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Tadcaster
Grammar School



Business &
Enterprise

MINUTES OF FULL GOVERNORS' MEETING HELD ON MONDAY 16 JUNE 2014

Present

Dr J Airey, 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, 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 & Teaching)
Ms C Mulhern (Deputy Headteacher: Care & Guidance)
Mrs C Earl (Clerk to the Governing Body)

1. WELCOME

Mr Turnpenny, Chairman, extended a welcome to everyone.

2. APOLOGIES

Apologies had been received from Ali Souch, Head Boy and Amy Ledgeway, Head Girl. Consent for these apologies were approved by those present.

3. CONFIDENTIALITY AND DECLARATION OF INTEREST

- There were no Declarations of Interest
- The Chairman reminded all 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 MEETING HELD ON 4 MARCH 2014

The minutes of the meeting held on 4 March 2014 which had previously been circulated to Governors, were accepted by all present as a true and accurate record.

5. MATTERS ARISING

(3) Communication

The appointment of a new Community Governor was discussed and it was agreed that a skills audit of the Governing Body should be carried out before a decision is made. With the approval of governors, Dr Airey agreed to raise this at the next Personnel Committee Meeting on 7 July and discuss the outcome with Mr Turnpenny.

(5) Matters Arising from Meeting held on 14 November 2013

Care and Guidance

Mr Riley confirmed he had completed the Child Protection training and forwarded a copy of his certificate to Mrs Earl.

Terms of Reference

Ms Mulhern confirmed that the Terms of Reference for the Care & Guidance Committee had been drawn up and accepted.

Exam Results

Ms Mulhern confirmed that Emma Stubbs had been appointed as the Pupil Premium Leader and works closely with herself and Mr Wren, with Mrs McHenry as the Governor link. It was suggested that Emma attend the Care & Guidance Governor Committee meetings rather than Full Governors' meeting, and for the Committee to report back with information shared. All Governors were happy with this. It was stressed that if Pupil Premium eligibility is questioned during the next Ofsted Inspection, Governors will be challenged and Mrs McHenry would be the link to respond.

Data Dashboard

Mrs Fraser confirmed that she had discussed the query regarding Systems & Control with Mr Dunphy and he accepted the explanation.

Headteacher's Report

Exclusion report – this was reviewed at the last Care & Guidance Committee meeting and it would be addressed further at the next meeting.

Year 13 Destinations – Mrs Fraser explained that all Year 11 students had been interviewed by members of the Senior Leadership Team/House Leaders, providing staff with a more secure knowledge base of their intended destinations in September. At present, it is highly likely 150 students will be starting in Year 12 (which is slightly lower than last year), with some students repeating Year 12. It was felt that travel costs now incurred and the courses offered at York College could be a factor of the lower intake. Mr Turnpenny commented that the Sixth Form would be high on the agenda for the new Headteacher.

Mrs Smith commented that lengthy discussions regarding Post 16 took place with Mr Carr, Director of Sixth Form, at the last School Improvement and Self Review Committee meeting. Dr Wadsworth commented that Mr Carr's KS5 report, which is included in the Supplements 2013-2014 booklet, was not very encouraging. Mr Mitchell reassured Governors this was a result of the style of Mr Carr's report writing.

Preparation of Ofsted Inspection – Mr Turnpenny has contacted Keith Worrall, Local Authority Adviser, regarding preparation for the Governors. Mr Worrall is very happy to advise Governors and ensure the Governing Body is fully prepared for the next Ofsted inspection. Governors were happy about this. Dr Airey explained that the Wellcome Trust have made available a support programme for Governors who are linked to the Maths and Science Faculties. Dr Airey agreed to speak with Mrs Smith regarding her completing the Beta Test.

Child Protection Training – Mrs Burt explained there was the possibility she could complete this through her own work place, but was not certain if it would cover Level 2. Ms Mulhern confirmed that the Local Authority provide bespoke training, but for groups rather than individuals. It was suggested that if there was sufficient interest within other Governing Bodies, an in-house course could be run. Mr Shields agreed to raise this at the next

Tadcaster/Sherburn Alliance Steering Group meeting.

'Farewell Dinner' for Mr Mitchell – this was discussed with relevant Governors after the meeting had closed.

School Improvement – Mr Mitchell confirmed he had emailed Governors the letter he sent to teaching staff relating to marking and also the 42 page NYCC Commission for School Improvement summary. Rebecca Glover confirmed:

- 'how to guide young people to progress' is high up on all Faculties priorities
- marking and feedback is a whole school priority for next year

Mr Mitchell confirmed that a plan was in place for Professional Development within Support Staff and that Mr Sibley will be looking at which member of the SLT will have responsibility for this early in the new academic year.

Correspondence - Mr Turnpenny explained that the matter relating to the parental complaint of the treatment of their child had not gone to appeal and was now closed.

6. COLLABORATION

Sherburn and Tadcaster Alliance

Mr Mitchell gave an update of the situation:-

- Mr Sibley is heavily involved in the Alliance as Headteacher at Sherburn High School and attended the last meeting as Tadcaster Grammar School's representative
- the focus, at present, is significantly on Primary Schools, with the involvement of Secondary Schools increasing as the venture progresses
- the Headteacher Working Group is looking at how to gain the best benefit from the Alliance
- any cost implications will be very small.

Mr Mitchell advised that Amanda Crossley may become involved in the structure and to support the Alliance working. Dr Wadsworth asked if there was a link with the Tadcaster Sherburn Alliance and Family of Schools. Mr Mitchell believes there is.

Post 16

Mrs Fraser confirmed that the collaboration with Sherburn High School will continue for the next 2 years, reflecting over the autumn term as to whether this will continue the following year. The projected number of students from Tadcaster to study subjects at Sherburn is 30. These students are looking to study subjects such as Health & Social Care, Photography and IT. A higher number of students plan to study subjects at Tadcaster, such as Science, Law and Philosophy & Ethics.

7. HEADTEACHER'S REPORT

Educational visits: Governor approval was given for the following visits to take place during 2016, led by Mr Solk, Head of Faculty: PE:

Year 8 Skiing

Year 10 Skiing

Year 9 Watersports

Year 9 Soccer Tour

Governor approval was also given for Mr Crease, Subject Leader: History to lead a visit to Berlin in 2015.

Accident Statistics: Mr Mitchell confirmed that the member of staff who fractured her foot after falling from a chair whilst reaching for an item from a shelf, had not received a formal warning, but a formal conversation with Mr Mitchell had taken place and a file note has been made. Mr Mitchell believes that as a school, more accidents are logged because we employ a school nurse, whereas schools who do not, may not follow the same detailed reporting process. Dr McLure re-iterated that 'near misses' must be recorded. Mr Mitchell advised that the Year 9 student who had assaulted a fellow Year 9 student resulting in a fractured nose, had received a formal exclusion.

Quality & Improvement Service Visit: it was noted that the attendance comparison between SEN students and non-SEN students was very good. Pupil Premium students' attendance was also a good result for the school. Ms Mulhern explained the high number of internal exclusions for Year 8 boys was due to two particular male students.

Parent Consultation Evenings: Mr Dunphy advised that parent attendance at the Year 10 Parents' Evening was 84%. A substantial amount of parents who could not attend, were emailed with feedback within 48 hours. Mrs McHenry asked if Governors could be advised of the number of parents who do not engage with school at all. Mr Dunphy explained that a list of parents attending is available to House Leaders and that Mrs Weatherill, House Leader: Fairfax, contacted all the parents of Fairfax students who had not replied which resulted in only 3 parents not attending the Parents' Evening; all of whom gave explanations of their non-attendance. Ms Mulhern confirmed she would encourage the other House Leaders to take the same action.

Mr Turnpenny noted the attendance at Year 13 Parents' Evening was lower. Members of staff were not sure of the reason for this.

Examinations 2014: thanks were expressed to the Examinations team for the excellent report from the Centre Inspection Service. Mr Mitchell confirmed the security issue that was raised had been addressed. Mr Mitchell also acknowledged the excellent behaviour and approach Year 11 students have had to their exams.

Staffing: Mr Mitchell re-iterated that if Governors wished to review the appointment process, a folder detailing all appointments was available in his office.

Supplementary Information: Mr Turnpenny expressed appreciation of the supplementary booklet of reports and requested that if Governors had further questions relating to the content they speak with the author of the specific report.

Some questions were raised regarding the Learning and Teaching report:-

- Mrs Glover clarified discussions would take place with those members of staff who did not partake in the 'open classroom', as part of their professional development. Mrs Glover confirmed that these members of staff were across various Faculties
- Mrs Glover advised that consultations regarding 'Ready to Learn' were taking place and it would be re-launched in September.

Achievements and Standards: an amended copy of Issue 7 was distributed. Mr Turnpenny requested more details on the ideas that the school is developing, under changes to the National Curriculum levels.. Mr Wren to address this and forward a copy to the School Improvement and Self Review committee.

Charging and Remissions Policy: Mr Mitchell confirmed the revisions made to this policy were not major and were in line with Local Authority recommendation – the policy was adopted.

Budget 2014-2015: Mr Turnpenny gave an overview of the Budget, confirming that a balanced budget had been achieved. Recognition was given to Mr Turnpenny and Mr Mitchell for this outcome. Mr Turnpenny stated the school was in a solid position to move forward and thanked Debra Vines, Business Manager and Mr Mitchell for their efforts. The Budget 2014-2015 was adopted. Dr McLure expressed concern over Debra Vines, Doreen Broomhead and Mr Mitchell all leaving in July. Mr Mitchell explained that Debra would be helping in the transition of the new Business Manager and that Doreen Davies is working closely with Doreen Broomhead to facilitate her retirement.

The Headteacher report was adopted.

8. COMMITTEE REPORTS

Care & Guidance – no further comments were made. Dr Wadsworth requested if consideration could be given to changing the day of Committee meetings.

Finance: no further comments

Personnel: the meeting scheduled for 12 May had been postponed to early July to enable Governors to address progress of the staff Performance Development cycle. Mr Mitchell explained that the Induction of the new Headteacher had begun; Mr Sibley has spent 9 days in

school meeting with SLT, members of Support Staff and discussing the budget with Mr Mitchell. Interviews have taken place with senior colleagues for three Associate Assistant Headteacher positions. Mr Sibley will be attending the Year 6 Parents' Evening, welcoming the students. He has one further half day scheduled to discuss staffing issues with Mr Mitchell. Mr Turnpenny confirmed that he had met with Mr Sibley and due to meet again.

Premises: Two Governors had completed a School Walk. Dr McLure commented how impressed he was with the fire drill process that took place during this time. Ms Mulhern confirmed the Safeguarding meeting will take place on Tuesday 17 June

School Improvement: Dr McLure explained that the time of these meetings was an issue for him. It was stressed that timings need to be considered by Governors before committing to each Committee.

9. HEALTH AND SAFETY

Mr Mitchell confirmed that an Adviser had visited the school, producing a very positive report. He commented that staff and Governors should be congratulated. Mr Mitchell confirmed that the essential items raised will have been addressed by the next Full Governors' meeting.

10. CORRESPONDENCE

No correspondence had been received.

11. ANY OTHER BUSINESS

Mrs Earl reminded Governors to confirm with their House Leader their attendance at the House Celebration Evenings in July.

Mr Turnpenny expressed, on behalf of all Governors, his thanks to Ali Souch, Head Boy and Amy Ledgeway, Head Girl, for all their input and support they have given the school and wished them well for their future. Mr Turnpenny also thanked Mrs Glover and expressed everyone's appreciation for everything she has contributed to the school and wished her well on her promoted post as Headteacher at Hull Collegiate.

Thanks were expressed to Mr Mitchell for everything he had done over the last 16 years to drive the school forward. Mr Turnpenny wished him a long, happy and healthy retirement.

12. DATE OF NEXT MEETING

The next meeting will be a Business meeting and the date will be confirmed.

The meeting closed at 8.10pm.