



**FULL GOVERNING BOARD MEETING  
THURSDAY 22nd March 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><b>Welcome and apologies &amp; attendance</b></p> <p><b>Present:</b> Ali Summers (Chair), Viv Evans (Vice Chair), Warren Dix, Trish Follows, Craig Mckenzie Richard Lycett, (Headteacher), John Boyle, Carolyn Trowbridge, Catherine Phillips &amp; Roy Williams.</p> <p><b>Absent:</b> EPW. <b>Observers:</b> Kieran Delaney &amp; Diane Pope</p> <p>Also in attendance: Bron Powell, Clerk to the Board of Governors.</p> <p>Apologies were received and accepted from Emma Philpott-Watkin.</p> <p>AS began the meeting by noting that the previous nine months had been exceptional. The retirement of JS and appointment of RL; the Ofsted inspection, and the good results of Summer 2017. She expressed her thanks to all involved both staff and governors for all their time and commitment.</p>						
2	<p><b>Agreed any other business</b> – Complaints Procedure to be discussed under agenda item number 12.</p>						
3	<p><b>Governing Board Matters</b></p> <ul style="list-style-type: none"> <li>a) <b>Membership</b> – no changes since last meeting.</li> <li>b) <b>Confidentiality</b> – 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.</li> <li>c) <b>Register of Business Interests</b> – it was confirmed there were no updates for the register.</li> <li>d) <b>Declaration of Interest- Business and Pecuniary</b> – Based on the agenda none were declared.</li> </ul>						
4	<p><b>Minutes and Confidential Appendix of the Full Governors Meeting held on 7<sup>th</sup> December 2017 and Extraordinary Full Governors Meeting held on 6th March 2018.</b></p> <ul style="list-style-type: none"> <li>• Accuracy - it was agreed that all the minutes were an accurate record of the meetings and were duly signed for retention at the school.</li> <li>• Matters Arising:-</li> </ul> <table border="1" data-bbox="181 1984 1481 2089"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>WD raised a uniform query – it was decided that this be referred to RL in the first instance.</td> <td>RL and WD have discussed</td> </tr> </tbody> </table>	Item	Action	Outcome	3	WD raised a uniform query – it was decided that this be referred to RL in the first instance.	RL and WD have discussed
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5 (10)	School Council dates - These are still being finalised by Mrs Thorley – once available these will be circulated to the Board.	Meetings have been taking place. AK had attended and reported that fundraising is the current focus. 25/04/18 – CT to attend. 21/06/18 – JB to attend.
5 (16)	RL spoke to CN – will follow up as to the viability of sending out electronic invites to Governors.	RL raised with CN – will revisit.
6	ASP and IDSR (the new data dashboard as used by Ofsted) training to be arranged.	To be discussed under agenda item number 5e).
7	Post 16 will be added to the next HT's report.	Completed.
10 d)	Questionnaires have been sent out to students, staff and at parents evenings; the results will be presented to the Progress and Learning Committee.	Information collated – to be presented to P&L Committee Summer term.
11	ASP (replacement for Raise Online) and IDSR - to date this is not currently available. Data will be sent as soon as possible.	Completed.
13	two minor areas on the website require attention – The Complaints Policy wording and publishing the remit of the Governors committees on the website, this will be addressed by the Strategic Group	Complaints Procedure to be discussed under agenda item 12. Remit of Committees to be discussed by Strategic Committee in the Summer term.
14	<b>a) Food Policy</b> – verbal update – having considered the advice available it has been decided that a short statement be prepared and then presented to the Finance Committee for consideration. <b>b) Safeguarding Policy and Procedures</b> – this version was agreed by the FGB. It was acknowledged that it does need some work so RL and team will rewrite and it will be reviewed again in due course.	Discussed at Finance & Staffing Committee.  RL will review and present to P&L Committee.

5	<p><b>Reports</b></p> <p>a) <u>Chair and/or Vice Chair's Power to Act</u> - snow days 11/12/17 and 1&amp;2/03/18 agreed.</p> <p>b) <u>Finance Committee</u> - Minutes and Confidential Appendix of meeting 12th March – WD advised FGB that the Budget is under pressure and still needs to be monitored closely, despite numbers increasing there will be a lag in funding received. <b>See confidential appendix item 1.</b></p> <p>c) <u>Strategic Work Group Update</u> – the Headteacher (HT) recruitment has been the focus this academic year.</p> <p>d) <u>Progress &amp; Learning Committee</u> - Minutes of meeting held on 12th February 2018. Ofsted has been the prime focus, VE wished to congratulate the school on the report. A post Ofsted plan will be forthcoming which will address boys reading outcomes and Post 16.</p> <p>e) <u>Disciplinary Committee</u> – 15<sup>th</sup> December 2017 – the permanent exclusion was upheld.</p>
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- f) Link Governor Reports – Safeguarding - procedures proved robust during the recent HT recruitment process. VE will meet with AB next term. LAC number 8 currently. Pupil Premium is dealt with within the HT report.

Governor Training – ASP and IDSR training will be delivered by KD and held during the Summer Term.

6 **Headteacher's Report - and copy of the Ofsted report**



The format was commended. Post Ofsted work continues. There have been two Local Authority reviews by Dave Wright, who was very pleased with his findings.

Going forward - strategies are being developed; the plan for Governance is to reflect and look at next steps, momentum is to be maintained. The SLT will present plans to the FGB at the proposed Summer training session.

- ❁ **Governors asked what Year 11 data was predicting** – they were informed there are a lot of unknowns with all the new syllabus requirements which are unique to this year. All subject teachers have reviewed what has worked well. The Science Pixl data looks positive. Raw scores to improve. Staff know which students can make a difference. More data will be available after Easter which will give a better idea of what students are achieving.
- ❁ **Governors noted that there are a high number of SEN students in Year 8, is it a difficult group** – it was confirmed that the numbers are correct and the group is a challenge.
- ❁ **Governors asked for a staffing update** – The ICT vacancy is advertised in the Times Educational for a September 2018 start, it will be a combined post with Maths. Sam Nesirky (Art) will commence maternity leave at Easter; the post will be covered by supply until the end of the Summer term and Maternity Cover appointed for September, this post is advertised on WM Jobs, candidates have been visiting SMHS.
- ❁ **Governors asked for details of the part-time Data Manager Post** – this involves data 'crunching', it is a niche skill, following the retirement of HP in September 2017, it had not been possible to recruit a suitable candidate. A member of the current support staff is being trained by HP.
- ❁ **Governors asked if the school employ any apprentices** – currently an IT technician. There is one member of teaching staff who is unqualified, suitable training is being looked into. CT suggested that the volunteer sector could be explored following the success of the Debating event she ran. SMHS need to identify needs and report back the Board, who can then source suitable volunteers if available.

7 **Strategic Leadership - (Section 2 of the Governance Handbook and Section 4 of the Entrust Governor Information Pack)**

- a) Update on Head Teacher recruitment – RL duly appointed 6<sup>th</sup> March 2018.
- b) Local partnerships – This was covered within the HT report. RL has been meeting with Headteacher's from secondary schools in Stafford. He has met with the Headteacher's from the primary feeder schools, a cluster group has been formed who now meet once a term. After Easter SMHS is hosting a Year 6 moderation

	<p>session which will benefit SMHS staff and hopefully facilitate a smooth transition for Year 6 students up to SMHS. RL has met individually with Jo Banks from Flash Ley and Kate Tewey from Rowley Park Academy.</p> <p>A higher number than before of Year 6 children from Burton Manor will be joining SMHS in September 2018. John Freeman has been doing a lot of science work with feeder primaries, this has had a positive impact.</p>
8	<p><b>Accountability</b> - (Section 3 of the Governance Handbook and Section 5 of the Entrust Governor Information Pack)</p> <ul style="list-style-type: none"> <li>a) School Financial Value Standard (SFVS) - Chair of Governors signed a paper copy of this document it has been submitted, a reference copy is kept in school.</li> <li>b) Scheme of delegation- this will be reviewed by Finance &amp; Staffing Committee in the Autumn term.</li> <li>c) Financial Regulation and Procurement Regulations for schools – Governors need to be aware of the content of this document, a copy is available to view. There has been a change to procurement and the limit for purchases to go to tender is now £20K. The scheme of delegation will be changed to reflect this. The Staffordshire County Council scheme to finance schools has changed. Licence Deficits will henceforth be a maximum of 3 years rather than the former 5 years.</li> <li>d) Financial Benchmarking – this is contained in the Budget report received by the Finance &amp; Staffing committee. DP can benchmark any field as required by the Board.</li> <li>e) 2018/19 school budget- this has now been received and is to be presented to Finance &amp; Staffing Committee 30<sup>th</sup> April 2018.</li> </ul>
9	<p><b>People</b> - (Section 4 of the Governance Handbook and Section 6 of the Entrust Governor Information Pack pages 9-11)</p> <ul style="list-style-type: none"> <li>a) National Professional Qualifications NPQs – NPQH is changing, please see GIP for details. <ul style="list-style-type: none"> <li> <b>Governors asked if the SLT have the capacity to support staff to develop</b> – Funding is available. There is also Pixl training to access.</li> <li> <b>Governors asked if SMHS has a succession plan in place</b> – it was confirmed that a plan is in place, future leaders are currently receiving TLR's, necessary skills are being developed. This matter is raised at performance management meetings. The apprenticeship levy can be accessed for Continuous Professional Development. CT has a contact in Entrust, Tom Hodgkinson, who could visit school and offer advice free of charge.</li> </ul> </li> <li>b) GovernorLine – Governors were reminded to see page 10 of the GIP.</li> </ul>
10	<p><b>Compliance</b> (Section 6 of the Governance Handbook and <b>Section 8</b> of the Entrust Governor Information Pack)</p> <p><b>Policies: - Business Continuity Plan – copy to view in school.</b> This was presented to the Finance &amp; Staffing Committee, relevant staff have copies.</p> <p><b>Governance Procedures</b> (6.1 in the Governance Handbook)</p> <ul style="list-style-type: none"> <li>a) What Maintained schools must publish online - PSHE - to be delegated to Progress and Learning Committee.</li> <li>b) Statutory Relationships and Sex Education - to be delegated to Progress and Learning Committee.</li> <li>c) Admissions (6.9 in the Governance Handbook) PAN consultation update and Admissions Policy. – PAN will be 90 in September 2019 with an option to take more if needed. Tim Moss</li> </ul>



	<p>and Andrew Marsden will be visiting school in the summer term to discuss County admission numbers.</p> <p>d) Data Protection in the Digital World: is your school preparing for the GDPR changes – Information Governance meeting has taken place in school. An audit was carried out looking at all systems in school, SMHS is performing well; the report generated will be presented to the Finance &amp; Staffing Committee. Overall the school is in a good position. There may be an option to purchase a service level agreement for a Data Protection Officer. CN is currently leading this in school, the costs to implement GDPR are unknown. RL attended the Stafford Headteacher's meeting today and it would appear that the school is ahead of the other member schools re GDPR, partnership working may also be a solution.</p>
11	<b>Other information items – Please read section 10 Governor Information Pack for information.</b>
12	<p><b>Any Other Business –</b> Complaint Procedure as agreed in agenda item number 2.</p> <p>This was agreed and adopted by the FGB. A paper copy was duly signed by RL for retention at the school.</p> <p>The minutes and agenda for the forthcoming Collegiate meeting were made available. AS will attend the meeting next week.</p>
13	<b>Confidentiality</b> - One item 5b) was identified as being required to be placed on a confidential appendix.
14	<p><b>Dates/times of next meetings – Committee/Link Governor and date list was distributed.</b></p> <p><b>Next Full Governing Board meeting 5th July 2018 at 5.15pm</b> – AS asked that governors note that the 360° review forms will go out prior to this meeting and that both the chair and self-evaluation should take place. The position of chair and vice chair will be reviewed in the summer term for the FGB and all committees.</p> <p>The meeting ended at 6.36pm</p>

Signed  
Chair of Board of Governors

Date 5<sup>th</sup> July 2018

Action points

	Action	Who/date for completion
4.5	Viability of sending out electronic invites to Governors – RL to discuss with CN.	RL
4.10	Questionnaire information collated – to be presented to P&L Committee Summer term.	30/04/18
4.13	Remit of Committees to be discussed by Strategic Committee in the Summer term.	Summer 2018
4.14b	<b>b)Safeguarding Policy and Procedures</b> –RL and team will rewrite, it will be reviewed again in due course by P&L committee.	Summer 2018

5	Governor Training – ASP and IDSR training will be delivered by KD and held during the Summer Term.	KD Summer 2018
6	Governance is to reflect and look at next steps, momentum is to be maintained. The SLT will present plans to the FGB at the proposed Summer training session.	SLT Summer 2018
10d	Information Governance meeting has taken place in school. An audit was carried out looking at all systems in school, SMHS is performing well; the report generated will be presented to the Finance & Staffing Committee.	Summer 2018

draft Confidential