

**Minutes of the Full Governing Body Planning Meeting  
held in The Walter Knibbs Dining Room  
on Tuesday 5 November 2019 at 7.00pm**

**Present:** Dr B Naylor (Vice Chair) Mr N Arnold  
Mr C Harte Mrs S Thomas  
Mr H Cooper Mr G Ellis  
Dr C Leitmeir Dr M Pobjoy  
Dr N Dixon

**Apologies:** Dr J Powell (Chair) Mr D Garratt  
Mr I Colling (Headteacher) Mr J Thorne  
Miss H Pike Mrs S King

**In Attendance:** Mr T Hollis (Deputy Head)  
Mrs H Tudor-Price (Assistant head)  
Mr I Horner (Assistant Head)  
Mrs J Creasey (Business Director)  
Mrs L Aird (Prospective Governor & Observer)  
Mrs W Willie (Clerk)

**ACTIONS:**

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| <b>1.</b> | <b>Suggested visits to be taken to the relevant committees to move forward</b> | <b>Mrs Willie</b> |
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**1. Welcome & Apologies**

Dr Naylor welcomed everyone to the meeting. Apologies as noted above which were accepted. Mr Bilson was noted as absent. It was confirmed that Mrs Louise Bowe, Parent Governor, has resigned. Mrs Aird’s application to be appointed as the Local Authority (LA) Governor has not yet been finalised by the LA and, therefore, Mrs Aird is in attendance as an observer this evening. The meeting was quorate.

**2. Declaration of Governors’ Interests**

None.

**3. Self-Evaluation Form (SEF)**

A draft SEF dated September 2019 had been made available on GovernorHub prior to the meeting. Mr Hollis advised that Mr Colling updated the SEF at the end of September and the document is a good summary of where the school is. The SEF follows the Ofsted framework, although it is no longer a statutory requirement for an inspection.

**Dr Pobjoy referred to the Leadership and Management section on page 4 and asked about the need to focus on developing assessment practices further. Mr**

Hollis confirmed that marking and feedback have been highlighted as areas of focus through internal surveys.

**Mr Ellis referred to the Quality of Education section on page 2 and the small number of pupils studying a modified curriculum and asked which group of students this refers to.** Mr Hollis clarified that the majority of these students would be on the Special Educational Needs & Disability (SEND) register, although not all of them. Approximately 3% of students in any year group do fewer GCSEs and receive additional support. **Mr Ellis asked if it should state SEND.** Mrs Tudor-Price advised it should not, as not all the students are SEND.

Mr Harte stated that the SEF and School Improvement Plan (SIP) do not mention disadvantaged and closing the gap although there is a big gap. Mr Hollis confirmed that for disadvantaged students there is a significant gap, for SEND the gap is smaller in 2019 than it was in 2018. Mr Hollis explained that when the Inspection Data Summary Report (ISDR) is received, this will sit alongside the SEF and will provide a breakdown of this data. Mr Hollis added he would take this issue back to Mr Colling.

**Mr Arnold highlighted five uses of the word average in the document and asked if another word could be used.** Mr Hollis said he took this on board but that it may apply to banding as used by the Department for Education.

**Mrs Aird asked if the school has a clear definition of a vulnerable student and how they are captured.** Mrs Tudor-Price explained that there is not a single definition. Mr Hollis added that there is not an overarching descriptor used for vulnerable students.

**Mr Ellis asked in the context of the school and averages, how does the school move from the Quality of Education and Behaviour and Attitudes being average to good, is there a connection between average and good.** Dr Dixon replied that if the SIP is well written it should take the school from average to good. Mr Hollis commented that average is a statistical term, good is the Ofsted grade. A school can be judged as good when their outcomes for pupils are in the 'average' band. Mrs Aird explained that for the purpose of an inspection the framework will refer to good and outstanding, not average.

#### **4. School Improvement Plan (SIP) 2019-20**

- Governors to work in small groups to review in more detail each development area of the SIP

A draft SIP dated September 2019 had been made available on GovernorHub prior to the meeting. Mr Hollis stated that work has started across the school on some of the strategies in the plan. The SIP is intended to be the highest level strategic plan in the school. The SIP is supported and complemented by a number of other plans, such as the Pupil Premium Strategy Plan. Discussions have been held about the Key Performance Indicators (KPIs) with governors, senior staff and senior leaders. Mr Hollis added it will be interesting to get governor feedback on how processes are judged and the impact of these in the work the school does.

Governors were asked to work in groups with a senior staff member to discuss each of the sections and to look at the improvement priorities and KPIs. Discussions should also lead to identifying governor visits over the forthcoming year. Governors worked in groups with the following feedback provided:

### **Curriculum (Mr Horner/Mrs Thomas/Dr Leitmeir)**

- Suggested the sentence 'Quality of scheme of work is high' be amended to 'Quality of schemes of work show strong evidence'.
- Discussed what governors might be asked to do to evaluate KPIs.
- With regard to the third priority, governors should talk to subject leaders and have conversations with individual teachers to establish if there is joined-up thinking.
- Governors could see if students in key stages 4 and 5 show an awareness of historic links or synergies between subjects.
- Governors could look at schemes of work to see how they are put together and what flexibility there is.

### **Teaching and learning (Mr Jakeman/Mr Arnold/Mr Harte)**

- Discussed how governors can measure the KPIs, as it can be a 'feeling' from discussions with a member of staff.
- Discussed a review of how the 6<sup>th</sup> form are teaching lessons, what is being done in each subject, schemes of work, etc.
- Governors could take part in a learning walk to enable them to speak to teachers and students to establish if students know what they are learning to help evidence KPIs. Also governors could talk to Year 13 students to establish if they feel teaching has changed.
- Suggested governors review the Heat Map and establish if there is training around any gaps identified.
- General discussion held around the ICT KPI and what platforms may be best for students.

### **Personal development & Behaviour and attitudes (Mrs Tudor-Price/Dr Dixon/Mrs Aird)**

- Dr Dixon reported that it was felt that the personal development section is not comprehensive enough, with some areas focussed on and other areas not considered. Personal development is such an important area and it would be good to know what the longer term plans are.
- With regard to behaviour, it is believed the key strategies will address behaviour well. However, it is difficult to see how the section addresses attitudes. Dr Dixon asked that the key points be reviewed to ensure the strategies in personal development and behaviour and attitudes will bring about the required changes.
- The SIP could refer to other policies and practices to provide some context about why things have been selected and the longer term.
- Mr Hollis asked in terms of behaviour and attitudes and strategies, if we focus on the KPIs, do governors feel the KPIs demonstrate improvement in the development areas selected. Mrs Aird referred to the outcomes for all students, including SEND and disadvantaged, and raised the issue of whether the KPI clearly articulate what is going to be different for them so they are closing the gap to their peers.

Mrs Tudor-Price clarified that she has enough feedback to be able to look into this further.

### **Leadership and management (Mr Hollis/Mr Ellis/Dr Pobjoy)**

- Governors had felt that the KPIs and strategy were reasonable.
- Suggested a governor visit to assess the effectiveness of leadership and management with feedback to be provided to the relevant committee.
- Mr Colling and Mr Hollis have support and challenge meetings every three months with Heads of Faculty (HoF), the Head of Sixth Form and Leaders of Learning (LOL). It was felt that governors should attend a support and challenge

meeting to establish if the HoF and LOL do feel appropriately supported and challenged.

### **Business development (Mrs Creasey/Dr Naylor/Mr Cooper)**

- Preparing for further expansion in pupil numbers is the critical point. A lot of this will depend on the Section 106 funding. If this funding is released there is a large amount of activity that can move forward to start in autumn 2020. Governors need to be involved in this whole process. If the process is delayed the focus will be on how the school copes without this funding and how the increase in pupil numbers will be managed. Discussed when it should be decided that reserves are used if the Section 106 money is not received and it was felt that the Finance Committee should be monitoring the spending of reserves.
- The website is not as exciting as some other school websites. The website should be used to encourage pupils to attend the school.
- With regard to the KPI to reduce cost of repairs through a reduction in vandalism, it is not known what the spend was on vandalism during the period 2017-18, so it will be hard to know if this KPI is successful. It was suggested that perhaps the number of incidents should be reviewed to identify if there is a reduction in the number of incidents. It was stated that governors could look for signs of vandalism and litter during visits.

Mr Harte again raised the issue that there is no mention of closing the gap for SEND and disadvantaged pupils in the SIP, which is a big area to improve. **Mr Harte asked that this be considered to be included in one of the sections and what would be done in terms of interventions, etc.** Dr Dixon added that governors and staff want to close the gap and agreed it should be included in the SIP.

Mr Ellis highlighted that school to parent communication is not covered in the SIP and said he is not aware of how well the school communicates with parents. Mr Hollis stated there are a lot of items which could be included in the SIP and SEF. The areas that are included in the SIP are particular development areas for the next 12 months. Discussions have not identified that communication with parents is an urgent area to address. Mr Ellis said he would like to see the evidence of why it has not been identified as an area to address.

With no further questions raised it was proposed that the School Improvement Plan be adopted by the governing body, taking into consideration the feedback provided to senior leaders. All governors voted in agreement with the proposal, motion carried.

#### **5. Governor Visits Aligned to the SEF and SIP**

Suggested visits discussed under item 4 to be taken to the relevant committees to move forward.

**Action: Mrs Willie**

#### **6. Any Other Business**

##### **Behaviour Panel**

Governors were asked if a governor can attend a behaviour panel this Friday, 8 November. Mr Harte confirmed he can attend.

#### **7. Dates for your diary:**

Governors were invited to attend the following forthcoming events:

- Thursday 7 November 6.00pm – 6<sup>th</sup> Form Open Evening
- Friday 29 November 6.00pm – FOMCS Advent Fayre
- Thursday 5 December 7.30pm – School Christmas Concert
- Wednesday 18 December 7.00pm – 120<sup>th</sup> Annual Carol Service

- Thursday 19 December 6.30pm – Presentation Evening (Years 11 & 13)

**8. Date of next meeting – Tuesday 3 December 2019**

- FGB & Auditors Presentation 6.30pm
- AGM 8.00pm

There being no further business the meeting closed at 8.35pm.

**Signed..... (Chairman)**

**Dated.....**