



Stafford Manor High School

Progress and Learning Committee
Monday 11th June 2018, 5.15pm, Stafford Room

Enc 1

Minutes

Present	Viv Evans (Chair), Ali Summers, Richard Lycett (Headteacher), Catherine Phillips, Trish Follows, Craig McKenzie and Anna Klosowski.
In Attendance	Kieran Delaney (Deputy Headteacher), Phil Manfredi (Behaviour, Safety and Partnership Director) and Bron Powell (Clerk to Governors)
Absent	John Boyle and Emma Philpott-Watkin.

All governor questions are identified thus:

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

1.	Welcome and Apologies – the Committee was welcomed to the meeting, there were apologies from Emma Philpott-Watkin which were accepted. Catherine Philips would be delayed.	
2.	Pecuniary Interest – None	
3.	Agreed any other business – None	
4.	Committee membership – No changes.	
5.	Confidentiality – Governors were reminded on the agenda that all discussions that take place during a Governing Body meeting remain confidential to that meeting.	
6.	Minutes to be agreed – Monday 23 rd April 2018. The minutes were approved as a true and accurate record of the meeting. Two copies were duly signed for retention in school.	
	Matters Arising - from meeting held Monday 23rd April 2018.	
7.	Item no	Action
	MA	Policy Statement on Provider Access to be published on the website.
		Outcome
		Forwarded to CN by RL for inclusion on the school website 24/04/18 and duly uploaded.

	<p>Attendance, behaviour and punctuality – data circulated within the call out papers.</p> <p>Attendance – Some unauthorised holidays are evident, they account for 10% of all absences; some requests for fines have been issued.</p> <p>Year 10 persistent absentees (PA) are being monitored and action plans are in place.</p> <ul style="list-style-type: none"> ❖ Governors asked if the lower attendance this month is due to PA or otherwise – the committee were informed that 30% of PA is due to medical grounds, often quite complex. <p>5.28pm CP joined the meeting.</p> <p>SMHS is getting parents involved as early as possible. Earlier intervention strategies were being investigated to address this for current Year 10. It is vital that the problem be tackled early and conversations are being held now.</p> <p>There had been additional in year admission Year 11 students joining SMHS who had long term previous attendance issues.</p> <p>8. Behaviour – The table shows that 73% of incidents in Year 7 were caused by 7 students. It is persistent low level disruption. In Year 8, of the 11 repeat offenders, 8 are taking part in an intense programme with Mr Keeling to address behaviour. Home life is an issue for many of these students. Data is promising.</p> <p>SMHS are looking at how Year 6 children are prepared for life in Year 7 and how to manage this transition successfully.</p> <p>Fixed term exclusions are below the national average which is promising. SMHS are concentrating on key individual students.</p> <p>PM asked the committee is the format of the report was satisfactory – he was assured that the Committee is happy with the information and format.</p> <ul style="list-style-type: none"> ❖ Governors asked if listing male and female was a fair representation – they were told that it is the usual way of reporting data and required for external audits. The issue of potential gender fluidity was recognised. <p>PM was thanked for his report and hard work. 5.42pm PM left the meeting.</p>
9.	<p>Discuss Monitoring and Review Schedule</p> <p>Strategic will discuss on Monday 18th June and put forward a proposed streamlined schedule for next year. The committee have confidence in the Senior Leadership Team (SLT) to identify a suitable timetable that will drive meeting frequency and dates for the forthcoming year which marries with the school data collection dates and other school commitments.</p> <ul style="list-style-type: none"> ❖ Governors requested that the Autumn term meeting be earlier than October – it was agreed that the first meeting of the academic year be held on the 24th September 2018. It was agreed that Strategic review meeting dates on the 18th June 2018 and put forward a draft list of dates for agreement at the FGB to be held on the 5th July 2018.
10.	<p>Learning – Quality of Teaching summary – verbal update by RL.</p> <p>4 external reviews have taken place since Christmas. Ofsted in January, 2 from the Local Authority and 1 external RE. All had a teaching focus and each validated where the school</p>

judges itself to be. All reports are available from RL. Quality Assurance had been carried out this half term.

- ❖ **Governors asked if the gap since the first QA had been too long** – they were assured that the Ofsted inspection in January 2018 had coincided with the timing of the 2nd round of QA.
- ❖ **Governors asked where SMHS is regards the issue with boys English as identified by Ofsted** – Governors were told that the weakness had been pin pointed prior to the Ofsted visit and a comprehensive action plan in had already been in place which Ofsted were satisfied with. It was acknowledged that some boys are still struggling but that it is firmly on the agenda.
- ❖ **Governors asked what the quality of teaching was in English** – there is one unqualified teacher in the department and that the Year 11 students were taught by the 2 qualified teachers. There will be a change of staff in this department and both new teachers are experienced. The pace of improvement has been encouraging. It was accepted that this year had been disjointed due to maternity leave but that a settled year is anticipated in the Autumn.

Careers Strategy – verbal update by RL - The Government Careers strategy was published in January 2018. Details can be found in the Governor Information Pack. It forms an enrichment curriculum that should provide quality information for Students to base their choices upon, to enable them to see what is available and improve their knowledge of the world of work. It is a valuable piece of legislation for students. It consists of the following which should be in place by 2020:-

The eight Gatsby benchmarks of Good Career Guidance

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Every student should have contact with an employer each year. There are statutory elements to the legislation including having a named member of staff and that the Provider Access Statement be published on the school website.

SMHS will encourage organisations to come into school to talk to students. A link Governor should be appointed.

- ❖ **Governors noted that it is common place for students to have a work experience placement in Year 10** – it was emphasised that provision must be good and that finding such can be challenging.
- ❖ **Governors asked who the school lead was** – they were informed that it is Karen Burns. She is an experienced Careers co-ordinator.

Careers guidance should be an integral part of education as a whole. Skills for life should also be developed and would form the 'currency', 'character' and 'culture' of each student. RL has investigated various avenues including the Enterprise Company. He has met with representatives from Perkins Diesels, the NHS and McDonalds. The Local Labour market has

	<p>been evaluated. RL has attended the local careers hub and is representing Staffordshire Headteacher's on the Careers Enterprise Heads Consultation Group (national).</p> <p>🔴 <i>Governors stated that there is a substantial amount of construction taking place in Stafford currently and suggested this is an avenue to be explored.</i></p> <p>RL is meeting with the Stafford College Leadership team on the 2nd July 2018 to discuss the way forward.</p> <p>Pixl Edge – this is their own programme and should provide a useful source of support.</p> <p>By collaborating with outside organisations SMHS will be providing best advice to students for a best fit for them on an individual basis.</p>
11	<p>Progress</p> <p>Key Stage 5 – current position. All subjects are listed on the information sent out to Governors in the call out pack. The rigour of Vocational subjects had increased. The number of courses on offer at SMHS this year is slightly down on last year. The data presented is from April and is the final predictions.</p> <p>🔴 <i>Governors asked if the M in the grades represents merit</i> – it was confirmed that it does.</p> <p>🔴 <i>Governors asked what the equivalent is compared with a GCE</i> – this is just under a C.</p> <p>There are now 17 students in Year 12. Retention levels were discussed and reviewed.</p> <p>🔴 <i>Governors asked if any external tests had been taken</i> – it was confirmed that they had.</p> <p>The entrance standard for Vocational subjects has been increased for September 2018. It was noted that the figures given for Sports Leadership will alter.</p> <p>It is vital that what is best for Students is the paramount consideration. Numbers for September 2018 will be lower than this year; it is a small cohort. SMHS must offer the right courses and retention figures must be examined.</p> <p>Depth of detail to report to governors on the results to be announced in August 2018 and to whom. It was agreed that headline figures will be sent out to all Governors and will focus on the attainment data. It will be noted that this information can change. To be emailed out on Friday 24th August by Clerk to Governors.</p> <p>🔴 <i>Governors asked if there would be result predictions at the FGB to be held on the 5th July 2018</i> – it was confirmed that there would be.</p>
12	<p>Safeguarding update</p> <p>There is a new set of requirements to be in place for 3rd September 2018. There is an emphasis on Special Educational Needs, disability and Looked After Children. Access to 3G/4G mobile technology in school is addressed among other changes. The Safeguarding Policy and Procedures will need to be revised, RL and AB have this in hand. The policy should be local to the school, guidance will be sought to ensure this is a workable and user friendly document.</p>

13	<p>Policies and Procedures</p> <p>Supporting Students with Medical Conditions: - Policy had been reviewed in September 2016 but needs to be updated in line with the most recent DfE statutory guidance which recognises the need for supporting complex mental health issues as well as physical health and other Safeguarding requirements.</p> <p>Students are advised that they any medication should be administered correctly by a qualified First Aider. It was acknowledged that self-medication is difficult to police. The transition from Year 6 to Year 7 needs reviewing, as does Year 11 transition regards the sharing of medical information (which is permissible).</p> <ul style="list-style-type: none"> 🔴 Governors asked if the school insurance policy is fit for purpose regards support staff dealing with medical incidents. 🔴 Governors asked what the ratio of First Aiders to students was and whether SMHS was compliant. 🔴 Governors asked how many students have EHC Plans – AB will have this information to hand and will be asked to add the number to her report or to inform the Board should any substantial change occur. 🔴 Governors asked how often EHC Plans were reviewed – This is either every 6 months or once a year depending on the individual case. 🔴 Governors wanted to make sure that SMHS can provide sufficient provision is in place should the need arise. <p>It was noted that AB has attended training on Mental Health First Aid.</p> <p>It was agreed that this policy be reviewed at the second meeting in the new academic year.</p>
14	<p>Any Other Business – as agreed in item number 3 –</p> <p>AK advised the committee that the School Prom is scheduled to be held on the 28th June 2018 at Sandon Hall – students will be arriving from 6.30pm onwards. All Governors are welcome to come and watch. BP to advise all Governors via email.</p>
15	<p>Confidentiality - There were no items identified as being required to be placed on a confidential appendix.</p>
16	<p>Date and Time of Next Meeting – 24th September 2018 at 5.15pm</p>

The meeting ended at 7.05pm

Signed - Chair of Progress and Learning Committee

Date – 24th September 2018

Actions required

Item no	Action	Responsibility of/deadline	Outcome
11	It was agreed that headline figures will be sent out to all Governors and will focus on attainment data. It will be noted that this	KD/BP 24 th August 2018	Completed by KD:- KS5 16/08/18 & KS4 24/08/18

	information can change. To be emailed out on Friday 24 th August by Clerk to Governors.		
12	The Safeguarding Policy and Procedures will need to be revised, RL and AB have this in hand. The policy should be local to the school, guidance will be sought to ensure this is workable.	RL & AB Autumn term 2018	
13	Governors asked if the school insurance policy is fit for purpose regards support staff dealing with medical incidents. Governors asked what the ratio of 1st Aiders to students was and were we compliant.	D Pope	Guidance on 1 st aid in school sent to AS and VE 22/06. Medication in school information sent to VE 15/06 and AS 25/06. SMHS compliant with ratios of 1 st aiders.
14	How many students have EHC Plans – AB will have this information to hand and will be asked to add the number to her report or to inform the Board should any substantial change occur.	AB – info to be included in future reports	As of 06/09/18 - 1 pupil in year 11 on an Education Healthcare plan, one has recently gone through to appeal for a Year 8 pupil instigated by parent, and AB will be looking to start one for a Year 7 pupil who has just joined SMHS.
14	Supporting Students with Medical Conditions - It was agreed that this policy be reviewed at the second meeting in the new academic year.	RL/AB 12 th November 2018	To go onto the agenda for the meeting to be held 12/11/18.