



## **MINUTES OF GOVERNORS' MEETING HELD ON TUESDAY 4 MARCH 2014, IN ROOM M2**

### **Present**

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

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

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

### **1. WELCOME**

Mr Turnpenny, Chairman, extended a welcome to everyone

### **2. APOLOGIES**

Apologies had been received from Mrs Ruth McHenry and Dr Alison Wadsworth; consent for these apologies were 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.

### **COMMUNCIATION**

Mr Turnpenny informed Governors that he had received letters of resignation from Mr John Settle (Parent Governor) and Ms Sarah Rothera (Community Governor). It was agreed not to appoint another Governor to the committees they had been involved with. Dr McLure agreed to be the new link for Health & Safety and Mr Riley the link for the English Faculty. It was agreed to defer any re-appointments of Parent Governor until September 2014, and the appointment of a new Community Governor would be reviewed at the next meeting.

#### **4. MINUTES OF THE MEETINGS HELD ON 14 NOVEMBER 2014 AND 14 FEBRUARY 2014**

The minutes of the meetings held on 14 November 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 14 November 2013**

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

Mr Gluck confirmed he had completed the NYCC certificate in Child Protection, whilst Mr Riley confirmed he would complete it by the next meeting. Mrs Earl confirmed that she had received DBS certificates from Mr Gluck and Mr Riley. Mr Gluck explained that he had attended a day's training for new Governors and found it helpful.

##### **9. Terms of Reference**

Ms Mulhern confirmed that the Terms of Reference for the Care & Guidance Committee had been drawn up and circulated to members of the committee for approval at the next meeting.

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

A report of the comparative results for GCSE and A Levels 2013 has been provided by Mr Wren and emailed to all Governors along with the Achievement and Standards Report Issue 6.

Mr Mitchell confirmed that 3 members of staff had applied for the post of Pupil Premium Leader and interviews will take place next week. Ruth McHenry will be the Governor link and is meeting with Ms Mulhern tomorrow to discuss this further. It was suggested the Pupil Premium Leader attend the next meeting. Ms Mulhern explained that this role will be part administrative and that Mr Wren will still produce reports.

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

This has been updated and published on the school website. Mr Turnpenny thanked Mr Smith for his work on this.

##### **6. Data Dashboard**

Mrs Fraser confirmed she will report back to Mr Dunphy regarding the fact that Systems & Control was not listed as a subject.

##### **7. Headteacher's Report**

**Exclusion Report** – this issue will be addressed at the next Care & Guidance meeting, but Ms Mulhern expects the increase is due to the specific needs of specific students in Years 7 and 8.

**Destinations: Year 13** – Mr Mitchell explained that 'Taster Days' had taken place in December; nine external applications have been received; all Year 11 students will attend an interview to discuss their intentions for Post 16 – the position is very positive at present.

Mrs Fraser explained the process for students wishing to study the EPQ (Extended Project Qualification): once students have started in the 6<sup>th</sup> Form Mr Carr asks them to decide if they wish to take up the EPQ and if so, to apply detailing what they want to study. She also confirmed again that this will be included in the Sixth Form Prospectus 2015-2017.

**Student Leadership** – Dr Lodge confirmed he had established a link with Mr Smith.

**Ofsted Changes** – Discussions took place regarding training for Governors in preparation for the next Ofsted inspection. Dr Airey outlined details contained in the Welcome Trust 'Recommended Code of Governance for Schools'. This is a pilot scheme and one option is to ascertain what training opportunities there may be at the end of the scheme. Another option is to have 'tailor-made' training delivered by the Local Authority, covering specific areas. It was suggested that the LA could incorporate a Governor Development Plan with the training. Mr Mitchell reiterated the importance of Governors' knowledge on how teaching staff provide feedback to students to ensure they are progressing and encouraged them to download Ofsted Reports and see how many times the word

'Governor' appears. Concern was expressed as to whether he had enough knowledge of all areas, if questioned by an Ofsted Inspector. Mr Turnpenny believes that there is enough strength across the Governing Body for all areas to be covered. The following actions were agreed:-

Dr Airey would email all Governors the Welcome Trust 'Recommended Code of Governance for Schools'.

Mr Mitchell to email the '18 question self audit check list' to Governors.

Ms Mulhern and Mrs Earl to research training opportunities provided by the Local Authority.

**Educational Visits** – Mr Mitchell confirmed the plan to put together a '5 year schedule of visits' for parents will be passed to Mr Sibley and a letter will go out to Year 7 parents in September.

**Committee Reports** – Mrs Burt will liaise with Ms Mulhern regarding Child Protection training now that she is the Governor link.

## **Meeting Held on 14 February 2014**

Mr Turnpenny thanked all members of the selection panel, the LA Advisers, Mrs Earl and students involved in the interview process. All notification is complete; letters have been sent to parents, staff have been emailed and a press release sent.

A 'Farewell Dinner' with Governors will be arranged; Dr Wadsworth, Mrs Burt and Mrs Smith volunteered to assist; Mr Turnpenny will write to them.

## **6. COLLABORATION: SHERBURN & TADCASTER ALLIANCE**

Mr Mitchell asked what points Governors would like him to raise at the next meeting with the Group. Discussions took place regarding the proposal:

- Mr Mitchell confirmed that whilst Copmanthorpe and Bishopthorpe Schools were not listed, they would be brought in at a different level with City of York Schools
- Mr Mitchell explained the benefits of the collaboration, including funding, training and sharing of resources
- Mr Mitchell confirmed that the Local Authority were aware of the proposal and encouraging it
- Concerns were expressed by a number of Governors regarding the contents of the Memorandum of Understanding and everyone agreed it would have to be looked at and worked on
- The question was raised as to what Tadcaster Grammar School would achieve from the collaboration and could we still achieve this without being part of the collaboration? Mr Mitchell gave examples of the benefits; better KS2/3 transition, commonly agreed prior attainment levels, securing information regarding statementing being done early and curriculum engagement at core subjects, stating we should not reject discussions, but the collaboration must be to benefit the young people. He agreed to make notes for the Governors over the weeks and from the meetings and report back
- Regarding timescales, Mr Mitchell advised the next meeting for Headteachers is at the end of March and therefore, depends on what comes out of that meeting
- Mr McLure asked for confirmation of the schools Tadcaster Grammar School will be linked to. Mr Mitchell clarified the area of schools involved would widen into the Sherburn community.
- Mr Mitchell advised that Tadcaster Grammar School could not sustain on its own and that wider range for learning is needed
- Governors were concerned about extra workload that may be incurred. Ms Mulhern pointed out that without the collaboration, outside resources such as Social Workers and School Psychiatrists may not be available
- Governors stressed the outcomes for the school need to be set out at the start to allow evaluation and expectation of outcome
- It was agreed for Mr Mitchell to continue to attend the Group meetings and report back the intentions

## **COLLABORATION: POST 16 WITH SHERBURN HIGH SCHOOL**

Mrs Fraser confirmed that following a meeting at the end of January with Mr Turnpenny and Dr Airey, the proposal is to continue to offer the collaboration to current Year 11 students, following the same structure as present: this will need to be a 2 year commitment. Governors agreed for the collaboration to continue for 2014-2016,

## **7. HEADTEACHER'S REPORT**

**School Improvement** – Dr Airey will contact Mrs Glover regarding Learning and Teaching. Mr Mitchell agreed to email Governors a copy of the letter he sent to all teaching staff relating to feedback and marking to inform and evaluate student progress, along with the 42 page NYCC Commission for School Improvement summary. Mr Mitchell confirmed that the target of 75% of students gaining 5 A\*-C grades, including English and Mathematics at GCSE is realistic, but does not believe they will exceed this target.

**Professional Development** – Mr Smith stated that Support Staff have commented there is no structure for Professional Development. Mr Mitchell confirmed he was aware of this and would be addressing this with senior members of staff.

**Educational Visits** – The following Educational visits were detailed:-

- Miss Aylmer, Subject Leader: Geography proposes to lead a visit for Year 10 Geography students to Iceland over Easter 2015. Governors gave approval for this visit
- Mr Bittles, KS3 Leader: Geography wishes to work with True Adventure, leading an expedition in 2015, along with another member of staff. Mr Mitchell highlighted that Mr Bittles would need to complete more training and gain experience through Duke of Edinburgh work, but believes this can be achieved in the timescale. Governors gave approval for this expedition with these conditions.

The question was raised regarding appeals for admission September 2014. Ms Mulhern confirmed that the number of places offered for Year 7 intake, September 2014 was 262 and there are 5 or 6 students on the waiting list. She believes that with natural wastage, there will not be the necessity for any appeals.

Governors adopted The Headteacher's Report.

## **8. COMMITTEE REPORTS**

**Care & Guidance** – no further comments

**Finance** – Mr Shield confirmed that cashless catering was looking positive and this would be a benefit for students receiving Pupil Premium.

**Personnel** – Mr Mitchell advised Governors that the Local Authority have withdrawn their proposal relating to Support Staff pattern of working reform and the recommendation is to have annualised hours.

**Premises** – no further comments

**School Improvement & Self Review** – no further comments

## **9. HEALTH & SAFETY**

There was nothing to report.

## **10. CORRESPONDENCE**

Mr Turnpenny advised he had received a letter of complaint from a parent regarding the treatment of their child. This had been dealt with under Stage 2 of the Local Authority Complaint Policy and Procedure Statement. A report confirming Mr Turnpenny's decision has been sent to the parents and they have been given until Friday 14 March to appeal.

## **11. ANY OTHER BUSINESS**

No further issues were raised.

## **12. DATE OF NEXT MEETING**

The date of the next meeting was confirmed as Monday 16 June 2014 at 6.30pm.

The meeting closed at 8.30pm.