




FULL GOVERNING BOARD MEETING
MONDAY 1st April 2019 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.


1	<p>Welcome and apologies & attendance Present: Ali Summers (Chair), Viv Evans (Vice Chair), Warren Dix, Trish Follows, Craig Mckenzie Richard Lycett, (Headteacher), Carolyn Trowbridge, Anna Klosowski & Roy Williams. Absent: CP and EPW. Observers: Kieran Delaney & Diane Pope Also in attendance: Bron Powell, Clerk to the Board of Governors. Apologies were received and accepted from Catherine Phillips and Emma Philpott-Watkin. RW had advised that he would be late for the meeting. KD informed AS he would need to leave at 6pm.</p>
2	<p>Agreed any other business – Training dates – this was agreed and would be discussed under agenda item number 10.</p>
3	<p>Governing Board Matters</p> <p>a) Membership – Foundation Governor - It was noted that the term of office for RW will run out on the 30/04/19, The Foundation are to determine appointments to this position, it had been ascertained that RW is willing to stand for a further term of office – RW was proposed by VE and 2nd by TF, the Board agreed this appointment for a further term of office. There remains a vacancy for one Foundation Governor. Term of office for WD as Parent Governor runs out 08/07/19 – parent interest has been sought and 2 have met with AS and RL to discuss the role. Once it has been determined that they wish to stand as a parent Governor the election process will be set in motion. It would be possible for WD to move over to either a Foundation or Co-opted Governor. Term of office for AK as Co-opted Governor will cease as of the 08/07/19 – she had written to AS to inform her of her wish to resign with effect from the end of this meeting. The Board understood her reasons for standing down and expressed their appreciation to her for all her hard work since becoming a Governor. AK thanked the Board for all their hard work supporting the school. Governors noted that AK would be missed. There is lot of transition currently with the Board membership.</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 no updates for the register.</p> <p>d) Declaration of Interest- Business and Pecuniary – Based on the agenda RL declared an interest in item number 5d.</p> <p>e) Code of Conduct –master copy to be signed by AK and EPW.</p>
4	<p>Minutes and Confidential Appendix of the Full Governors Meeting held on 3rd December 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:-

Item	Action	Outcome
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 agenda under item 3a.
12	Special Educational Needs (SEN) Information Report and SEN Policy - Governors requested that the policy be circulated once the changes have been made.	Emailed to all governors 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 back to the Finance Committee for review and will be presented to the FGB at their meeting on the 1 st April 2019.	The policy needs careful consideration by DP in light of the changes – this will be presented to the Finance Committee on the 13/05/19 and then to the FGB at the summer term meeting.
12c	RL is currently updating the Admission Statement, which will be presented to Governors in the spring term 2019.	On the agenda under item 11.

- 5 Reports**
- a) Chair and/or Vice Chair's Power to Act – pay award from MS6 to UPS1 for one member of staff approved by AS (Strategic 21/01/19) and then ratified by the Finance Committee – it was noted that all the criteria had been met for this pay award.
 - b) **Progress & Learning Committee** – Minutes of the meeting held on 11/02/19 were circulated to Governors in the call out papers.
 - c) **Finance Committee** - Minutes and Confidential Appendix of meeting 18/03/19 were circulated to Governors in the call out papers.
 - d) **Headteachers Performance Management report – See Confidential Appendix item 1. 5.35pm RW joined the meeting.**
 - e) **Strategic Group** met 21st January 2019 – a discussion regards staffing and the various support visits to school took place.
 - f) **Disciplinary Committee** – met 17/01/19 (CT, VE & AS) & 07/02/19 (VE, AS & CM) – both decisions to permanently exclude were upheld. Neither had been appealed.
 - g) **Partnership Minutes** – 19/01/19 meeting minutes were circulated to Governors in the call out papers. Mary Witts is now the Chair of Governors. Next meeting to be held 03/04/19

- 6 Headteacher's Report – circulated to all Governors in the call out papers.**
- Governors noted it was a very helpful report, the combination of anecdotal and data sections made it well rounded.
-  **Governors asked what the EHE acronym stood for** – Elective Home Educated.
- An official letter has to be received from the parents informing the school of this decision and the student has to be removed from roll within 48 hours. 5 students have now been removed



from the school roll for this reason this academic year. None have been removed because parents are unhappy with the provision at SMHS. All would be welcomed back if SMHS were requested to do so. This is a national trend.

- ❖ **Governors asked if the Year 10 student who has elected to EHE can return to take exams** – it was confirmed that they could, although SMHS would not fund any additional costs for example using a different exam board. Parents would be responsible for entry fees.
- ❖ **Governors asked how EHE is monitored** – it was reported to Governors that the Local Authority is responsible for this. The National Curriculum does not have to be followed.

There have been very few leavers this academic year. There are 5 year 7 requests to join the school.

- ❖ **Governors asked is behaviour is improving** – they were informed that the school still faces challenges, particularly at break times. Certain students are repeat offenders. Exclusion is a last resort. **See confidential appendix item 2.** During lessons, a sense of calm and positivity pervades. Trials of strategies are taking place. It was noted that although there has been an increase in the number of students on roll there has not been an increase in the number of staff. Governors were informed that PM is to undergo surgery shortly and this will have an impact.

There have been 3 visits to SMHS regards Leadership/Management this term. In effect that will be been 5 visits in 19 working weeks. Reports are positive thus far. There has also been a finance audit, Health and Safety audit and an Insurance Audit this year. Three visits from the National Leaders of Education have taken place arranged by Tim Moss.

- ❖ **Governors asked if a report will be presented** – it is not thought that there will be. Andrew Shaw has conducted these visits, he has said he does not need to visit again. He has made valuable suggestions regards subject support.
- ❖ **Governors asked if these visits were triggered by the appointment of a new Headteacher** – they were reassured that this was not the case. Visitors have been impressed with SMHS. It was noted that all the visits taking place does affect on staff and puts pressure upon them.

RL reported that AK is now back at work and that a new ICT apprentice has been appointed.

Governors queried the diary entry for Dyffryn and it was confirmed that due to the high numbers attending this has been extended from 4 days to 7.

AK has attended several Student Council meetings; she found them to be well structured with lots of projects taking place for example Red Nose Day, a bake sale and Race for Life. A noticeboard is now in place. The meetings are normally held in S1. It has been suggested that the school council do a presentation to Governors at the training evening. JT is doing an excellent job leading the school council. If any Governors wish to attend they should let RL know and he will confirm the venue.

RL was thanked for his report. Governors wished thanks to be given to all staff.



	<p>CT informed the Board that the debating competition will take place on the 4th July, possibly in Westminster but depending on developments, it may be moved to the County Buildings.</p>
<p>7</p>	<p>Safeguarding update - Safeguarding Link Governor Verbal Report – VE.</p> <p>VE met with AB (Deputy DSL) on the 29/03/19 to discuss trends, resources and training. There have been further reports since the last Safeguarding report to the FGB. The My Concerns software has made a huge difference regards information sharing and swift progress is made on matters raised. Staff are confident using this tool.</p> <p>6.30pm CM left the meeting.</p> <p>Sickle Cell are providing excellent support counselling students. The number of cases has not changed significantly when comparing like for like for the same period last year. Services are under strain. The Mental Health and Wellbeing pastoral care delivered by AB is excellent. She is undertaking further appropriate training.</p> <p>6.32pm CM re-joined the meeting.</p> <p>VE advised the Board that the new Governor Handbook (March 2019) notes that staff need to be aware of peer on peer abuse. The recent changes to the handbook, as produced by The School Bus, were circulated to Governors at the meeting.</p> <p>The safeguarding lead in school must have this responsibility noted in their job specification (RL), this is to be confirmed.</p> <p>It was noted that there is a plan in place regards Mental Health and Wellbeing within the new Governance Handbook.</p> <p>The ICT apprentice has had his induction training and will be doing his Safeguarding as soon as possible.</p> <p>Staffordshire Safeguarding Board combined with Stoke Safeguarding Board as of the 31/03/19. RL is aware of the implications. Serious case reviews are now called Rapid Reviews and a quick turnaround is necessary. Any enquiry must be addressed and evidence made available in 5 working days, even during holiday periods.</p> <p>The report was received with thanks.</p>
<p>8</p>	<p>Strategic Leadership – verbal update by RL</p> <p>School Priorities 2019/20 – RL is in the process of finalising the School Development Plan (SDP). A draft copy was circulated to all Governors present. We are now structuring it around the Ofsted framework but with the focus being what is important for SMHS. Three aspects have been looked at; Culture, Character and Currency. The focus for each one has been identified. The quality of education is the core for Currency. Once the new Ofsted Framework has been confirmed, the SDP will be reviewed and confirmed.</p> <p>Governors asked what is expected for each section, how will impact trails be identified – they were told that behind each area there is an action plan with key performance indicators, for example, outcomes will be listed by way of performance data and attendance data, these would be trackable.</p>



	<p>Governors asked when year 11 predictions would be presented to Governors – they were told that this information would be included in the next Progress and Learning Committee meeting (10/06/19).</p>
<p>9</p>	<p>Accountability</p> <p>a) Data for December 2018 – update on year 11 performance – this is referenced in the Governor Information Pack (GIP) in section 5. KD has prepared a report on data that was received on Friday. A data sheet was circulated to Governors. They were asked to note that one student had been excluded but was still counted as one of total number of students for that year (48); there was also one long term absent with illness. SMHS are able to have this taken into account when looking at end of year results. There are 3 students who are persistently absent, one of whom is a refuser, and one who is on a modified reduced timetable, these will have a strong impact on data. KD will email out this information to Governors.</p> <p>Governors queried the EBacc given that the school does not include a language option – they were informed that Double Science is in this bucket along with History. Science is strong making this a positive bucket.</p> <p>Governors asked if the predictions were an improvement on last year – they were informed this was a stronger year group on entry. Progress last year was lower. The Maths/English crossover is being carefully monitored this year.</p> <p>b) Education Endowment Foundation Latest News – Governors were asked to read pages 14-16.</p> <p>c) Financial Accountability- Update by DP Deficit at year-end is estimated to be in the region of a £285K which is better than previously predicted. The Budget remains tight. The final figure will be presented to the Finance and Staffing Committee in due course. The 5 year projections are being looked at in the draft budget SFVS has been completed, signed by AS, and submitted. The Scheme of Delegation was looked at by the Finance Committee. Procurement regulations are adhered to. Benchmarking is carried out and reported within the Budget report presented to the Finance Committee. Schools Efficiency Metric – SMHS scored 3, the range being from 1-10, 1 being the highest, this is based on attainment and the money used to achieve this. DP was satisfied that SMHS is therefore doing well compared to like for like schools. DP was thanked for her report.</p>
<p>10</p>	<p>People – Governors were asked to read and note for information only pages 10-11 of the GIP.</p> <p>a) Governor training – the 8th or 10th of July have been earmarked for Governor training. The skills audit will be looked at; possibly the School Bus; an update on the Ofsted Requirements. RL circulated the results of the last Skills Audit, low scores were highlighted in yellow, it was noted that in no area where there were no Governors confident in that skill set. The overall picture was positive with a good coverage of skills. 8-10 would be considered low with all of SMHS being 20 or above (out of a</p>



	<p>possible total of 40). The Board wish to aspire to be in continual development. It was agreed that Finance is an area to develop; DP will look at this.</p> <p>b) GovernorSpace – DfE funded training – Governors can access training via the NGA or Entrust, this is free. Details of how to apply are in the GIP.</p>
<p>11</p>	<p>Compliance - Policies and Procedures:- The following Policies/Procedures have all been delegated as agreed by the FGB:-</p> <p>Progress and Learning 11/02/19:-</p> <p>Sex and Relationships Education Policy – Approved. Signed by VE. Emailed to all Governors 19/03/19. CT produced a letter she had received from Tracy Redpath regards Sex Education; RL confirmed he was aware of this letter. Sex Education will be compulsory in 2020.</p> <p>Equality Information and Objectives – Details of how the school is complying with the public sector equality duty - updated annually and published on the school website (SMHS Equality Objectives Policy - review required every 4 years) – The policy was accepted. Signed by RL. Emailed to all Governors 13/02/19.</p> <p>Educational Visits – Approved. Signed by VE. Emailed to all Governors 13/02/19.</p> <p>Drugs Policy – Approved by Progress and Learning pending necessary amendments. Subsequently signed by RL. Emailed to all Governors 01/03/19.</p> <p>Policies from Finance 18/03/19:- (all policies were emailed to Governors 19/03/19)</p> <p>Teacher Appraisal - Approved. Signed by WD.</p> <p>Safe use of Display screen equipment – Approved. Signed by WD.</p> <p>Acceptable use – Approved. Signed by WD.</p> <p>Debt recovery – Approved. Signed by WD.</p> <p>Back up procedures – Approved. Signed by WD.</p> <p>Social Media – Approved. Signed by WD.</p> <p>Charges and remissions policy – Approved. Signed by WD.</p> <p>Careers Policy and Provider Access Statement (formerly Provider Access Statement) –The policy was reviewed by the P&L committee, it is required to be approved by the FGB. Emailed to all Governors 13/02/19. This was approved by the Board and duly signed by AS. It was confirmed that this is on the school website already.</p> <p>The following Policies have not been presented to a committee and were scrutinised by the FGB:-</p> <p>Whistleblowing – This was a Local Authority Policy- it has now been tailored to suit school. The procedures now relate to SMHS</p> <p>Allegations of Abuse Against Staff Policy – it was confirmed that this is a new policy as it had previously been incorporated within the Safeguarding Policy, the decision has been taken to follow the remit that it be a standalone policy. Governors were concerned that there was no mention of a member of staff facing an allegation being suspended as a neutral act. The consensus was that this was usual practice and should form part of our policy. RL will further investigate and the policy will be re-submitted to the FGB at the summer term meeting.</p> <p>Admission Arrangements Policy (Statement) – RL reported to the Board that this policy required clarity. The procedure and wording needed to be clear. The Local Authority are aware that SMHS are reviewing this policy. Sibling entitlement is below catchment in the list</p>



	of criteria and this is to be reviewed. This will go to the Board at the summer meeting so that the consultation process can be put in place for the Autumn term.
	The Board duly ratified all the above policies with the exception of the Allegations of Abuse Policy, which will be reviewed by FGB in the Summer term.
12	Other information items – Please read section 10 of the GIP.
14	Any Other Business – this had been dealt with under agenda item 10.
15	Confidentiality – 3 items were identified as being required to be placed on a confidential appendix one contained in agenda item 5 and two in agenda item number 6.
16	Date/time of next meeting – Next Full Governing Board meeting Monday 24th June 2019 at 5.15pm. The meeting ended at 7.20pm

Signed
Chair of the Board of Governors

Date 24th June 2019

Action points

	Action	Who/date for completion
3	Parent Governor election process will be set in motion once it has been confirmed that both parents are interested.	BP – matter resolved see agenda item 3i)
3	Code of Conduct –master copy to be signed by AK and EPW.	AK completed.
4.12	Whole School Pay Policy The policy needs careful consideration by DP in light of the changes – this will be presented to the Finance Committee on the 13/05/19 and then to the FGB at the summer term meeting.	SCC announced they are to review this policy, it is prudent to await the new version and present to the FGB in due course.
7	The safeguarding lead in school must have this responsibility noted in their job specification (RL), this is to be confirmed.	RL
7	The ICT apprentice has had his induction training and will be doing his Safeguarding as soon as possible.	No longer applicable.
8	Predictions will be presented to Governors at the next Progress and Learning Committee meeting (10/06/19).	P&L agenda item 14
9	Data for December 2018 – update on year 11 performance – this is contained in the Governor Information Pack (GIP) in section 5. KD has prepared a report on data that was received on Friday. A data sheet was circulated to Governors. They were asked to note that	Emailed to all Governors 03/04/19



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11	<p>Admission Arrangements Policy (Statement) – RL reported to the Board that this policy required clarity. The procedure and wording needed to be clear. The Local Authority are aware that SMHS are reviewing this policy. Sibling entitlement is below catchment in the list of criteria and this is to be reviewed. This will go to the Board at the summer meeting so that the consultation process can be put in place for the Autumn term.</p>	<p>RL FGB meeting 24th June 2019</p>