



**FULL GOVERNING BOARD MEETING
MONDAY 3rd December 2018 at 5.15pm
Held in School in the Stafford Room**

MINUTES

All governor questions are identified thus:

 **Questions in bold italic.** Actions are highlighted on electronic copies in yellow. **Enc 1**

1	<p>Welcome and apologies & attendance</p> <p>Present: Ali Summers (Chair), Viv Evans (Vice Chair), Warren Dix, Trish Follows, Craig Mckenzie Richard Lycett, (Headteacher), Carolyn Trowbridge, Catherine Phillips & Roy Williams.</p> <p>Absent: AK and EPW. Observers: Kieran Delaney & Diane Pope</p> <p>Also in attendance: Bron Powell, Clerk to the Board of Governors.</p> <p>Apologies were received and accepted from Anna Klowsowski and Emma Philpott-Watkin. CP had advised that she would be late for the meeting.</p>						
2	<p>Agreed any other business – Grievance Policy – this was agreed.</p>						
3	<p>Governing Board Matters</p> <p>a) Membership – Co-opted Governor – CM term of office has been approved and will run from 24th September 2018 until 23rd September 2022. It was noted that the term of office for RW will run out on the 30th April 2019, this will be reviewed at the FGB on the 1st April 2019.</p> <p>b) Confidentiality – Governors were reminded of the need for confidentiality and that the content of the meeting would remain so until the minutes were approved in due course.</p> <p>c) Register of Business Interests – it was confirmed there were updates for the register. The forms were handed out and completed as necessary, the school website will be updated in due course.</p> <p>d) Declaration of Interest- Business and Pecuniary – Based on the agenda none were declared.</p> <p>e) Code of Conduct – the latest version was circulated to Governors in the call out papers. The change to the code was noted and a master copy signed by all present.</p>						
4	<p>Minutes and Confidential Appendix of the Full Governors Meeting held on 5th July 2018 were circulated to Governors in the call out papers.</p> <ul style="list-style-type: none"> • Accuracy - it was agreed that all the minutes were an accurate record of the meetings and were duly signed for retention at the school. • Matters Arising:- <table border="1" data-bbox="178 1877 1481 2132"> <thead> <tr> <th data-bbox="178 1877 284 1912">Item</th> <th data-bbox="284 1877 970 1912">Action</th> <th data-bbox="970 1877 1481 1912">Outcome</th> </tr> </thead> <tbody> <tr> <td data-bbox="178 1912 284 2132">3 a</td> <td data-bbox="284 1912 970 2132">a) The process to appoint a replacement to be clarified. The trust status of SMHS is to be reviewed.</td> <td data-bbox="970 1912 1481 2132">BP emailed Entrust 06/07/18 re appointment of Foundation Governor. Spoke to JB 17/07/18 – he will find report back on how to appoint a new Foundation Governor and the un-coupling process and implications for SMHS.</td> </tr> </tbody> </table>	Item	Action	Outcome	3 a	a) The process to appoint a replacement to be clarified. The trust status of SMHS is to be reviewed.	BP emailed Entrust 06/07/18 re appointment of Foundation Governor. Spoke to JB 17/07/18 – he will find report back on how to appoint a new Foundation Governor and the un-coupling process and implications for SMHS.
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4.5	Governors were forwarded the GDPR presentation, BP to check all Governors were sent this.	Completed 06/07/18.
11	360 Degree review of the Chair + Governor Skills Audit – Governors who have not already completed their forms were reminded to complete and return them forms to BP.	All Governors. BP emailed reminder 06/07/18.
12	The position of the school as a Trust needs to be reviewed, BP to ask Entrust for clarity.	BP emailed Entrust 06/07/18 chased 17/07/18

5.26pm CP joined the meeting.

Minutes of the Extraordinary Full Governors Meeting held on 24th September 2018 were circulated to Governors in the call out papers.

- Accuracy - it was agreed that all the minutes were an accurate record of the meetings and were duly signed for retention at the school.

5 Reports

- a) Chair and/or Vice Chair's Power to Act – no actions had been necessary.
- a) Progress & Learning Committee – Minutes and Confidential Appendix of the meeting held on 24/09/18 and the Minutes of the meeting held on 12/11/18 were circulated to Governors in the call out papers.
- b) Finance Committee - Minutes and Confidential Appendix of meeting 17/09/18 and Minutes and Confidential Appendix of the meeting 19/11/18 were circulated to Governors in the call out papers. **Governors are asked to note page 8 of the Governor Information Pack (GIP) Charges and Remission** - this policy was reviewed by the Finance Committee on the 30th April 2018.
 - **Governors questioned the extent of the deficit.** DP has met with Davina from the Local Authority and she is satisfied with the predictions. The deficit agreement has been breached this year but it is anticipated that it will be repaid at the end of the four year agreement. The budget remains an area of concern. (See Item 10)
- c) Strategic Group met 10th September 2018 – the examination results were discussed at length. AS will update Governors on the Strategic Vision under agenda item number 9.
- d) Link Governor Reports –
 - Quality Assurance** – verbal report AS on her school visit 11/07/18 details of the schedule were circulated to Governors in the call out papers and involved meetings with students, staff and visits to classes in progress. AS reported that nothing unexpected came to light during her visit. There were staff concerns regards work life balance which are being addressed. It was a very useful visit.
 - Safeguarding Report** – VE – to be discussed under agenda item 8
- e) Partnership Minutes – CT had attended the meeting on the behalf of the FGB. It was noted that Maria Woodward (Deputy Head at KEVI, seconded to the Collegiate 1 day



per week) and Norman Cobon(Chair) had both left the Collegiate Board. Maggie Smart has replaced Maria, working 3 days per week and is doing a very good job, she is expected to remain at the Collegiate after Christmas. AS will report to the FGB in April on the re-scheduled meeting to now be held in January 2019.

6 Headteacher's Report – circulated to all Governors 27th November 2018

RL spoke of the great pressures that face the education sector. The possible cessation of the School Crossing Patrols was under consultation with the Local Authority. CT has attempted to get business sponsorship to fund the continuation of this service. If the LA do close the service it will become the responsibility of schools to co-ordinate the provision which SMHS does not have capacity for. CT will support if the move takes place.

A further consultation concerns the clawback of funding following a permanent exclusion of a student. This is a proposal to impose a 'cost recovery charge' on schools ranging from £6-15K to fund continuation in education. The Board were extremely disquieted at this suggestion. Governors noted that the likelihood of disruption to students would then be further aggravated with a reduction to the school budget thus affecting provision.

- ❖ **Governors asked if this would affect all schools or just maintained** – they were told it would be all schools. The Hollies (PRU) has just received an inadequate judgement from Ofsted.

There are enormous pressures on schools in the current climate. Governors noted that at school today there had been several Safeguarding matters to deal with that were not school related. Amanda Spielman's (Ofsted Chief Inspector) comments on the role of schools were welcomed, she had said that schools are expected to take on far too much responsibility.

Due to the high level of disadvantage at SMHS, students can be affected more than the norm by the changes in curriculum and the extra pressure on schools to provide support for students.


RL will be replying to all 3 consultations. It was acknowledged that local Councillors recognise that schools simply do not have the capacity take on anymore work. SMHS will strive to continue to prioritise the students but it is getting harder and harder each year.

RL was thanked for the level of detail in his report and that it is helpful to have all the information in one document.

- ❖ **Governors asked if the number of safeguarding incidents had increased** – The number of incidents has increased but they were informed that the number of Local Support Team referrals has decreased due to this now being mainly a Tier 3 service now.
- ❖ **Governors asked for clarification of SCTSP** – this is 'Sickle Cell Thalassaemic Support Project', the original idea was devolve funding to schools to use but instead it funds a community service which support families and children for a 6 week period.
- ❖ **Governors asked if SMHS has a higher level of Pupil Premium students than other schools in Stafford** – it was thought that this is indeed the case according to statistics available.

Governors wished thanks to be given to all staff.



7	<p>Inset Days 2018-2019 - 3rd & 4th September 2018, 23rd November 2018, 28th June 2019 and 22nd July 2019 - These dates were all agreed and noted.</p>
8	<p>Safeguarding updates</p> <p>a) Keeping Children Safe in Education New Statutory Guidance from September 2018 – Governors were requested to read and fully understand and 2 and note the contents of parts 1 and 5 as good practice. A signing list was circulated at the meeting to confirm this. Governors were signposted to read the relevant part of the Governors Information Pack (GIP).</p> <p>b) Review of Child Protection Policy and Procedures – please note that this has not been reviewed at Committee level. Annual Review. VE was happy with the content.</p> <p> Governors asked if SMHS has a Mobile Phone Policy – they were informed that this is mentioned in the Behaviour Policy. VE noted that on page 42 'Birmingham Children's Trust' should be changed to Staffordshire Children's Board, this the policy complies with legislation and when compared with the checklist fulfils all requirements. VE noted that practices in school are robust. It was considered that the policy is now tailored for SMHS and is fit for purpose. It was approved by the FGB.</p> <p>c) Working together to Safeguard Children and New Regulations - February 2018 – Governors to note.</p> <p>d) Designated Teacher for Looked After Children - update February 2018 – RL.</p> <p>e) DfE – Disqualification under Childcare Act 2006 – July 2018.</p> <p>f) Sexual Violence and Harassment between Children in Schools and Colleges.</p> <p>g) Children missing in Education – Deregistration Guidance for Schools.</p> <p>h) Confirmation that each member of the Governing Board has enhanced DBS check – this was confirmed as being up to date and completed.</p> <p>i) Safeguarding Link Governor Report – VE. The report was received with thanks. See confidential appendix item 1.</p>
9	<p>Strategic Leadership</p> <p>a) Strategic Planning for the future – Verbal update AS.</p> <ul style="list-style-type: none"> • Governance - National Governance Association - MAT lessons learned – Please read page 3 of the GIP prior to attending the meeting. <p>RL has continued to meet with different headteacher's. AS updated the Board on local developments.</p> <p>RL spoke to Doug Selkirk of the Central Learning Partnership and visited 3 CLP schools with AS. The CLP has now withdrawn from KEVI however and there are no longer plans to set up a hub in Stafford. SMHS is keen to continue to work with schools locally but on an informal basis. The landscape is changing constantly, SMHS will continue to focus on students but will remain aware of local developments.</p> <p>Building Trusts – Ambition School Leadership report - June 2018 – please read page 3 of the GIP prior to attending the meeting.</p>
10	<p>Finance Accountability</p>



	<p>a) Carry forward/outturn – DP updated Board on the final position of the budget 31/03/18. The final Out-turn was £32744 in year surplus which reduced the deficit. The predicted deficit of £258K is now projected to be £280K, it is anticipated that in 4 years' time this will be repaid. Changes to teacher pensions has had a huge negative effect on the budget and has seen the benefit from Fairer Funding wiped out. Staffordshire continues to be funded below the national average which is a disadvantage. The 'extras' announced in the Government Budget will be ring-fenced, the amount is not yet known.</p> <p>Thanks were given to DP for her report.</p>
<p>11</p>	<p>People – Governors were asked to read and note the following.</p> <ul style="list-style-type: none"> a) Reducing teacher workload May and July 2018 reports. b) Level 6 Apprenticeships in Teaching
<p>12</p>	<p>Compliance</p> <ul style="list-style-type: none"> a) Staff voice – Questionnaires have been completed; Annual Staff Voice (based on Ofsted), summer 'Better than' and Staff Well-Being. The Staff Voice questionnaire results from 2017 and 2018 were handed out to Governors, it was noted that the results have dipped but given the additional questions and the alteration in responses this was likely to happen and therefore the outcome would be skewed. Nationally the focus in on well-being. The results from the SMHS Well-being survey are awaited. The DfE toolkit has been reported to be very good, it identifies issues and is free to access, and it is thought this will be useful. <ul style="list-style-type: none"> 🚫 Governors asked if the surveys are anonymous – it was confirmed that they were. Behaviour can be challenging among students and CT and RW told the meeting that during visits to school both had been impressed by good behaviour of the students and the way that staff tackled and managed any disruptive behaviour. It was acknowledged that break-time and lunchtime are trigger times. Staff do an excellent job of managing behaviour. b) Education <ul style="list-style-type: none"> i) Technical Levels – T Levels – for information only please read page 14 of the GIP ii) Religious Education (RE) - for information only please read page 14 of the GIP. A letter from SACRE by Mary Gale had been shared with the Board. Thanks were extended to everyone involved. The letter was very positive. iii) British Values iv) SEND – The Learning Support Services as of September 2018 – please read pages 18-19 of the GIP. v) Staffordshire Virtual School for Looked after Children – Verbal update by RL. vi) Information sharing (6.14 GIP) vii) Data protection – is your school complying with GDPR changes – Report from CN was received. Governors had also looked at GDPR during a training session. c) Admissions -i) General Admissions – Proposed School Admission Arrangements 20/21 was agreed at 90. RL is currently updating the Admission Statement which will be presented to Governors in the spring term 2019. So far 75 1st choice places have been made with 135 1st, 2nd and 3rd choices in total. At this point last year there were



76 1st choice places received. There is an anticipation that numbers in September 2019 will be similar to 2018. SMHS would be able to take up to 100 year 7's should it be necessary.

- d) **What schools should and must publish online** – update by BP. The School Website is compliant and is now monitored each term. All figures and results are as up to date as possible. Dates are awaited for the Access Statement (Careers).

Policies and Procedures:-

Child Protection Policy and Procedures – discussed under agenda item 8.

Whole School Pay Policy (including Teachers Pay Policy) as approved by Finance Committee 17/09/18. Annual review – since the call out the model policy had been received from the LA. There are a couple of changes, it was agreed that this policy will go back to the Finance Committee for review and will be presented to the FGB at their meeting on the 1st April 2019.

The following Policies/Procedure have all been agreed as per delegation by the FGB:-

Premise Management Documents approved by Finance Committee 17/09/18 as following required procedures, note that the Premise Management Documents form part of the Health and Safety Policy approved by FGB July 2018.

Scheme of Delegation approved by Finance Committee 17/09/18.

School Behaviour approved by Progress and Learning Committee 24/09/18 – Review date will then be Autumn 2019.

Behaviour Written Principles approved by Progress and Learning Committee 24/09/18. Review date will then be Autumn 2020.

Exam Contingency Plan approved by Progress and Learning Committee 24/09/18. Review date will be Autumn 2019.

Non Examination Assessment approved by Progress and Learning Committee 24/09/18. Review date will be Autumn 2019.

Review of Central Record of Recruitment and Vetting Checks approved by VE 13/11/18. Live document.

Register of Admission to school approved by Progress and Learning Committee 12/11/18. Live document.

Register of Pupil Attendance approved by Progress and Learning Committee 12/11/18. Live document.

Supporting Students with Medical Needs approved by Progress and Learning Committee 12/11/18 subject to agreed changes. Review date will be Autumn 2020.

Special Educational Needs (SEN) Information Report and SEN Policy approved by Progress and Learning Committee Progress 12/11/18 subject to agreed changes. This policy has been discussed with key staff and a couple of changes need to be made regards the School Nursing Service and a couple of procedural items, all are minor items, the policy is workable for school. In principle the Policy was approved, **Governors requested that the policy be circulated once the changes have been made.**

Data Protection Policy approved by Finance Committee 19/11/18. It was agreed that a review will take place in 2 years' time, therefore Autumn term 2020.



	The Board duly ratified all the above policies with the exception of the Whole School Pay Policy (including Teachers Pay Policy) which will be reviewed by Finance in the Spring term and then the FGB.
13	Other information items – Please read section Ofsted update pages 23-25 Governor Information Pack for information.
14	<p>Any Other Business –</p> <p>Grievance Policy – this had been emailed to the Board on 28th November 2018. Governors were advised that the DfE require a policy that covers Staff Discipline, Conduct and Grievances (procedures for addressing) which can be grouped together or as separate policies. It was felt that as the school have a Staff Discipline Policy and a Code of Conduct it would be appropriate to have a separate Grievance Policy, although it has been previously covered in the Managing Attendance at Work Policy. The Board approved and adopted the policy.</p> <p>6.50pm KD left the meeting.</p> <p>RW asked if there had been any developments regards Foundation Governor status – he was advised that nothing had been received to date but the matter was still being pursued.</p>
15	Confidentiality – 1 item was identified as being required to be placed on a confidential appendix.
16	<p>Dates/times of next meetings – Committee/Link Governor and date list had been circulated with the call out papers, dates were confirmed as being correct.</p> <p>Next Full Governing Board meeting Monday 1st April 2019 at 5.15pm. The meeting ended at 6.54pm</p> <p>Governors were asked to note that the date for the Year 9 Choices Evening and Year 13 Parents Evening should be 19/03/2019 rather than the 19/02/19.</p> <p>Governors were thanked for all their hard work.</p>

Signed
Chair of the Board of Governors

Date 1st April 2019

Action points

	Action	Who/date for completion
3a	Term of office for RW will run out on the 30 th April 2019, this will be reviewed at the FGB on the 1 st April 2019.	On the FGB agenda 01/04/19
12	Special Educational Needs (SEN) Information Report and SEN Policy - Governors requested that the policy be circulated once the changes have been made.	BP – completed 05/03/19
12	Whole School Pay Policy (including Teachers Pay Policy) as approved by Finance Committee 17/09/18. Annual review – since the call out the model policy had been received from the LA. There are a couple of changes, it was agreed that this policy will go	Finance Committee then FGB Spring term meetings



Stafford Manor High School

	back to the Finance Committee for review and will be presented to the FGB at their meeting on the 1 st April 2019.	
12c	RL is currently updating the Admission Statement which will be presented to Governors in the spring term 2019.	On the agenda 01/04/19

draft confidential