



## **MINUTES OF GOVERNORS' MEETING HELD ON THURSDAY 14 NOVEMBER 2013, IN ROOM M2**

### **Present**

Dr J Airely, Mrs C Burt, Mr M Dunphy, Mr N Fawcett, Mr D Gluck, Dr G Lodge, Mrs R McHenry, Dr H McLure, Mr G Mitchell, Mr R Riley, Miss S Rothera, Mr K Shields, Mrs H Smith, Mr S Smith, Mr P Turnpenny, Dr A Wadsworth

### ***Also in Attendance:***

Mrs W Fraser (Deputy Headteacher; Curriculum)  
Mrs R Glover (Deputy Headteacher: Learning and Teaching)  
Ms C Mulhern (Deputy Headteacher: Care & Guidance)  
Mrs C Earl (Clerk to the Governing Body)  
Mr A Souch (Head Boy)  
Miss A Ledgey (Head Girl)

### **1. WELCOME**

Mr Turnpenny, Chairman, extended a welcome to their first meeting of the Full Governing Body to:

- Mr D Gluck (Local Authority Governor)
- Mr R Riley (Parent Governor)
- Miss A Ledgey (Head Girl)

Mr Turnpenny explained that he had received a letter of resignation from Keith Ellis (LA Governor) and he had written a letter of thanks to him. In addition Mrs McHenry and Dr McLure had been re-elected as Parent Governors, but Dr Kaiper-Holmes had not and Mr Turnpenny had written a letter of thanks to him.

### **2. APOLOGIES**

Apologies had been received from Mr J Settle; consent for this apology was approved by those present.

### **3. CONFIDENTIALITY AND DECLARATION OF INTEREST**

- There were no Declarations of Interest.
- The Chairman reminded everyone present at the meeting that discussions which took place at Governing Body meetings should be regarded as confidential and must not be discussed outside the confines of the meeting.

#### **4. MINUTES OF THE MEETINGS HELD ON 21 MAY 2013 AND 16 OCTOBER 2013**

The minutes of the meetings held on 21 May 2013 and 16 October 2013, which had previously been circulated to Governors, were accepted by all present as true and accurate records.

#### **5. MATTERS ARISING**

##### **Meeting held on 21 May 2013**

##### **5.2 Care and Guidance**

Mr Gluck and Mr Riley were informed that, as new Governors, they are required to complete the NYCC certification in Child Protection. Mrs Earl would advise them how to complete this. Mr Gluck expressed an interest as to the Local Authority Courses available for him to attend. Mrs Earl agreed to investigate this and feedback to Mr Gluck. Both Mr Gluck and Mr Riley confirmed that they had completed the on-line section of the DBS and were awaiting their certificates.

##### **8. Post 16 Collaboration with Sherburn High School**

Mrs Fraser updated Governors on the current position. Students attending from Sherburn High School have been welcomed by the appropriate Faculties. Mrs Sue Babbington works directly with the students, providing a dedicated contact.

There is a larger number of students from Tadcaster Grammar School attending Sherburn High School this year. As a group, they feel very comfortable and are integrating well with the other students.

With reference to the requirement of students being more closely screened, Mrs Fraser confirmed that all students possessed the appropriate pre-requisites for the courses.

##### **10. Health & Safety**

Mr Mitchell informed Governors that he has re-iterated to all staff, through the 'Head's Desk' and Staff Briefing, the importance of reporting any "Near Miss" incidents.

##### **Meeting held on 16 October 2013**

Dr A Wadsworth proposed Mr J Airey as Vice Chair of the Governing Body, seconded by Mrs C Burt. There were no other nominations and it was unanimously agreed with immediate effect.

##### **9. Terms of Reference: Care & Guidance Committee**

Mrs McHenery confirmed that Terms of Reference for the Care and Guidance Committee were being considered and would be confirmed soon.

##### **10. Review of Governor Links**

Mr K Shields volunteered to be the Faculty Link to the Business and Commercial Subjects Faculty; all Governors agreed.

##### **13. Examination Results: 2013**

Mr Mitchell confirmed the comparative information of other schools will be ready by end of November and circulated with the Ofsted Data Dashboard.

##### **17. School Prospectus**

Discussions will take place between Mr Mitchell and Mr S Smith regarding publishing the School Prospectus on the school website. Mr Mitchell informed Governors that this would be completed by the next meeting.

It was suggested that contact details of all Governors were circulated within the Governing Body; this was unanimously agreed.

## **6. SCHOOL DATA DASHBOARD**

Previous progress and future forecasting was discussed in detail. It was highlighted the high frequency of green stars in GCSE subject performance (2013) indicates the higher level of performance.

Concern was expressed regarding the two red circles for English and Spanish. Mr Mitchell explained that in English, the majority of students are entered for GCSE English Language and Literature, but some are only entered for English Language which will have an effect. Regarding Spanish, the red circle will change following the re-marks that have taken place.

Mrs Smith remarked that the School Improvement and Self Review Committee found this to be a very useful document. It was agreed that this Committee would have a key focus in future evaluations of the school.

Mr Dunphy brought attention to the fact that Systems & Control was not listed as a subject. Mrs Fraser believed this subject, along with Textiles, was incorporated within other areas, but she would check with Mr Wren, Assistant Headteacher.

## **7. VERTICAL TUTORING: THE FIRST YEAR**

Mr Mitchell thanked Ms Mulhern for the hard work she had invested in Vertical Tutoring. Ms Mulhern replied that she believes VT is a whole school agenda and that it has been down to everyone involved.

Mr Shields made reference to the survey data and asked if there was a reason why the response had been low. Ms Mulhern explained the whilst all students were emailed inviting them to take part, due to the logistics of accommodating all students in the Computer rooms, it was decided that only certain tutor groups complete the survey. Students completed the questionnaire independently, but Ms Mulhern feels that in future Tutors should have more involvement to engage the students. Mrs McHenry suggested that students receive a House Point for completing the questionnaire. Ms Mulhern explained this would not be appropriate as there is a specific criteria for the awarding of House Points. She believes that if House Captains/School Leadership were more involved, the response would be greater.

Mr Turnpenny asked if there was consistency from staff in the awarding of House Points. Ms Mulhern replied that it has been reviewed how staff have awarded House Points and the criteria has been discussed at a recent meeting. Ms Mulhern also commented that student mentoring has improved and members of staff will be working with Tutors and older students on successful mentoring.

The overall opinion on Vertical Tutoring was very positive. Amy Ledgeway, Head Girl was asked for her comments and she replied; "it was excellent for younger students to be able to ask the older students for advice with Year 9 options' and it was also 'good for breaking barriers between year groups".

Alistair Souch added "having a small number of 6<sup>th</sup> Form students in a tutor group made it very beneficial when completing his UCAS application as there was greater support available".

Mr Dunphy expressed his preference to Vertical Tutoring as a tutor, even though he had reservations beforehand.

A lot of positive comments were discussed and whilst there are still some 'teething problems' and Vertical Tutoring is still improving from last year, overall it has been very successful, created a more defined 'Role of the Tutor' creating some outstanding Tutors.

## **8. HEATEACHER'S REPORT**

### **1. Exclusion Report**

It was noted that there has been an increase in the number of students Excluded for physical assault against a student. Mr Mitchell confirmed this would be reviewed with Care and Guidance Governors.

## **2. Internal Exclusion Report**

Reference was made to the staffing issue; Mr Mitchell confirmed this would be addressed by Care and Guidance.

## **3. Attendance Report**

It was asked if Governors could receive a year on year comparison. Ms Mulhern agreed to include this in future reports. It was also asked if net figures could be produced. Ms Mulhern replied this could be produced, but it would not affect the Data Dash Board. Mr Mitchell informed Governors that he had sent out four penalty notices since September 2013.

## **5. Induction 2013**

Mr Mitchell explained that the 'Year 7 Meet the Tutor Evening' had been very successful. Mr Turnpenny thanked Amy Ledgeway and Alistair Souch for conducting school tours to prospective parents.

## **6. Health and Safety Policy**

Governors approved this Policy following some minor changes. Discussion took place regarding policies being circulated to Governors following amendment. It was unanimously agreed that if amendments 'materially changed the policy' it would be re-circulated to Governors for approval. Governors were happy for minor amendments not to be circulated.

## **7. Destinations: Year 13**

Mr Mitchell explained that Mr A Carr, Director of Sixth Form set the deadline for UCAS applications as 15 October 2013. This has proved to be a favourable decision as some students have already received 5 University offers. Mrs Smith asked if parents were informed of their son/daughter's applications/offers. Mr Mitchell explained that they were not as UCAS deal direct with the student through their on-line application.

Mr Mitchell explained that he had received very good feedback following the Sixth Form Open Evening which took place earlier this week and that there was a large increase in external interest. Mr Carr will be following up this interest by corresponding with them and inviting them to the Taster Days which take place in December.

Mr Shields explained that he was not aware of the Extended Project Qualification (EPQ) and suggested this be included in the Course Booklet 2015-2017. Mrs Fraser agreed to action this.

## **8. Local Authority Records of Visit**

Included in the Appendices.

## **9. Student Leadership**

Mr Mitchell re-iterated to all Governors that if they wish to work with Matt Smith on student responsibility and leadership to email him direct [matthew.smith@tadcaster.n-yorks.sch.uk](mailto:matthew.smith@tadcaster.n-yorks.sch.uk) Mr Mitchell requested Dr Lodge to contact Matt Smith, being the only Governor member of Dawson House, as it would be of great benefit to Matt in his Professional Development.

## **10. Accident Statistics**

No further comments were made.

## **11. National Citizenship Service**

No further comments were made.

## **12. Health and Safety Report**

It was agreed that this would be dealt with by the Health and Safety Committee.

## **13. Examinations Report**

Reference was made to the extra rooming required by the Learning Support Centre during the examination period. Mr Mitchell explained that Toulston Lodge Conference Room and Toulston Lodge

Hall had been 'blocked out', he would be re-locating to enable them to use his office and two rooms in Toulston usually occupied by LSC would be used by Exams during this period.

The noise disturbance incident for Year 13 French students was highlighted and Mr Mitchell explained that the allocation of the additional rooms would alleviate any similar incidents in the future and the Conference Room located behind the School's Main Reception would not be used for any Modern Foreign Languages Speaking/Listening examinations in the future. It was asked if the Examinations Manager was more confident now that these alternative arrangements had been instigated and Mr Mitchell confirmed that she was.

#### **14. Budget and Management Policy**

This Policy was agreed by all Governors.

#### **15. Performance Development**

The Pay Policy and Performance Development Policy were confirmed. Mr Mitchell advised Governors that a meeting with all Teaching Staff had taken place addressing these policies and Performance Development Reviews would be completed by Christmas.

#### **16. Ofsted Changes**

Mr Mitchell highlighted the importance of Governors to take on board all points detailed in Appendix P of the Headteacher's Report November 2013. He explained the expectation from Ofsted on Governors is immense. Mr Mitchell also advised the Finance Committee to be alert on the importance of Pupil Premium.

Mr Mitchell explained that whilst he believes the next full Ofsted Inspection will be in 2015, there is the possibility of a visit for a single focus sooner.

Reference was made to the Quality of teaching; What are inspectors looking for? in Appendix P. Clarification on the point stating 'No pre set 'expectations' of lesson structure' was requested. Mrs Glover confirmed that teachers can set their own structure to ensure progress of the students.

Discussion took place regarding training for Governors in preparation of an Ofsted Inspection. Mr Turnpenny explained that the Local Authority provides the service of a 'dummy' Ofsted inspection and Ms Mulhern stated she believed Ofsted did run such training. All Governors agreed that training would be of benefit. Dr Airey commented that the Welcome Trust offer training support, differentiated for different categories. Mr Airey agreed to investigate this further and report back. Dr Wadsworth commented that Governors used to partake in 'Away Days', but it was confirmed that due to some Governors not being able to attend these, they had been attached to meetings instead.

#### **17. Revised Budget**

Mr Turnpenny expanded on the figures contained in the 2013-2014 Summary Forecast of Income and Expenditure and the Governing Body agreed the revised budget for 2013/14.

Mr Turnpenny did explain that there would be large reductions in Sixth Form funding, SEN funding and Core Budget in 2014/15; a much clearer understanding would follow the next Finance Committee meeting.

#### **18. Education Visits**

Governors gave approval of the Educational Visits Guidelines for Health and Safety, published by the Local Authority.

It was confirmed by Mr Mitchell that Amanda Crossley and Jon Palmer who are leading the cultural exchange to France in April 2014 had undergone all necessary training. All visits listed in the Headteacher's Report November 2013 were given approval by Governors and Mr Mitchell confirmed that there was no cost incurred by the school for these visits.

Ms Mulhern confirmed that Pupil Premium can be used for 'looked after' students to attend such visits or for students who cannot afford the cost of the visit, but would benefit by partaking. She confirmed that such students would take part in the visits listed.

Mr Mitchell explained the school's intent to put together a 5 year 'Visit Plan' for Year 7 students.

#### **19. Health, Safety and Wellbeing**

No further comments were made.

#### **20. Parent Workshop**

No further comments were made.

#### **21. Open Evening 2013**

No further comments were made.

#### **22. Staffing**

All Governors confirmed they receive the Weekly Bulletin by email which details all staffing amendments.

#### **23. Achievement and Standards**

Mr Mitchell confirmed that the first Year 11 Short Reports have been completed. The figures confirm that 69-70% of students are "on target" to reach 5 A\*-C Grades, including English and Maths. Mr Wren, Assistant Headteacher: Raising Achievement has put together an Intervention Plan with Mr P Walker, House Leader: Calcaria, Mr R Power, Head of Faculty: Maths and Miss C Carson, Head of Faculty: English. House Leaders have also been allocated time to work with specific students in subject lessons. Mr Mitchell offered to email Governors with the Overall Summary, Action Plan and Staffing Structure.

The question was asked if this programme would secure 70% 5 A\*-C Grades. Mr Mitchell believed it would although it is more difficult to track as students sit one final exam now. The School Improvement and Self Review Committee will be looking at this at their next meeting. Governors were asked to be informed if the figure dropped to below 70%.

The question was asked if A/B borderline students were also being addressed. Mr Mitchell confirmed they were.

### **9. COMMITTEE REPORTS**

With reference to the minutes of the Care and Guidance meeting held on 10 June 2013; Dr Airey asked if Mrs Burt had completed any training relating to her attachment with Child Protection. Ms Mulhern stated it would be possible for Mrs Burt to accompany her.

Minutes from the Personnel meeting held on 9 and 25 September 2013 are included in the Headteacher's Report November 2013. The Premises Committee have not held a meeting for academic year 2013-2014. The School Improvement and Self-Review Committee meeting was held prior to the Full Governor's Meeting when Mrs Fraser explained the changes to the curriculum.

Finance Committee: North Yorkshire County Caterers have offered Cashless Catering free of charge if the school are prepared to enter into a 5 year contract. The Finance Committee have agreed to re-evaluate them as a supplier to the school and further information will be available following their next Committee meeting in January 2014.

The Headteacher's Report: November 2013 was adopted by the Governors.

### **10. HEALTH AND SAFETY**

Mr Mitchell reported on the 2 members of staff who had sustained injury following incidents in school. The member of the Site Team was back to work as normal and the member of the Student Support Team was in her second week of a five week phased return which was going well.

## **11. CORRESPONDENCE**

Mr Turnpenny read out a letter that he received from Mr Mitchell informing the Governing Body of his intention to retire as Headteacher from Tadcaster Grammar School with effect from 31 August 2014. Mr Mitchell had already informed staff at a full staff meeting earlier that evening and will be sending out a letter to parents. Mr Turnpenny read out his letter, in response, that he will be sending out to parents next week and in addition he would reply to Mr Mitchell's letter of resignation.

It was proposed by Mr Turnpenny that he as Chair, Dr Airey, Vice Chair and Mr Mitchell meet with Ann Coyne, HR Advisor for advice on the process of appointing a new Headteacher. Mr Turnpenny will then liaise with all Governors; all Governors were happy with this.

## **12. ANY OTHER BUSINESS**

There was no other business to be discussed.

## **13. DATE OF NEXT MEETING**

Mr Turnpenny confirmed the date of the next meeting to be Tuesday 4 March 2014 at 6.30pm.

The meeting closed at 8.35pm