to an earlier over spend.

122010 Hire of Rooms - £150 – Contribution to DCC to help fund costs for the Headteacher and Bursar meetings the school attend.

131040 Home to School Transport - £46,000 – to fund free transport for students to and from school as part of the free school bus service.

140100 Furniture £5k – Last year this money was used to fund the purchasing of new desks for the Science department and will be used for a similar project this year.

142000 Clothing/Uniforms £4k – Last year the school subsidised the uniforms for all students due to the rebranding .

Governors agreed the school would not subsidise the uniform costs for the new students starting in September.

It was noted there are some concerns regarding the quality of the boy's blazers due to the tailoring and design of them.

ACTION: Claire Beresford-Robinson to speak to Pinders regarding the quality of the blazers.

? ? Yes : it has been noted

	<p>A governor asked if there are facilities for parents for them to make payments each week for the uniform.</p> <p>TBU stated this is something the school have not been asked to do but it was raised at the Student Council meeting that online ordering for uniform would be desirable.</p> <p>143000 Printing and Stationary £35k – This could be reduced due to the new contracts that have been negotiated with Ricoh.</p> <p>143030 Books £3k – This is to buy new books to support staff with the new syllabuses for the GCSE programme of study.</p> <p>144180 Projects and Activities £8k – This money is from the Big Lottery Funding and will be supporting photography and horticulture club. The remaining £3k will be used to buy sports equipment for the school gym.</p> <p>145530 Software Licences £20,800 – This covers items used in school such as Facility, the school's management information system, network subscriptions and resources for students.</p> <p>146140 Other Curriculum Expenditure £18,600 – This is for supporting costs associated with the Junior Jigsaw project; mini-bus insurance, fuel, maintenance.</p> <p>153050 Making Good Progress £14.5k – This is where the Year 7 catch-up funding and £7k of the accelerating progress funding has been allocated.</p> <p>153060 Disadvantage Subsidy £10k – This is Pupil Premium funding that has not been included in staffing.</p> <p>210100 Pupil Premium £165,915 – Income to support students.</p> <p>232040 Sporting Lettings £1k – Income generated by Facilities For All for the hire of the school buildings.</p> <p>313130 Transfer between the LA and Schools £65k – Income from the accelerating progress funding.</p> <p>313920 SEN school budget adjustments £92,868</p> <p>313410 Transfer of funds between schools £47k – Income generated by the Junior Jigsaw programme which includes a £3k contribution to support the running costs of the Chesterfield Learning Community.</p> <p>144230 Projects Fund 1 £60k – This will be used for Pupil Premium. A lot of the Pupil Premium funding is used for staffing such as the HTLA in English/Maths and the Behaviour Support Assistant.</p> <p>144260 Projects Fund 4 £3k – This will be for set-up costs associated with the Junior Jigsaw project. United Cast Bar are interested in working with the school and will look at funding clothing for the construction work element of the project.</p>
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	<p>144270 Project Funds 5 £45k – This will be used to fund the free bus service to the school.</p> <p>145530 Software Licences £25k – This is budget is to fund any licences the school need to buy e.g. Broadband, Facility and packages to support online learning etc.</p> <p>210100 Pupil Premium - £176,110 – this money should come in for Pupil Premium students and includes £1,900 of funding for a Looked After Child.</p> <p>231110 Fees/Charges - £2,600 – The school should still make this as bus fares will be charged until the end of July.</p> <p>232040 Sporting Lettings - £1k – Income generated by lettings from Facilities for All.</p> <p>313153 Golden Hellos- £5,623 – money still waiting to come in for [REDACTED]</p> <p>Annex 1 agreed by Governors and signed by BM.</p> <p>ACTION: Annex 1 to be sent to DCC by Friday 8 May</p> <p>Jo Morris left the meeting.</p>
G57-14/15	<p>Accelerating Progress Funding</p> <p>The school have been allocated £65k of funding for two years. The funding is to support the school and address the issues identified by Ofsted and move the school towards 'good'.</p> <p>The Action Plan on how the funding was going to be used was e-mailed to governors prior to the meeting.</p> <p>TBU has met with Russ Barr from the Local Authority regarding the proposed uses for the funding. Included in the plan is £7k for resources with the bulk of the funding being used for staffing costs. Although the activities in the action plan add up to £69k should the school only be funded the £65k it will mean there will be minor changes to what resources the school buy with the funding to make up any shortfall.</p> <p>DCC should be issuing the school with an official letter to notify the school when the funding has been secured but this has not yet been received. Russ Barr has instructed the school to go ahead with the recruitment of posts but no contracts will be issued until official confirmation of the funding is received.</p> <p>A governor asked where the school are in terms of recruitment for Computer Science Teacher and HLTA posts.</p> <p>TBU stated there have been two applications for the Computer Science post. One of these is from a PGCE student who trained at the school before Christmas and has the necessary skills to undertake the post. The other applicant did not have the specialist knowledge to carry out the duties in connection with the post so there will only be one applicant interviewed for the post. The interview for the post will be on 1 May 2015.</p>

	<p>ACTION: BM to be on the interview panel on 01-05-15 at 11.15 am.</p> <p>Job descriptions for the HLTA posts in Maths and English have been produced and will go live on the DCC website by Thursday 23 April.</p>
G58-14/15	<p>Midday Supervisors Buy Out</p> <p>Due to changes to the school day the length of lunchtimes at school were reduced from 60 to 40 minutes. This change has impacted on the Midday Supervisors as they did work 80 minutes a day but since the reduction this has meant they are not required to supervise students. It was agreed with the Middays that they would work 60 minutes per day on their lunchtime duties and work 80 minutes per day undertaking cleaning duties. This would safeguard the Middays' wages and also help with additional cleaning around school.</p> <p>However, after trialling this the Middays have stated they do not want to do the 80 minutes cleaning per week. Governors now have the option of buying out the Middays of this time or changing their contracts to meet the needs of the school. TBU informed Governors the school do not have to buy out the Middays of their additional time as alternative employment has been offered and refused.</p> <p>A governor asked how much the buyout would cost per person and how many members of staff this would affect.</p> <p>TBU stated there are five Midday Supervisors and the cost is £243 per person although one of the Middays would like to reduce their hours to 6 per week so this would be £97.65. This figure has been calculated using the DCC formula but as the payment is not mandatory governors can decide to pay another amount.</p> <p>Following a general discussion it was agreed to buy out the additional hours using the DCC formula.</p> <p>TBU informed governors the additional payments can be clawed back if the Midday Supervisors leave the council within six months of the payment being made.</p>
G59-14/15	<p>Women into Leadership</p> <p>TBU informed governors that she is working in partnership with Shirebrook Academy and delivering the Women into Leadership programme to women leaders in Derbyshire.</p> <p>The majority of training sessions for the course have taken place during the evening but there will be one day in June when TBU will need to be out from school for the whole day.</p> <p>TBU proposed to claim £3k as payment for helping to facilitate the course but will give £2k of this to school and keep £1k for the work she has completed in her own time.</p> <p>A governor asked who would cover in TBU's absence.</p> <p>TBU stated the Assistant Heads at the school will be able to oversee the running of the</p>

collection.

There is still an issue with boys versus girls as the data below indicates:

	DC3	DC4
5EM Boys	43%	45%
5EM Girls	61%	59%
Eng 3LP Boys	60%	65%
Eng 3LP Girls	80%	84%

The English HLTA post that is being funded by the Accelerating Performance Programme should impact on the literacy levels of boys.

Pupil Premium

	Target	DC4
5EM	45%	63%
Eng 3LP	63%	67%
Eng 4LP	28%	54%
Maths 3LP	54%	54%
Maths 4LP	20%	13%

As previously mentioned 4LP in Maths is an issue and this could be due to the member of staff teaching the top set. There will be some extra support put in to these lessons over the next few weeks to help students push for the A – A* grades.

Individual subjects

Core Science – Just below 3LP target, number of students sat the exam at the end of Year 10.

Art - The teacher of Art is confident this will improve. Some of the students that had not completed work have impacted on the DC4 data but these students are being chased for the work.

Business Studies - There are currently no students making 4LP and achieving the higher A-A* grades. Work with the More Able students will take place to push them to towards achieving the higher grades.

Child Development - A small number of students have not completed their coursework. Work with these students is taking place and they are being encouraged to attend intervention sessions to catch up with this work.

English/English Literature – Students are progressing well and have been attending afterschool and lunchtime intervention sessions. The 3LP is at 73% which is around the level for national expectations.

Food – The data shows students in this group are surpassing the 3LP target. However, there is an issue with students achieving 4LP. This is an issue there has been previously.

G63-14/15	<p>AOB</p> <p>A governor commented the school newsletter received was very informative about the number of activities that have taken place both in and out of school.</p> <p>The newsletter is produced each half term and can be downloaded from the school website; www.wgs.derbyshire.sch.uk/general/.</p>
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Action Points

Min #	Topic	Pg #	Action Point
G55-14/15	Ofsted Action Plan – Link Governors	2	Clerk to e-mail JK and DW regarding SiP
G55-14/15	Governor Vacancies	2	Clerk to collate paperwork and distribute to all parents of students in school.
G55-14/15	Governor Vacancies	2	Clerk to contact DCC Governor Support again to clarify the situation.
G55-14/15	Additional Payments	2	TBU to check with CHA, Finance Officer, if the additional payment for Joanna Hallatt (JHA) has been processed.
G55-14/15	Inventory	2	Inventory to be put on the agenda for the next Finance Committee meeting.
G56-14/15	Budget	5	TBU to contact JBL regarding funding for the NPQML.
G56-14/15	Budget	5	Claire Beresford-Robinson to speak to Pinders regarding the quality of the blazers.
G56-14/15	Budget	7	Annex 1 to be sent to DCC by Friday 8 May
G57-14/15	Accelerating Progress Funding	8	BM to be on the interview panel on 01-05-15 at 11.15 am.
G61-14/15	Headteacher's Report – Microsoft Office Download		Clerk to ask Robin Needham, Network Manager, to see if this is possible.

Finance, Staffing and Premises Sub-Committee
Tuesday 9 June 2015

Present:

Sarah Swift – Parent Governor (Chair of Committee)
Tracey Burnside - Headteacher
Bryan Midgley - Co-opted Governor

Apologies:

Barry Bingham – LA Governor

Min #	Agenda Item
F19-14/15	Declaration of Interest None.
F20-14/15	Minutes from last meeting G40-14/15 Toilet Refurbishment – TBU reported that following a conversation with Andy Norton from DCC the toilet refurbishment has now been scheduled to take place over October half-term. Although the work will take longer to complete than a week provisions will have to be made and the contractors worked around until the work is completed. F14-14/15 Section 188 – F15-14/15 – Traded Services – in addition to the services discussed at the last meeting the school have bought the full HR package from DCC. Some of the services included in this are contracts and payroll. The money was already in the budget to fund this additional service. Big Lottery Bid – this is still going through and could take around 8 to 9 months. F16 -14/15 Accelerating Performance Funding – The school have received confirmation of the funding which will be paid in due course. The total amount awarded was £130k over two years. Posts for a Specialist Teaching and Learning Assistant in Maths and English have been advertised. Following interviews on Monday for the Maths position it was agreed that none of the candidates were suitable for the role. This position will be advertised again and one of the candidates who could not attend the interview due to other commitments and will be invited to the next round of interviews. A governor asked what the position was with the former Head of Maths.

	<p>Ricoh Photocopying – Following on from the new contract for photocopiers it has been highlighted by Ricoh that the school may have been paying for two contracts instead of one for the last three years. If this is confirmed the school will receive a refund of circa £18k. NMC and RNE are meeting with Ricoh tomorrow to discuss this issue.</p> <p>Energy Bills – The school have received two bills from energy companies that date back to 2012 which have never been paid. CHA has checked on the school's SAP system and there are no records of these bills. These bills have now been paid but have cost the school £4k which was not budgeted for. However, if the school get the rebate from Ricoh it will help to offset this additional expenditure.</p> <p>F17-14/15 Computer Science Teacher – Following interviews at the end of last term the position has now been filled ready for the candidate starting in September.</p> <p>Minutes agreed as a true record.</p>
F21-14/15	<p>Governor Training</p> <p>TBU informed BMI there had been a new date released for the Performance Management Training for Governors on Thursday 9 July from 6 pm run by Governor Support at County Hall.</p> <p>BMI was previously booked on the course earlier in the year but due to a lack of interest the course did not take place.</p> <p>ACTION: Clerk to book a place for BMI.</p>
F22-14/15	<p>Update on budget position – meeting with LA</p> <p>BMI stated the LA are happy with the school's budget position and how this is being managed. Projections moving forward show the school will be in a deficit position but this could be managed.</p> <p>BMI informed the Committee that the LA wanted the school to imagine there were redundancies in the budget and the effect this would have on the budget and reducing the deficit overtime. However, if student numbers continue to increase it is less likely redundancies will need to be made or there could be the opportunity to reduce the level of staffing through natural wastage.</p> <p>BMI noted the suggestion from DCC is just a paper exercise they wanted the school to undertake in order to placate their Senior Managers.</p> <p>A governor noted the realistic picture is the projected deficit from a few years is far less now because of the changes the school have put in place. The school's current position going forward is very positive compared with a few years ago.</p> <p>There will be a further budget meeting with the LA in September.</p>
F23-14/15	<p>Review Attendance of Staff</p> <p>The overall absence figure for the school from 01 September 2014 to 31 May 2015 is 4.24%.</p>

The table below shows a termly breakdown of the overall attendance figures for both teaching and support staff.

	Term 1 04-09-14 – 19-12-14		Term 2 05-01-15 – 27-03-15		Term 3 13-04-15 – 31-05-15		Total Number of Days	Overall %
	Number of Days Absent	%	Number of Days Absent	%	Number of Days Absent	%		
Teaching Staff	44.5	2.13	31.5	2.02	25	3.08	101	2.26
Support Staff	128	4.57	142.5	6.26	84	6.9	354.5	5.64

Teaching Staff - 17 of the 31 members of teaching staff had time off due to illness throughout the academic year.

Support Staff – This category includes Midday Supervisors, Cleaners, Teaching Assistants and Admin Support staff.

There have been three members of Support Staff that have been off with longer term illnesses which has contributed significantly to the absence figures:

- 139 days
- 47 days
- 20 days

Taking these members of staff out of the statistics reduce the overall support staff absence figure to 2.36%

27 of the 44 members of support staff had time off due to illness throughout the academic year.

TBU reported in addition to this information there is currently a member of staff off from school

A governor asked if it was going to be detrimental for students if this member of staff was off long-term.

TBU stated this will be looked at if she is not back on 16 June. However, as Year 11 have left and Year 10 are will be going off on work experience soon there are other activities in to the timetable for students so this will not have such a big impact.

A governor asked what the system was for keeping in touch with staff while they are off on sick leave.

TBU stated but on the whole there are no formal process for keeping in touch and this is mostly done on an informal basis through colleagues at work. If there is a need to contact the person this is usually done by e-mail.

Staff who came to school over Easter and Spring Bank to deliver revision sessions to students have all been given a card to say thank you. In addition to these members of staff have been given a Period 5 off and as this is when they would usually have Year 11 there are no cover requirements.

TBU stated that if the school's GCSE predictions are accurate staff may be given an additional day off

	<p>they can use throughout the year in recognition for all the hard work.</p> <p>The next academic year is due to finish on Tuesday 26 July but staff are starting back early so the finish date will be Friday 22 July. In addition to this it has been proposed to members of Wider-SLT to disaggregate the other two INSET days and use this time to make the development meetings longer, 90 mins instead of an hour. This will create the opportunity to get two additional closure/INSET days staff can have off throughout the year. This idea will be put to all staff on the next INSET day on Friday 26 June.</p>
F24-14/15	<p>From the beginning of [REDACTED] nanged in school from [REDACTED] [REDACTED] has been working with students as part of the Junior Jigsaw and assisting in Construction.</p> <p>However, [REDACTED] TBU wanted to look at the difference in pay and making an additional payment to him for this work for the period from September to April.</p> <p>A governor asked how much this was likely to be.</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
F25-14/15	<p>Staffing for Junior Jigsaw</p> <p>TBU stated the budget and staffing for the Junior Jigsaw programme next year had been staffed on 10 students attending, this was based on the number of places Headteachers wanted to buy in February.</p> <p>Since then the Learning Community have received £181k of funding. This money has been split in to four clusters. WGS will be working with Eckington and Dronfield and have been awarded £35k. With the money that has been allocated to the WGS cluster it has been agreed to appoint a Family Resource Worker that works between the three schools to pick up students in Year 7 and possibly Year 6 that show signs they may need additional support. This approach of working with students and families will hopefully stop students being permanently excluded.</p> <p>This post will be temporary for one year and if it is effective will be funded for an additional year. The Family Resource Worker will work across the three schools for one day per week.</p> <p>Schools in the other clusters are going to use the funding for securing places in the Junior Jigsaw programme. There have now been 16 placements confirmed with the likely hood it will increase to 20.</p> <p>The current budget allocation for the Jigsaw programme is £58k (£40k salaries and £18k for other running costs) and the additional places will mean an extra income of £22.5k. In order to staff for the increased number of students a Teaching Assistant will be needed.</p> <p>A governor asked if the post would be a temporary contract.</p> <p>TBU stated that due to funding the post would be on a temporary one year contract with the</p>

	<p>possibility of extension subject to funding.</p> <p>Agreed by Governors to advertise for a Teaching Assistant.</p>
F26-14/15	<p>Replacement</p> <p>TBU informed governors</p> <p>undertake some additional tasks and provide more support. However, before any roles are advertised it was thought it may be beneficial to undertake a review to ensure the correct role is being advertised.</p> <p>ACTION:</p>
F27-14/15	<p>Audit of School Fund</p> <p>The school's Private School Fund (PSF) is usually audited on an annual basis every September. Last year an audit did not take place due to the Audit Team from DCC having all the information. However, as the school will have a full years accounts these can be audited in September and presented to Governors at the start of the next academic year.</p> <p>The audit of the PSF is undertaken by Mitchells Chartered Accountants.</p>
F28-14/15	<p>Duke of Edinburgh</p> <p>TBU stated students taking part in the DofE scheme will be taking part in an overnight expedition. This is being staffed by colleagues from school and Springwell College. There are 15 Year 10 students who will be completing their Bronze DofE award. The trip will take place on 4 and 5 July and will follow the same route as the scheme run last year.</p> <p>A governor asked if students usually complete the award whilst they are at school.</p> <p>TBU informed governors that a group of students successfully completed the award last year.</p> <p>There are a group of current Year 9 students who are already interested in participating in the programme next year.</p> <p>Agreed by governors to run the trip.</p>

Brian

Governor Meeting
14th July 2015 5.30 - 8 pm

- ✓ 1. Welcome & Apologies
- ✓ 2. Declaration of Interest
- ✓ 3. Minutes of the last meeting
- ✓ 4. Head Boy/Girl DMA 10 mins
- ✓ 5. Careers Update NKI 20 mins
- ✓ 6. Ofsted report TBU 5 mins
- ✓ 7. Roy Lyon Report TBU 5 mins
- ✓ 8. Nada Trikić Report TBU 5 mins
- ✓ 9. Post Ofsted Action Plan Review SLT 15 mins
- ✓ 10. Safeguarding - audit DMA 10 mins
- next
agenda → ✓ 11. Resources Committee report SSW 10 mins
- ✓ 12. Governor visits BMI 10 mins
- ✓ 13. Headteachers Report including progress data SLT 15 mins
- ✓ 14. National Reference Tests TBU 5 mins
- ✓ 15. Apprentice TBU 5 mins
- ✓ 16. AOB

[Signature]
14/07/15

Governing Body Meeting
Tuesday 14th July 2015

Present:

Tracey Burnside – Headteacher
Ruth Bird – Co-opted Governor
Bryan Midgley – Co-opted Governor (C)
Nuscha France – Teaching Staff Governor
Helen Lewin – Senior Leadership Team
Nigel Kingham – Key Stage 4 & Careers Leader
Sarah Swift – Parent Governor (VC)

Audrey Ward – Co-opted Governor
Barry Bingham – LA Governor
Rev. Jo Morris – Co-opted Governor
David Wilders – Parent Governor
Denise Marsden – Senior Leadership Team
Jeremy Kay – Parent Governor
Nick McGowan – Senior Leadership Team

Min #	Agenda Item
G63-14/15	Welcome & Apologies BMI welcomed Governors to the meeting.
G64-14/15	Declaration of Interest None
G65-14/15	Head Boy/Girl and Student Ambassadors Governors met with the new students who had been successful in applying for the above roles. There were nearly 40 applications for the roles and 18 students were interviewed. BMI explained the function of the Governing Body to the students. BMI informed the students that as they represent the views of all students in school they can come to the Governing Body for support. TBU asked the students if they had any issues they would like to raise. One of the Ambassadors asked about the upgrading of the toilet facilities in school. TBU stated that this work was scheduled to take place during October half-term. From September TBU and DMA will take over from the previous team and meet with students who are on the school's Student Council. More work will be done with students including student voice to get the views on a variety of issues from teaching to activities available in school. BMI thanked the students for attending the meeting. The students left the meeting.

G66-14/15	<p>Presentation on Careers</p> <p>presented to Governors the work that had been done on careers over the last year in school.</p> <p>Key facts from the presentation were:</p> <ul style="list-style-type: none"> ▪ The school are accountable for students for 3 years after they leave ▪ No students from last year's cohort are classed as being not in education, employment or training (NEET) ▪ Curriculum Assistant, was thanked for all her hard work and support for helping to co-ordinate work experience and careers initiatives in school
G67-14/15	<p>Minutes of last meeting</p> <p>G38-14/15 Staffing</p> <p>TBU reported that there will be an additional student joining the school in the Year 7 intake in September who needs to work with a Communication Support Worker (CSW). As there is a student in Year 11 who also needs a CSW this has meant Jess Banham, CSW, who should have been leaving at the end of the year will no longer be able to go.</p> <p>TBU has agreed with next academic year when the Year 11 student leaves as she will no longer be required. Additional funding will be received by the school to help pay for extra support needed for the Year 7 student.</p> <p>ACTION: TBU to check with DCC how this support will be funded as the ERS funding ceased in April 2015.</p> <p>G49-14/15 Ofsted Action Plan – Getting to Good Programme</p> <p>Ofsted Action Plan – Link Governors</p> <p>confirmed they had been contacted by the Clerk and will take responsibilities for the following areas of the SiP:</p> <p>Progress/Pupil Premium - DWI Leadership and Management - JKA</p> <p>G57-14/15 – Accelerating Progress Funding</p> <p>Following interviews on the 1 May 2015, has been appointed as the Science Teacher and will start in September 2015.</p> <p>G61-14-15 – Microsoft Office Software</p> <p>BMI reported he has been unable to access the free software despite having a school based e-mail address.</p>

	<p>ACTION: NMC to follow this up with the Network Manager.</p> <p>Minutes agreed as a true record.</p>
G68-14/15	<p>Ofsted Report</p> <p>TBU reported back on the visit from [REDACTED]. The letter from [REDACTED] regarding the inspection in May was distributed to Governors prior to the meeting.</p> <p>BMI informed Governors that he met with [REDACTED] as part of the inspection and it was apparent he was confident the school were taking effective action and are making steps to further improve.</p> <p>There were no further questions from Governors about the content of the report.</p>
G69-14/15	<p>[REDACTED]'s Report</p> <p>[REDACTED] has been assigned to the school by DCC as an Associate School Improvement Advisor. [REDACTED] is an ex-Headteacher who is employed by DCC to work with selected local schools to help raise standards.</p> <p>Governors had received the report prior to the meeting.</p> <p>BMI asked [REDACTED] would be working with the in the next academic year.</p> <p>TBU stated that he will probably be visiting the school again in September.</p>
G70-14/15	<p>[REDACTED] Report</p> <p>[REDACTED] was assigned to the by DCC as a Challenge Advisor to support the school.</p> <p>From the visits it was identified that Middle Leaders need to be more accountable. There will be no further visits from [REDACTED] as the LA feel she is no longer needed to work with the school and will reallocate her to work with schools that have a greater need for her support.</p>
G71-14/15	<p>Post Ofsted Action Plan</p> <p>TBU has amended the Post Ofsted Action Plan based on the feedback from [REDACTED]</p> <p>The plan has been updated up until June 2015. TBU asked Governors if they had any questions on anything in the plan.</p> <p>RBI asked what the 'safe house' system is.</p> <p>TBU stated that if students are not behaving appropriately and staff have used all of the steps in the consequence ladder they are then sent to the curriculum area safe house. The safe house system helps to stop disruption to teaching and learning in the classroom.</p>

G72-14/15	<p>Safeguarding Audit</p> <p>DMA reported back on the safeguarding audit. DMA meets with the SENCO, and every two weeks to check and update the audit. At the moment all the categories listed in the audit are classed as good or outstanding.</p> <p>Alongside the audit there is an action plan to move all the categories to outstanding. DCC are changing their Safeguarding Policy and will be attending training in October run by DCC to ensure the school's new policy is up-to-date.</p> <p>Work has taken place on the Prevent Strategy which focuses on counter terrorism and the radicalisation of your people. There is an online course which all staff will do on the INSET days in September.</p> <p>ACTION: Link for online training to be sent to Governors to enable them to complete the training. Once completed Governors to bring in certificates.</p>
G73-14/15	<p>Resources Committee Report</p> <p>ACTION: Committee report to be included on the next agenda.</p>
G74-14/15	<p>Governor Visits</p> <p>BMI talked to Governors about the rationale behind the visit template that should be used when Governors visit the school.</p> <p>As part of Ofsted monitoring visit he did ask questions about when Governors have been in school, what they have done and who they have met with as part of their visits and how do Governors know what is happening in school is effective. suggested that a Governors' folder would be a useful resource to create for future HMI inspections to demonstrate what Governors have been doing. It would also be a useful record for the Governing Body as a reminder of what action has been undertaken.</p> <p>BMI went through a visit report he had completed following a meeting with TBU and NMC.</p> <p>BMI stressed the importance of completing a report when Governors have visited the school for the subject areas they are linked to. It was also agreed that Governors should sign in whenever they come to school for meetings, there is a dedicated signing in book on the reception desk.</p> <p>ACTION: Clerk to send out the template for Governors to use during visits. BMI will also include a list of questions for Governors to ask during learning walks.</p> <p>apologised for not been able to attend as many meetings as he would like but explained this was due to his role as Mayor and the added constraints on his free time. informed Governors if they would like to book Mayoral representation at a school event this can be done by contacting</p>

G75–14/15	<p>Headteacher Report</p> <p>TBU presented the report to Governors. The report was e-mailed to Governors prior to the meeting.</p> <p>Progress Data</p> <p>Acronyms used in the progress data report: FPG = Final Predicted Grade FAS = Further Additional Science</p> <p>A governor asked about the progress of students in Art.</p> <p>explained that as part of her role on Wider SLT she has been looking at the data tracking systems used by different departments. The previous head of Art has been using a formula to calculate the predicted grades of students and this has not been appropriate to use for all students. This has resulted in an over prediction of which students will get Cs or above.</p> <p>has worked with the Art teacher to make a data tracking system which is more reflective of the students' ability. will continue this work in September to ensure this data is robust for future use. has also worked with the teacher of Photography to make sure the data tracking system used is fit for purpose. will continue this work at the start of the next academic year.</p> <p>Raising Aspirations</p> <p>TBU reported work has taken place with students to encourage them to look at careers and study options for the future. will be delivering motivational sessions to students in Year 7 – 10. Year 8/9 Year Leader, has been undertaking work with boys to think about their target grades and aspirations. It is hoped this work will help to narrow the gap between the achievement of boys and girls.</p> <p>TBU informed governors the school are running a programme to target boys' literacy levels which are one of the main factors in the school that impacts on their attainment. To support the programme a Specialist Teaching and Learning Assistant has been appointed for English and the school have also bought in to a reading programme. HLE reported the test has highlighted how severe the problem is as there are some students in Year 9 who have a reading age of six to eight.</p> <p>The majority of students in school have now been tested. The literacy information from the reading programme tests will help the school to group and target intervention to meet the specific problem areas of students.</p>
G76–14/15	<p>National Reference Tests</p> <p>TBU circulated information from Ofqual.</p> <p>National Reference Tests will start in March 2017 but before the launch trial sessions will take place with schools and WGS could be contacted to ask to participate. When</p>

	<p>the tests are launched a sample of 300 schools will be asked to take part with a 30 Year 11 students sitting an English or Maths paper that will last around an hour. There will be no staffing commitments from the school as the NFER will provide staff for the tests.</p> <p>HLE stated this sounds similar to tests that was just undertaken as part of the Teacher Observation Tool with students. The one hour tests named specific students on the scripts and all of Year 10 completed these. These tests did not contribute to any examination marks for students.</p> <p>Agreed for the school to participate if asked.</p>
G77-14/15	<p>Apprentice</p> <p>Sheffield College has contacted the school to see if they would be interested in setting on an apprentice.</p> <p>At the moment with the current situation the admin team are stretched. This is further impacted by trying to promote the school by producing marketing information and engage with parents, all of which takes additional administrative capacity.</p> <p>This gives the school the opportunity to increase capacity and to train someone to gain qualifications as part of this process. Receptionist, who did an apprenticeship scheme and is now employed by the school. However, returned to college last year and reduced her hours 0.4 and intends to leave for university in August 2016. This could create a job opportunity if the new apprenticeship is competent in the role.</p> <p>The apprenticeship will cost around £6k per year for a 41 week contract. The two Cover Supervisors will change in September as will leave for university and has been promoted to the post of HTLA in Literacy leaving two vacancies. The intention is to replace only one of these vacant positions as has expressed an interest in providing cover. The money saved by only replacing one Cover Supervisor will be used to fund the Business and Admin apprenticeship.</p> <p>Sheffield College will advertise this vacancy for the school and sift the applications sending the most suitable candidates for interview.</p> <p>The school have had a positive experience with previous apprenticeship schemes which is how a number of staff currently at the school started their careers.</p>
G78-14/15	<p>AOB</p> <p>ICT Invoice - Learning Resource Centre</p> <p>33 Desktop PCs with Windows for £99 plus an additional 11 PCs for another area in school.</p> <p>As the invoice is over £5k this needs to be authorised by Governors. TBU suggested</p>

the limit is reviewed and increased. However, if there are items over £5k Governors are made aware of these purchases but increasing the limit will allow invoice to be authorised and paid.

Agreed by Governors and invoiced signed by BMI.

Resignation

BMI informed Governors that [REDACTED] will be resigning from her post on the Governing Body. The reason for resigning is due to additional time constraints. BMI read out [REDACTED] resignation letter.

BMI and TBU thanked [REDACTED] for her support over the years and the service to the school.

Well Dressing

JMO thanked the school for the well dressing made and donated by the school to the community as part of the Whittington Gala celebrations.