



**FULL GOVERNING BOARD MEETING
THURSDAY 5th July 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), Emma Philpott-Watkin, Carolyn Trowbridge, Catherine Phillips & Roy Williams.</p> <p>Absent: JB and AK. Observers: Kieran Delaney, Phil Manfredi & Diane Pope</p> <p>Also in attendance: Bron Powell, Clerk to the Board of Governors.</p> <p>Apologies were received and accepted from Anna Kłowsowski and John Boyle.</p>
2	<p>Agreed any other business – Results predictions to be discussed under agenda item number 6.</p>
3	<p>Governing Board Matters</p> <p>a) Membership – JB resigned as of the 2nd July 2018 due to a change in circumstances; an extract from his email was read out the Board. His resignation was accepted. The process to appoint a replacement Foundation Governor to be clarified. The trust status of SMHS is to be reviewed.</p> <p>LA Governor – CT term of office has been approved and will run from 01st September 2018 until 31st August 2022.</p> <p>Election of Chair and Vice Chair – AS was nominated for the position of Chair and unanimously elected, she agreed to stand for a further year but asked the Board to note that it would be prudent to have a succession plan in place. VE was nominated for the position of Vice Chair and unanimously elected on the same understanding as AS. (It was noted that CM term of office ends on the 8th September 2018).</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. These forms will be revisited in the Autumn Term at the FGB meeting.</p> <p>d) Declaration of Interest- Business and Pecuniary – Based on the agenda none were declared.</p>
4	<p>Minutes and Confidential Appendix of the Full Governors Meeting held on 22nd March 2018.</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
4.5	Viability of sending out electronic invites to Governors – RL to discuss with CN.	RL has spoken to CN. After consideration it was agreed that BP would send out reminders to Governors.
4.10	Questionnaire information collated – to be presented to P&L Committee Summer term.	Completed 30/04/18
4.13	Remit of Committees to be discussed by Strategic Committee in the Summer term.	Summer 2018
4.14 b	b)Safeguarding Policy and Procedures – RL and team will rewrite, it will be reviewed again in due course by P&L committee.	To be discussed under agenda item no 5.
5	Governor Training – ASP and IDSR training will be delivered by KD and held during the Summer Term.	KD Summer 2018 completed 21/06/18. Governors were forwarded the GDPR presentation, BP to check all Governors were sent this. Completed 06/07/18.
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.	Completed 21/06/18.
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.	Completed Summer 2018.
5	<p>Review of Committee Structure/membership/Nominated Governors</p> <p>Both Committees have looked at the number of meetings to be held annually. It was agreed that each would meet 4 times per year and the FGB would meet termly. It was proposed that the FGB meetings, traditionally held on a Thursday, be moved in line with all other meetings to a Monday. The dates suggested were agreed.</p> <p>Link Governor responsibilities changed as follows:-</p> <p>SEND link – CP (VE to Support). Pupil Premium link - CT. Look After Child link – CT. (VE to support CT with both LAC and PP). 5.45pm RW left the meeting. PP contact at school will be RL. Careers Education and Guidance link – WD</p> <p>All committees' membership will remain the same.</p>	
6	<p>Reports</p> <p>a) <u>Chair and/or Vice Chair's Power to Act</u> – no action taken.</p> <p>b) <u>Finance Committee</u> - Minutes and Confidential Appendix of meeting 30th April 2018 (including ratification of the school budget) and the Minutes and Confidential Appendix of the meeting 18th June 2018 had been circulated with the call out papers</p>	



- c) Strategic Work Group Update – see confidential appendix.
- d) Progress & Learning Committee - Minutes of meetings held on 23rd April and 11th June 2018 had been circulated with the call papers. Governors were advised that there will be an update within the Headteacher's report. Staff are amazing in light of external circumstances. There is a slight dip in attendance but strenuous efforts are made to address this and strategies are in place, situations are frequently very complex. Governors noted that the new teachers appointed will start in September, although one has been coming into school in the summer term and the signs are very positive.
- e) Partnership Minutes – 28th March 2018 were circulated with the call out papers. Governors noted that the meeting due to be held on the 4th July 2018 had been cancelled and re-scheduled for the following week. AS is unable to attend on the new date. MW has resigned as of the end of this academic year. A proposal for next steps will be presented to the Partnership next week to secure the group. Employment within the Partnership is complex. **Governors asked for more clarity regards the carry-forward** – they were assured that this was now believed to be a small amount with no risk to SMHS this year. There is a plan in place for moving forward. CT offered to attend the meeting if possible in place of AS.
- f) Disciplinary Committee – 13th April 2018– the permanent exclusion was upheld.
- g) Link Governor Reports –
- Training – thanks were extended to RL and KD for the training delivered, Governors thought it was excellent. WD is still investigating the GDPR video for circulation to all. Governors were asked to note that any paperwork at home should be carefully assessed to see what needed keeping and anything to be destroyed could be brought into school to be disposed of there in a secure manner.
- Baseline information had been circulated in the call out papers. It is progressing really well. In line with the business plan.
- Careers information had been circulated in the call out papers. WD is the link for this area. There is an exciting new focus now. WD stated that there is a Directors Initiative available, he is happy to support SMHS in any contact they would like to make, CT will also help with this. RL has met with representatives from the NHS and McDonalds. Both meetings were productive. These employers are keen to work with students.
- Safeguarding – enclosure was circulated with the call out papers. It was self-explanatory. VE was keen for AK to settle into the SEND Co-ordinator role. Keeping Children Safe in Education is changing in September 2018, this will need to be reflected in school policy and practice.

RL extended his thanks to the staff who attended the Dyffryn Trip, the time they have given is appreciated. The students clearly loved the experience. Approximately 2/3rds of the year group attended. Feedback from students - it was greatly enjoyed.

Year 11 staff are to be thanked for their dedication and hard work. Revision schedules and personalised time tables were put in place which were specific and targeted, with students at school up to the end of the exam period.

All year groups in school have had the opportunity to attend a trip or event.

Attendance is running slightly under last year's at 93.2%. Persistent absence is 14% with the national average being 13.3%. Migration has seen a net increase in numbers on role of 9.

Behaviour – Fixed term exclusions at SMHS are 8.6% with national at 8.5%. These figures are significantly lower than last year due to a concerted effort, good work in the classroom has contributed to this.

The last assessment window closed on the 22nd June 2018. Data on final predictions was handed out to Governors to peruse. In English the 9-5 was higher than last year but due to one student misdemeanour averages will be affected. Pupil progress is showing a bigger gap than last year.

Science is a new course this year with new the new grading system. Predictions are insecure as there is no precedent.

The History qualification is harder this year. As with Geography and Science, there is no longer any coursework, this has increased the unknown. There needs to be context in order to make informed predictions.

Art – supply has been in since Easter (covering maternity leave). In both Art and DT class sizes have been reduced with students being re-directed.

Progress 8 will not be available yet. Sisra and Pixl will produce a report for Progress 8 to give context. These are the two largest providers. **Governors asked if Sisra would be published in August** – this is unknown. **Governors asked why Geography has dipped so much** – this is because the process has been difficult to gauge. Year 10 were with supply teachers so there was an element of catching up to do. The teacher prediction has been realistic, **Governors asked if the 26% was accurate** – it was acknowledged that it had been difficult to gauge and predict.

Governors noted that maths last year was outstanding – the Board were informed that 3 students contributed to the downward trend together with the 1 misdemeanour that took place. The new grading system will take a couple of years to embed. It should be noted that Maths progress is huge at SMHS. Progress 8 is a key figure and should be the one that the school will be judged upon.

Mr Barnes has got 13 students through the TLS ICT qualification with 6 resits to be decided.

6.42 VE left the meeting – it remained quorate.

Teaching is fully staffed for September 2018. The structure and changes were brought to the Board's attention and new staff positions briefly discussed. **Please see confidential appendix item 2.** A summary of quality of teaching was in the report. Also included was CPD, Safeguarding and the number of students with medical plans as previously requested.



	<p>Health and Safety statistics had been presented to the Finance Committee.</p> <p>All Governors are welcome to attend results days; 16th August for A 'Levels and 23rd August for GCSE's.</p> <p>Thanks were given to RL for his detailed report.</p>
8	<p>Safeguarding updates</p> <ul style="list-style-type: none"> a) Working Together to Safeguard Children and New Regulations – Please read page 17 of the Governor Information Pack (GIP). Visitors to schools must be cleared; it was confirmed that SMHS follows good practice. b) Designated Teacher for Looked After children – RL has taken over from CRP for the interim.
9	<p>Strategic Leadership</p> <ul style="list-style-type: none"> a) Governance – the future – Governor had been advised to read page 3 of the GIP. b) Update on Local Partnerships. c) Update on the Local Authority Meeting held at SMHS on the 26th April 2018. <p>For all of the above please see confidential appendix item 1</p>
10	<p>Accountability –</p> <ul style="list-style-type: none"> a) Approve School Budget – this was carried out at Finance Committee level on the 30th April 2018 as per delegation and duly submitted. b) School Financial Value Standard (SFVS) – this has been completed. It is still early in the financial year but Governors were asked to note that the school is still in a Licence Deficit position but that the budget is within the parameters set.
11	<p>People –</p> <ul style="list-style-type: none"> a) Governor Training – addressed previously. b) 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.
12	<p>Structures – Instrument of Government – Review</p> <p>There have been 2 vacancies for some time. Mary Gale had suggested during her Governance Review that the number on the Board could be reviewed and reduced. It was proposed that the number of Community Governors be reduced from 7 to 5 giving a total number of 12 Governors. The Board approved the proposal. The position of the school as a Trust needs to be reviewed, BP to ask Entrust for clarity.</p>
13	<p>Compliance</p> <p>Data Protection in the Digital world – GDPR changes – Governors were asked to read pages 20 & 21.</p>

	<p>Policies:- Staff Discipline Policy</p> <p>Governors asked what changes had been made since the last review – they were told that sections 17 and 18 had been added. The Board duly ratified the policy.</p> <p>The following Policies have all been agreed as per delegation by the FGB:-</p> <p>Governor Allowances – as agreed by Finance Committee 18/06/18 Health and Safety Policy – as agreed by Finance Committee 18/06/18 Charges and Remission Policy – as agreed by Finance Committee 30/04/18 Whole School Food Policy – as agreed by Finance Committee 30/04/18 Performance Improvement Policy – as agreed by Finance Committee 30/04/18</p> <p>The Board duly ratified all the above policies. There were all signed and retained in school.</p>
14	Other information items – Please read section Ofsted update pages 23-25 Governor Information Pack for information.
15	Any Other Business – Results predictions – this was address in item 7 Headteacher’s Report.
16	Confidentiality - two items was identified as being required to be placed on a confidential appendix.
17	<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 3rd December 2018 at 5.15pm. The meeting ended at 7.10pm</p>

Signed
Chair of the Board of Governors

Date 3rd December 2018

Action points

	Action	Who/date for completion
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.
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