

**Minutes of the Governing Board Meeting for Whittington Green School
held on 27 September 2016**

Present: Mrs T Burnside (Head) Mrs G Widerman Mrs N France
 Mr B Midgley (Chair) Mrs A Ward Mr J Kay
 Mrs M Burkitt

In attendance: Ms S Whitaker, Clerk, Ms H Lewin, Assistant Head, Mrs D Marsden, Assistant Head, Mr N McGowan, Assistant Head and Mr R Lyon, Associate School Improvement Partner (for one agenda item only)

95/16 Elect Chair of Governors for 4 Years

✓ **Self-nomination received from Mr B Midgley**

One self-nomination had been received for the position of Chair of Governors from Mr B Midgley. There were no objections and Mr Midgley was duly elected as Chair of Governors for four years.

Elect Vice-Chair of Governors for 4 Years

✓ **Self-nomination received from Mrs G Widerman**

One self-nomination had been received for the position of Vice-Chair of Governors from Mrs G Widerman. There were no objections and Mrs Widerman was duly elected as Vice-Chair of Governors for four years.

96/16 To receive and if agreed approve apologies for absence

Governors noted and accepted apologies for absence from Mr D Wilders.

97/16 I. Declaration of interest in any of the agenda items – business and personal

No Governor declared an interest in the following agenda items.

II. Complete annual 'Declaration of Pecuniary & Personal Interest' forms

Those Governors present completed their declaration of pecuniary and personal interest forms. **ACTION: DW & Rev M**

**98/16 Review Governing Board Membership
Proposed LA Governor –**

Governors had invited [redacted] to the meeting in order that she could discuss her reasons for the application to be a Local Authority Governor. [redacted] advised that as a local resident and retired teacher, she would welcome the opportunity to 'give something back' to the community. As a retired teacher Governors agreed that [redacted] had the desired skill-set to add to the Governing Board.

... left the meeting whilst Governors discussed her application. ... then returned to the meeting and the Chair of Governors confirmed that the board had **agreed** to accept the Local Authority's nomination that ... is the school's new Local Authority Governor.

99/16 Minutes of the previous meeting held on 5 July 2016

Progress 8 - 0.5 triggers an inspection, not below zero. With this amendment, the previously circulated minutes were **agreed** as a true record of the meeting and were duly signed by the Chair on behalf of the Governing Board.

100/16 Matters arising from the minutes

87/16 – H&S Audit to carry forward (will go to Resource Committee on 18.10.16)

92/16 – DBS Checks – all Governors to ensure they have a valid DBS

A Governor asked whether the amended timings of the school day has proved successful and the Head advised that it is. The Head continued to say that PSHE is built into the school day which has proved to be a good decision; but it is harder to engage the older students in reading. New strategies are being trialled. Governors noted that there is an extra twenty-five minutes per week allocated to maths. There are new systems in place which has had a positive impact on the use of planners.

... joined the meeting.

... will ensure that all Governors have a current DBS check. **ACTION:** ...

101/16 Committees and Delegations

I. Review and approve Committee Terms of Reference

Governors reviewed and **agreed** to adopt the previously circulated terms of reference.

II. Review Committee Membership

Committee membership was **agreed** as:

Resource Committee

Mrs T Burnside (Head)
Mr B Midgley
Mrs A Ward
Mrs N France
Mrs G Wideman
Mr D Wilders
Mrs M Burkitt

Student Committee

Mrs T Burnside (Head)
Mrs A Ward
Mr D Wilders (Chair)
Rev J Ward
Mr B Midgley
Mrs M Burkitt

Pay/Performance Management Committee

Mrs T Burnside (Head) – in an advisory capacity only

Mr B Midgley (Chair)

Mr D Wilders

Mrs G Widerman

III. Review Named Governors

Governors **agreed** to delegate responsibility for monitoring of key areas as follows:

Safeguarding – Audrey Ward

LAC - Audrey Ward

SEN – Mary Burkitt

Careers Link Governor – Jeremy Kay

Anti-bullying Governor - Rev Jo Morris

Equalities Governor – Rev Jo Morris

Careers – Gail Widerman

H&S Governor – David Wilders

Children with Medical Conditions –

Mary Burkitt

Pupil Premium – Nuscha France

British Values – Jeremy Kay

Sex & Relationships – Nuscha France

102/16 Consider and agree 'Working Together' Governors' Code of Conduct

Those Governors present **agreed** to adhere to the previously circulated code of conduct.

ACTION: JM/DW to sign

103/16 School Improvement Plan 2016-19 – To approve and agree how this will be monitored by Governors/Agree dates for monitoring visits

The Head spoke to the previously circulated school improvement plan, advising that CPD is being collated in order that milestones can be added.

Resilience is being developed and the Head advised Governors that the students at WGS do have a tendency to give up easily. As such a lot of work is being put in to develop those skills.

The Head invited questions of the improvement plan.

A Governor asked whether objectives have changed and the Head advised not; with the Whole School Improvement Objectives being:

- Judged to be a good or better school by 2017
- All our students achieve above that expected nationally
- There are no gaps in progress for learners with DSEN, who are looked after, who are eligible for free school meals or are from an ethnic minority group
- All teaching is at least good with a high proportion of outstanding
- Attendance is above the national average
- All students feel safe

The Head advised that the school improvement plan is formulated in line with Ofsted expectations.

Governors noted that the data collected from the GCSE results identified where students have achieved and where staff have not made progress, resulting in performance management targets not being fully met.

The Head continued to say that work scrutiny documents are available and a general judgement for teaching standards across school will be made, with areas for concern having been identified.

Governors were advised that learning walks are being undertaken this term.

Ms Lewin advised Governors that on the recent INSET day TAs discussed issues around barriers to learning in order to identify where energies need to be focussed. Ms Lewin advised that thirty-four lessons have been looked at to identify behavioural issues, six of which she has personally undertaken. Ms Lewin advised that Steve Cunningham from the LA is due to visit the school later this week to speak to students.

Ms Lewin then advised Governors that considered decisions will be made about resilience, especially around literacy. Findings will be shared in October and CPD will be done with staff to address any identified issues.

A Governor asked what data will Mr Cunningham use and Ms Lewin advised that it will be hard data which he will use as a prompt for discussion, encouraging students to talk.

A Governor asked how results will be shared and it was noted through graphs and qualitative data based on something where a difference can be made.

A Governor asked what the feeling is so far and it was noted that teachers have been observed working hard and asking challenging questions although students could be positioned better.

A Governor asked what academic resilience is and Ms Lewin advised that it is the ability to keep going when things get tough. Failing and then coming back and trying again. For literacy there is the need to ensure it is being used in other subjects such as maths.

A Governor asked whether this has been looked at previously and Ms Lewin advised that the school has been pulling things together and they will also be helping parents who can then help their child develop.

A Governor asked how this will be communicated to parents and the Head advised through the Parent Forum on the 18 October 2016 in the first instance. The Head continued to say that Staff have been allocated ten extra hours per annum to be used for CPD on areas that they have identified they need to develop. Staff will be expected to identify what area they need to develop and what impact the CPD has had. The Head advised that staff will have responsibility for their own development.

In addition, Governors noted that there will be further developing of whole-school literature. A meeting has been held today and staff have been appraised of a scheme which New Mills School and their feeder primaries have piloted. This can be built into individual lessons and

instead of having 'Academic Word of the Week', departments will be given words such as 'infer' or 'deduce' and encouraged to incorporate them in their lessons.

The Head advised that this will be developed through INSET on 31 October 2016 on how to teach the words and develop the skills in every member of staff. A Governor asked if the same words will be used in more than one subject, to which the Head confirmed that they will be. Governors noted that in GCSE work there are key exam words in students' books with definitions.

A Governor asked whether the definition of a word is the same in all subjects and the Head advised not, saying that the word will be used in a subject-specific way.

Ms Lewin gave examples to Governors.

A Governor asked whether the words were incorporated into the students' homework diaries and the Head advised that it would be possible because they are general for all year groups.

A Governor asked who defines the meaning of the words and it was noted that the definitions come from AQA.

The Head then advised that she has started to develop a numeracy policy which will be updated along the way. Again, CPD will be done with staff.

The Head then spoke about behaviour and advised Governors that the school is aiming to secure high standards of behaviour. A Governor asked what issues the school faces at the moment and the Head advised low level disruption is often seen and information is being collected and acted upon. The Head gave examples of strategies and interventions that are being put in place to help students develop good habits as learners including: Work on the first day back and a resilience unit in PSHE for every year group.

The Head advised that the newly introduced detention system appears to be having a positive impact on those students who joined in Year 7 with the exception of one. Parents are working with the school to ensure students do their detentions.

The Head advised that the rewards system has been improved as it was previously too cumbersome. Student Planners play an integral part of rewards and sanctions and is therefore a record for both staff and parents. The Head advised that she now has numerous students wanting to show her their rewards, with an early pass for break or lunch being one of the favourite rewards. The Head advised that this is of no cost to the school; whereas, alternative rewards do incur cost to the school, such as money off school trips. Rewards are recorded in the form room, collated and then reported to parents.

A Governor asked what happens in detention and the Head detailed this for Governors' benefit.

Governors noted that there is a separate action plan for careers and raising aspirations and the school is seeking more funding for this. A Governor asked the Head whether she had a view about Career Mark and it was noted that the school is moving away from this as there

are now several accreditations to choose from and the SLT are looking at the alternatives as a group. The Head advised that there is a lot of paperwork involved in seeking the accreditations but one could be achieved.

Governors were then advised that anti-bullying still has a high profile with Ann Foxley-Johnson continuing to support the school.

The Student Ambassador roles continue to be developed.

The PSHE programme has been looked at and the five target review days will now be used to do PSHE across the school. The Head gave examples to Governors of what will be done on these days. Governors noted that cover will not be put into lessons and the whole year will be planned using external providers, ensuring that the provision is fit for purpose for the children in school.

A Governor asked whether British Values is included and the Head confirmed that it is. A Governor asked how the impact will be measured and the Head advised that students will be asked for feedback and through staff evaluation.

A Governor asked what will happen if a student is absent and misses the lesson and the Head advised that it cannot be repeated as the lessons are provided by external advisors. The Head added that reflective work will be done which would the young people feedback on what they missed as a minimum.

The Head then went on to say that she has looked at developing a self and well-being programme, using Tibshelf Community School's as a starting point as theirs is considered to be a good model. The Head advised Governors that there are lots of children with different disorders in school and staff and parents need an awareness of how to deal with them.

The Head then moved on to talk about the effectiveness of Leadership & Management advising that Ms Lewin is evaluating the self-evaluation documents following the moderation of data. Training and CPD will be provided to those staff who need it.

The Head advised that the audit action plan has been returned to the Local Authority and actions being undertaken to complete it. The budget is being used wisely to ensure best value for money.

The Head advised that careful tracking is being done on the outcomes for students to ensure a clear picture which will enable intervention and targeted support for the more-able students.

Year 10 are developing revision skills and have been advised how they need to work properly. The Head advised Governors that there is a group of girls who need motivating. A group of boys have been taken to the job centre to look at what qualifications are needed for jobs. They also undertook an exercise to look at what they could afford on each salary scale. The Head advised that they are an able group of students but they are not putting their full ability into their work. In February, a trip is being offered to take the students to Kingswood in Dearne Valley during which they will do revision in addition to activities. The

students have shown enthusiasm for the trip, which is for three days and will cost £95 per head including food and activities.

The Head advised that the school are working with students to ensure they all achieve the ECDL.

It was **agreed** that the monitoring of the SIP would be done as follows:

Mr Midgley – **Priority 1** - Secure consistently good teaching so that all students, particularly boys and those students that are more able, make better progress & **Priority 4** - Improve Outcomes for Students

Mrs Widerman **Priority 3** - Improve the effectiveness of leadership and management

Mrs Burkitt **Priority 2** – Secure the highest standards of behaviour from students

A Governor asked how many students are currently on roll and the Head advised 351 with two more expected. Governors noted that 100 students left Year 11 in July and only 50 joined in Year 7 in September 2016.

Governors **approved** the School Improvement Plan.

104/16 GCSE Results

The Head had previously circulated the results for Governors' attention.

Attainment

Measure	Y11 2014 (KS2 -0.9 Sig-)			Y11 2015 (KS2 APS -1.4 Sig-)			Y11 2016 (KS2 APS -0.8)		
	School	Target	National	School	Target	National	School	Target	National
% 5A*-C inc English and Mathematics	41	50	55	40	49	56 (-16)	49	52	(-7)
% 5A*-C inc EN and MA for CLA/FSM	31	45	36	38	45	36 (+2)	40	46	(+4)
Gap	-10	-5	-19	-2	-4	-20	-9	-6	
% A*-C English Language	53	64	67	67	56	67	63	61	
% A*-C Mathematics	60	65	67	55	61	70	62	66	

Progress

Measure	Y11 2014 (KS2 APS -0.9 Sig-)			Y11 2015 (KS2 APS -1.4 Sig-)			Y11 2016 (KS2 APS -0.8)		
	School	Target	National	School	Target	National	School	Target	National
% 3+LP: English	53	68	70	67	64	69 (-2)	63 (72)	67	(-6)
% 3+LP: English CLA/FSM	48	68		58	63	58 (0)	54 (58)	65	(-4)
Gap	-5	0		-9	-1	-11	-9	-2	
% 4+LP: English	17	26	32	21	28	30 (-9)	27 (43)	30	(-3)
% 3+LP: Maths	54	65	65	46	60	66 (-20)	57	64	(-9)
% 3+LP: Maths CLA/FSM	39	52		43	53	49 (-6)	51	55	(+2)
Gap	-15	-13		-3	-7	-17	-6	-9	-17
% 4+LP: Maths	10	26	29	13	23	30 (-17)	20	23	(-10)
Progress 8				-0.3			-0.17	0	

The Head advised Governors that the 5 A*-C including English & maths showing at 52% is not a true measure.

FSM rose from 38% - 40% and Governors noted that the gap has increased because the whole school has increased more than FSM. The FSM children made better than national expectations, with 36% national last year and 40% this year for the school.

Governors noted that English language is 63% which is above target. Maths 3 Levels progress rose from 46% to 57%. There has been a slight decrease in English from 67% to 63%.

Progress 8 is -0.35

The Head advised that there are lots of grades to put in but figures are expected to remain the same as last year, whilst the benchmark is higher.

A Governor asked whether it is enough to be judged by Ofsted as Good. The Head advised it would be doubtful as the school will be measured against the new benchmark.

A Governor said that the SIP shows a lot of improvement and it was important that the focus for the school has not changed too much. The Governor continued to say that they need to acknowledge the improvement that has been made and that teachers and students have done really well.

The Head advised that the summary data against targets shows that the young people are not making progress in . She continued to explain that they are small groups and the exams were sat at the end of Year 9. The group has a number of poor attenders which needs addressing.

Child Development results were above target.

The Head continued to say that a lot of young people had been forced to study the subject without having a choice and that this has now been taken out of the curriculum. The Head advised Governors that computing is not a good subject for young people who have no resilience skills.

Governors noted that there is a plan in place to support and a Governor asked what timescales were involved. The Head replied that it will form part of the teacher's CPD.

Governors noted that outcomes in were not as good as Spanish last year but the teacher was not a speaker. A*-C reached 77% with the target being 78%. The Head advised that the predicted higher grades were not reached.

Geography was taught by and most papers were returned for re-marking. Some papers had been lost, then found. One student achieved an A in one paper and a U in the other and the Head has queried this with the exam board; however, the results have come back with no change to the marks awarded. The Head has asked for these papers to be returned to school.

The Head advised that Health & Social Care was the very last exam to be sat and lots of students didn't turn up for their revision sessions.

The controlled assessment shows good results. Governors

Governors noted that ICT and PE achieved fantastic results and maths has shown a big improvement, achieving closer to the target set.

The Head advised Governors that there was an issue with the resilience of the staff in . Governors noted that despite this, one student achieved an A* in the subject.

Photography results were discussed and the Head advised that this is the first time that the subject has been offered to GCSE and the results were down to subject knowledge. One student spent almost the whole time in isolation and was close to permanent exclusion.

Science achieved good results with Additional Science being slightly above the target and Further Additional Science achieving slightly below target.

The Chair advised that he had emailed the Head to ask her to thank the staff for all their hard work.

A Governor asked whether the teaching over two years been positive and the Head confirmed it had and it gave students the desire to achieve higher.

Governors noted that the highest achieving student achieved 6 x A* and 4 x A.

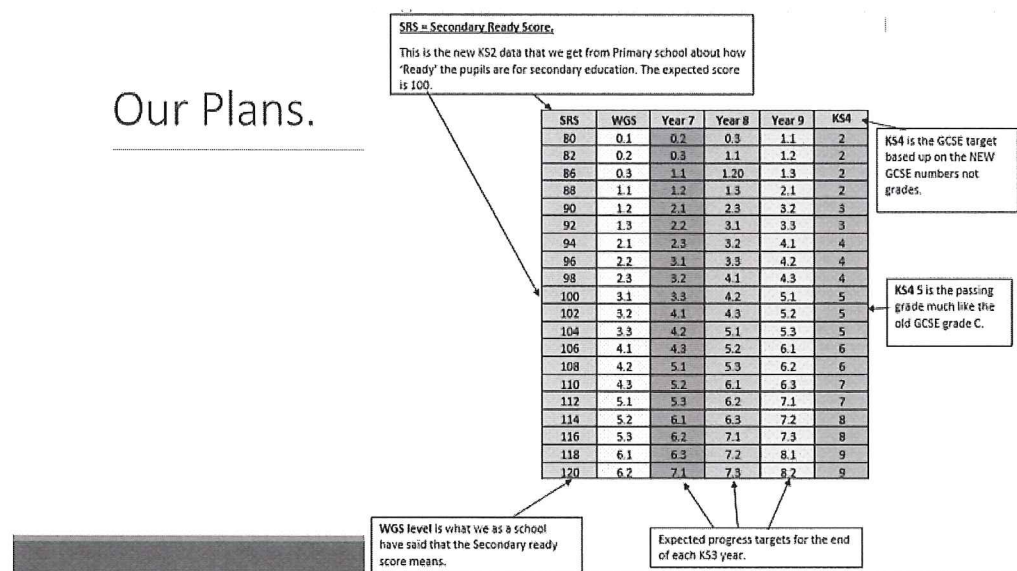
The Head advised that keeping the students in school for as long as possible helped. A Governor asked whether any of the Year 10s were doing resits and the Head advised one in food and a few in science, most improved their grade.

105/16 KS3 Assessment without Levels and Reporting

Why we had to change the system

- No levels – KS3 level were removed as an assessment method in 2014.
- The government has put no system in place of the old system – All schools have to come up with there own assessment method.
- GCSE grades have changed to number system.
- No KS2 level data – moved to a secondary ready score.

Our Plans.



Miss France spoke to a power point presentation advising Governors that secondary ready scores came in and tweaked the system. 100 is the expected and some below and some above. Everyone will achieve at least '2' and figures will be put into the system. All staff have been asked to do grade descriptors so evidence for each student can be seen.

A Governor asked whether all schools are following this system and Miss France advised that everyone had to develop their own and the school looked at others before deciding to use this one.

A Governor asked how reliable are the secondary ready scores and Miss France advised that they are no more reliable than the previous data.

A Governor asked whether that will mean a lot of movement throughout year 7 and Miss France advised that this will be considered at the end of the year.

The Head advised that when reporting to parents, numbers won't be used, rather a colour system to avoid confusion.

Miss France advised Governors that they will be reporting on the '3 Rs', Resilience, Responsibility and Reflection, which Governors noted, a lot of schools are doing.

A Governor asked whether there is a good parent turnout at parent review days and the Head confirmed that around 95% of parents attend and a member of staff telephones those who do not.

The Chair thanked Miss France for her presentation.

106/16 Consider and Approve Audit Action Plan

The action plan had been previously circulated for Governors attention and Mr McGowan drew Governors attention to the high priority points. A discussion took place around encryption of the laptops.

Governors approved the action plan and it was agreed that this would be returned to the LA. **ACTION: CLERK**

Mr McGowan extended thanks to [REDACTED] who has put a lot of systems in place.

107/16 Policies for review/approval:

- I. Dealing with Complaints of Harassment**
- II. Complaints Procedure**
- III. Safeguarding/Child Protection Policy 2016**

Governors noted that the policies are all LA model policies and **agreed** to adopt them as written.

108/16 Keeping Children Safe in Education – All Governors to read and sign to confirm they have read Parts one & two

All Governors present signed to confirm they had read Parts one and two of KCSIE 2016.
ACTION: Rev M/DW TO READ & SIGN

109/16 Governor training

- I. Receive feedback on training attended**
- II. Identify future training needs**

Governor training information had been circulated for Governors' attention.

110/16 Link Governors and Governor visits into school

Governors noted that Student Voice will now be after half term. The Chair will circulate a visit schedule. **ACTION: CHAIR**

111/16 Correspondence

There was no correspondence presented to the board.

112/16 Any other urgent business

There was no any other business to be considered.

113/16 What have we achieved tonight that will help the students in our school?

Reviewed the audit action plan to ensure financial competence
Interrogated the exam results
Agreed a monitoring schedule
Received information about assessing without levels
Agreed policies in order that everyone is working in a uniform fashion
Approved the SIP
Welcomed a new LA Governor

114/16 Date and time of next meeting

The next Full Governors' meeting will be held on Tuesday 6 December 2016 at 6.00 p.m.

**Minutes of the Resource Committee
for Whittington Green School
held on Tuesday 18 October 2016**

Present: Mrs T Burnside (Head) Mrs M Burkitt
 Mrs G Widerman (Chair)

In attendance: Ms S Whitaker, Clerk, Mr N McGowan, Assistant Head

F32/16/17 Elect Chair & Vice Chair

Mrs Widerman was elected as Chair of the Resource Committee. It was **agreed** that Mr Midgley would be invited to stand as Vice-Chair.

F33/16/17 To receive and if agreed approve apologies for absence

Governors noted and accepted apologies for absence from Mr Midgley and Mrs France.

F34/16/17 Declaration of interest – business and personal

No Governor declared an interest in the following agenda items.

F35/16/17 Agree any other urgent business

There was no any other business.

F36/16/17 Minutes of the Previous Meeting held on 3 May 2016 – amendments and approval

The previously circulated minutes were **agreed** as a true record of the meeting and were duly signed by the Chair on behalf of the committee.

F37/16/17 Matters Arising from the Minutes

The Head is due to attend a conference on Academisation in November and will keep Governors updated.

F38/16/17 Financial Issues:

I. Consider Finance Report from Local Authority

The Head spoke to the report which had been previously circulated for Governors' attention, advising Governors that there are 55 students in Year 7 but 80 had been budgeted for. The Head advised that the budget is predicted to be in deficit by £194k if no changes are made. This will rise to over £700k deficit in the following year.

The Head advised that she has taken out expenditure that can be saved

III. Review & Approve Charging & Remissions Policy

Governors noted that staff personal photocopying charges have been included in the policy. Governors approved the policy as written. A Governor asked whether the school has a reprographics assistant and Mr McGowan advised not, that staff have a card to photocopy and print and each department has a photocopying budget.

F39/16/17 Health & Safety:

I. Audit

Mr McGowan spoke to the previously circulated health & safety audit advising that this is an annual exercise. The audit identified that whilst work is done, there is not always documentation to evidence the work. Mr McGowan advised that the issues identified will be worked on this year to ensure good practice and the policy is followed.

II. Action Plan

Mr McGowan spoke to the previously circulated action plan advising that he has split the actions into high, medium and low priority. All members of staff have a responsibility for health & safety. Mr McGowan advised Governors that asbestos in the boiler house has been identified as a high priority, and whilst there is no danger unless it is touched, staff need to be aware of it. Contractors need to be checked that they have adequate insurance. Mr McGowan has advised the cleaners of COSSH and the required cleaning products. A Governor asked whether there is a regular supplier for purchasing and Mr McGowan advised not but this will be looked at.

Electrical points will be locked off. People who need personal equipment will be provided with such an asked to sign to confirm they have been provided with these. The Gas points have been locked.

PE risk assessments will be undertaken and the equipment will be checked. The PE health & safety package has been purchased from the local authority. A Governor asked whether there have been any reportable accidents caused by faulty PE equipment and Mr McGowan advised not.

A Governor asked whether all staff have been trained on the use of PE equipment and Mr McGowan advised that they have and this will be evidenced.

Boiler servicing is currently done but not evidenced and this will be corrected.

Mr McGowan advised that by the end of the academic year he is confident that all health & safety procedures and documentation will be in place.

including salary who is leaving at the end of the Autumn Term and a Level 3 Apprentice ICT Technician has decided not to return.

Other areas identified to save money are from Teaching Agency Costs and the £50k has been reduced to £9300 which will leave a surplus of £40k in the budget. Telephones are underspent by £4200 and there will be at least £2k surplus in this budget heading. Mr McGowan advised that the telephone contract can be reviewed in the Spring Term which should offer a further saving. Junior Jigsaw had a budget of £12k and the Head advised that there should be around £4.5k surplus in this budget heading. The monies highlighted for intervention should underspend by £8k as intervention work is done by in-house staff with no additional staffing costs incurred. The Head advised that this will leave an anticipated carry forward of £352k.

Furniture has been reduced by £1k, Learning Resources not ICT has been reduced, clothing & uniform has been reduced as most parents are able to buy their child's uniform. A Governor asked whether parents are able to purchase their child's uniform from their choice of shop and the Head confirmed they could.

Books and projects have been reduced by £1k each. Postage has been reduced, disadvantaged subsidy has been reduced by £2k. Contingency for property repairs and maintenance has been reduced.

The Head advised that staffing has to be looked at with either a redundancy position or not replacing staff who leave. A Governor asked who pays any redundancy costs and the Head advised that it is the Local Authority who meets those costs. A Governor asked whether this would affect the delivery of the curriculum and the Head confirmed that it would.

A Governor asked whether there is an argument with the LA about cutting staff and the Head advised that Russ Barr has already acknowledged that staffing has been cut to a minimum. A meeting is due to take place after half term with the Local Authority which the Chair of Governors is attending with the Head.

A Governor asked whether the deficit equates to around a hundred new students and the Head confirmed that it is. There are 84 students on roll in Year 11 so that would mean an intake of 184 would be needed to cover the deficit.

II. Review & Approve Financial Procedures & Regulations

Governors reviewed and **approved** the financial procedures and regulations as written.

The Head extended thanks to Mr McGowan for all his work on health & safety.

F40/16/17 Approve write-offs from the Inventory

Governors considered and approved a list of write-offs from the school inventory.

A Governor asked whether the scrap has been recycled and the Head confirmed that it has and a small amount of money has been put into school funds.

Mr McGowan asked Governors to note that audit identified that teacher's laptops were not suitable for use and as such 26 new laptops have been purchased which are encrypted for security purposes. Comparisons had been made on the internet.

Governors **approved** the expenditure at a total of £6751.11 with e-buyer.com.

Governors **approved** the resale of the obsolete laptops at a cost of £50 to staff and Governors. Any remaining laptops will be offered to TAs at a cost of £50.

F41/16/17 Review & Adopt Personnel Handbook Policies:

- I. Authorised Leave of Absence 2016**
- II. Avoidance of Disability Discrimination**
- III. Disciplinary Procedures 2016**
- IV. Equal Opportunities**
- V. Facilities Agreement**
- VI. Guidance for the Termination of Fixed Term Contracts**
- VII. Managing Allegations 2016**
- VIII. Management of Stress Policy**
- IX. Maternity, Paternity, Adoption & Parental Leave Schemes**
- X. Pay Policy 2016**
- XI. Redundancy Procedure**
- XII. Restructuring Procedure**
- XIII. Staff & Union Meetings in School by DCC**

Governors noted that the policies are all Local Authority versions and **agreed** to adopt them as written.

The Head advised that there was a 1% increase across the board for teaching staff which Governors approved.

Governors **agreed** to recommend to the Full Governing Board that the Pay Policy 2016 is adopted. **ACTION: CLERK**

F42/I6/I7 Any other urgent business

There was no any other business.

F43/I6/I7 What have we achieved tonight that will help the students in our school?

- Ensuring all students, staff and visitors are safe
- Adopted policies for parity of working practices
- Agreed the purchase of laptops for staff efficiency

F44/I6/I7 Date and time of next meeting

The next meeting will be held on 24 January 2017 at 6.00 p.m.

**Minutes of the Student Committee Meeting for Whittington Green School
held on Tuesday 15 November 2016**

Present: Rev J Morris (Chair) Mrs T Burnside (Head) Miss N France
 Mr B Midgley Mrs M Burkitt Mrs A Ward
 Mrs G Widerman Mr J Kay

In attendance: Ms S Whitaker, Clerk, Mrs B Wattam, Observer and Ms H Lewin, Assistant Head

S23/16 Elect chair and vice-chair of committee

Rev'd Morris was elected as Chair of the committee and Mr Midgley was elected as Vice-Chair.

S24/16 To receive and if agreed approve apologies for absence

There were no apologies for absence.

S25/16 Declaration of interest – business and personal

No Governor declared an interest in the following agenda items.

S26/16 Minutes of the previous meeting held on 1 March 2016 – to agree accuracy

The previously circulated minutes were **agreed** as a true record of the meeting and were duly signed by the chair on behalf of the committee.

S27/16 Matters arising from the minutes

The Big Lottery Project is now on stage 2 to develop literacy in the community with parents and children.

The school is taking part in the Brilliant Club once again this year. The Head advised that Whittington Green School was the most successful school in the club last year with every student passing. A Governor asked how this is communicated to parents and the Head advised through the Whittington Whisperer.

Governors noted that the replacement guttering is now completed.

Mr Kay joined the meeting.

S28/16 Student Voice

The Head advised that quality assurance is undertaken in every department. This year everyone has been moved on a term in order that the same subject is not seen at the beginning of the new school year each year.

The Head advised that it has been **agreed** with staff that Governors would do Student Voice and this term it is English and Humanities.

It was **agreed** that Mr Midgley would speak to the students in Humanities. A Governor asked how the answers to the questions are recorded and the Head will ask a member of staff to do this.

It was **agreed** that Rev'd Morris and Mrs Wattam will speak to the students in Languages.

S29/16 Target Setting

The Head spoke to a tabled paper and highlighted that students now join secondary education with a 'secondary ready' score. This has been combined with CAT scores and called a Whittington Green Standard and targets have been set which should then show direct progress from Year 7 – Year 11. The Head advised that this should be easier as the two key stages will now be using the same system.

The Head advised that each grade is entered into SISRA and a Progress 8 target is produced. Target grades may have to be changed as Progress 8 is judged on how the students achieve nationally and this is a national issue and not local to the school.

A Governor asked whether the system is successful and the Head advised it is still in its infancy and staff are developing the matrices to enter data into. KS3 data has not yet been collected this term. A Governor asked whether there is confidence in predictions. The Head advised that moderation is being done with each staff bringing two pieces of evidence for a student which is looked at and compared to the predicted grade given by another member of staff within the department.

A Governor asked what happens in a one-person department and the Head advised that she has paired up those staff with similar at another school. A discussion took place around how to support staff who have previously been wrong on their judgements and the Head advised that expertise is being drawn on from other schools.

A Governor asked whether there is any feedback from the other schools on the staff members and the Head advised that when this is done through the TSA there is as a clear evidence trail is recorded.

A Governor asked whether this is CPD or over and above the programmed CPD and the Head advised that this is above CPD but does form part of evidence for performance management for some staff.

The Head advised that setting Progress 8 targets is difficult and proposed an increase of 0.2 to bring the school in line with zero.

The Head then proposed a target of 65 – 70% in 5 A*-C in English & maths. A Governor asked what the current floor target is and the Head advised that there is no floor target for 5A*-C.

Governors **ratified** the target setting progress.

S30/16 First Data Collection

The Head advised that all grades have moved down one point with effect from next year and therefore a comparison cannot be made.

The Head spoke to a tabled paper drawing Governors' attention to the results achieved in 2016. Governors noted that maths had increased by 11% from the previous year but it is still not in line with national.

The Head then spoke to the data collection from SISRA which shows that on average the students are predicted better grades than they were when the data was collected in August. Staff are confident in predicting grades in Options. English and maths are double weighted for Progress 8 and those staff are very cautious around predictions. Exam boards do not yet know what the grade boundaries are.

Ms Lewin advised that staff have grade descriptors but not the wealth of experience to work on. A Governor asked whether the exam boards produce anything for schools to work with and Ms Lewin advised that they do but it is not enough in English to offer the range in language and nothing in Literature. Ms Lewin advised that modernisation and standardisation is being done with the exam papers from those staff who are markers and these are being shared to aid the learning experience.

A Governor asked whether the awarding organisations are taking enough responsibility on this and Ms Lewin advised that pieces are coming through, just not fast enough.

The Head highlighted that this Year 10 is a more-able cohort but there is an issue with pupil-premium boys and workshops are being done with regard to developing resilience. The Head advised that only eleven students wanted to attend the residential and the Head advised that it is not viable to run this with such small numbers. The Head advised that instead, a revision day will be run at Queens Park Leisure Centre for those students who responded. A Governor asked whether it could be an opt-out rather than an opt-in and the Head advised not as there was a cost of £90 involved. A discussion took place around communicating with parents.

Derby University is working with the school on raising aspirations and there is an 'interesting' group of boys who are receiving specific interventions.

The Head advised that every member of staff has been asked to identify three pupil-premium boys, primarily in Year 11 whom they have to write a plan for

with interventions put into place and monitored. A Governor asked whether any pupil premium children are more-able and the Head advised that there are some and they also receive interventions according to need. A Governor asked how many and the Head advised twelve across Years 10 and 11.

A Governor asked whether there is anything that Governors can do and it was agreed that Mr Kay would monitor Pupil Premium and Mrs Wattam would monitor British Values.

S31/16 Update on SIP/KPIs

The Head had previously circulated the SIP and KPIs for Governors attention showing progress towards the SIP. Governors noted the typo which read November and should read October in Priority 1.

A Governor asked what needs to be done to move the school to a judgement of 'Good' and what in particular do Governors need to do. The Head advised that she is due to attend an ASCL course later this month on how to deal with Ofsted inspections and the new framework and advised that she will bring a report to the Full Governors meeting on 6 December to cascade her learning to Governors.

The Head advised that the school needs to continue to make progress and raise aspirations, which she attributed to the quality of teaching and learning which now is a higher priority focus. The Head advised that the students need to have the necessary literacy skills in order to take their exams. Ms Lewin advised Governors that generally the students do not have large worlds and do not generally go further than Chesterfield town centre.

A Governor asked how the reluctant reader programme is doing and Ms Lewin advised that older readers are working with younger readers and the Head advised that different words and languages are being focused on within lessons, which has been promoted at INSET. Ms Lewin continued to say that at the INSET in October, questioning was looked at and there are some students who coast. Teachers are now targeting specific students who sit quietly in lessons.

A Governor asked whether the school is judged as a coasting school and the Head confirmed that it is. A Governor asked

S32/16 Policies for review/approval:

- I. Anti-bullying Policy**
- II. e-safety Policy**
- III. External Visitors Policy**
- IV. School Trips & Visits Policy**
- V. Sex & Relationships Policy & Guidance**

Governors **approved** the previously circulated policies as written.

S33/16 Any other urgent business

There was no any other urgent business.

S34/16 Date and time of next meeting

The next Student Committee meeting will be held on Tuesday 7 March 2017 at 6.00 p.m.