



## **TADCASTER GRAMMAR SCHOOL GOVERNING BODY MEETING**

Monday 21 March 2016

### **Minutes**

**Present:** Philip Turnpenny (Chair), Martyn Sibley (Headteacher), Heather Smith, Karl Shields, Nick Fawcett, Mike Dunphy, Jeremy Airey, Chris Burt, Ruth McHenery, Roger Riley

**In attendance:** Wendy Fraser (Deputy Head), Siân Henderson (Clerk)

#### **1. Welcome and apologies for absence**

Apologies were received and accepted from Amanda Crossley and David Gluck

#### **2. Confidentiality and declarations of interest**

Governors were reminded of the confidential nature of discussion at meetings. No declarations of interest were made.

#### **3. Minutes of the meetings held on 30 November, 2015 & 14 January, 2016**

The minutes of both meetings were approved and signed by the Chair.

#### **4. Matters arising**

##### **November meeting:**

- (i) Minute 2, record of interest forms have been published on the website
- (ii) Minute 3, Code of Practice – a governor noted that a recent governor questionnaire from the STAR Alliance would suggest that limiting terms of office is considered best practice, in contradiction of the TGS adopted code. Another governor reported that at a recent STAR governor forum it had become clear that such limitations were not routinely put in place by member governing bodies.
- (iii) Minute 5i, a glossary of terms has been added to the website
- (iv) Minute 5ii, the uniform complaint has been closed
- (v) Minute 5ii, two co-opted governor vacancies remain; governors were encouraged to recommend candidates and an advert will be placed in the school newsletter or other appropriate outlets. The governing body continues to seek members with skills in the fields of premises and health and safety.

- (vi) Minute 5v, the annual governance statement has been completed and is available on the website
- (vii) Minute 6, the report from the local authority termly review has been circulated
- (viii) Minute 7iii(a), funding from the District Council to replace the pitch will not be available in the immediate future, although an artificial pitch in the area is part of the Council's plan.

### **January**

Minute 3, the agreed curriculum changes are being implemented, leading to a theoretical staffing reduction of 7.8 FTE. The actual reduction for the coming year is likely to be in the 4-5 FTE range.

## **5. Headteacher's report**

A written report was circulated prior to the meeting.

### **Staffing**

Staffing changes were reported. Three members of staff leaving the school this year will not be replaced. Governors were thanked for making themselves available for interview panels; the importance of this role was stressed and governors confirmed their willingness to support this process, asking that as much notice be given as possible. The high number of maternity leave absences was noted.

### **Tracking**

*See SDC minutes*

### **Exclusions and Inclusions**

A report was provided and examined by the SD Committee

### **Student Numbers**

- Current numbers by year group and applications information was provided.
- 264 places have been offered and 44 students are on the waiting list (26 of whom are out-of-authority)
- 158 applications to the 6<sup>th</sup> Form have been received, including 3 external students. This information has been used to determine the viability of courses; a governor contributed to this process, the aim of which was to maintain the balance between offering broad educational opportunities and making financially responsible decisions.

### **LA termly review**

An updated report was circulated.

### **Key Stage Floodlight meetings**

Minutes and meeting dates were circulated.

### **Summary SEF**

A copy of the current SEF was circulated and was well-received by governors for the positive portrayal of the school.

### **Ofsted section 8 inspection training**

A retired HMI has led the school leadership team, including three governors, through a mock inspection. The resulting feedback was circulated. Governors welcomed the encouragement to claim an 'outstanding' judgment where appropriate. The recommendation to reduce the length of the SEF while emphasising achievement has been acted upon. Progress against comments from the previous Ofsted inspection will be documented and circulated early in the new term.

### **Parental Engagement**

- Parents' evenings for four year groups have taken place and data on attendance trends was circulated. A discussion on the management of parents' evenings took place and it was noted that parents' satisfaction has increased as a result of recent changes. The possibility of allowing parents with no issues to raise to indicate their considered non-attendance will be discussed by school leadership as a means of reducing the pressure on staff at these events.
- A workshop evening was offered to Y11 students and parents to assist with examination preparation.
- Y7 & 8 curriculum guides are available on the website.

### **School to school support**

Details of support offered by TGS to other schools was reported. Staff confirmed that the needs of TGS students are always prioritised.

### **School visits**

This term's visits were detailed.

### **Approval of future visits**

Residential visits to Iceland and Germany were approved. Appropriate risk assessments are in place.

### **Flooding**

The impact of, and response to, local flooding was reported. The community engagement resulting from various activities was welcomed by the governing body.

### **Partnerships**

A report was circulated

### **Premises /Health & Safety**

- The 6<sup>th</sup> Form corridor flooring will be replaced over the Easter holidays.
- Two gym floors are being upgraded
- A health and safety review of the Design & Technology and Art departments has taken place. Minor recommendations have been made which will be dealt with accordingly. The audit gave a score of 79% (Good) which was 1% short of 'Excellent'.
- Work continues on the project plan associated with the refurbishment of two science labs (Summer 2016).

- The Premises Plan is being updated with key short and medium term priorities which will link into the 2016/17 financial plan. This will be presented to the Resources Committee in May 2016.

### **Headteacher's Digest**

A report was circulated and welcomed by governors

## **6. Committee reports**

### **(i) Resources**

Minutes of the January meeting have been circulated; the March minutes will be circulated in the near future. The Chair gave an oral report and the improvement in the in-year deficit was noted.

### **(ii) School Development**

Minutes of the December, January and February meetings were circulated. The Chair gave an oral overview.

## **7. Working groups**

### **(i) Academies**

Two meetings have taken place at which the governor-prepared feasibility study was considered in detail. The current view of the group is that, as conversion is inevitable, it would be better to drive the process to suit the needs of the school rather than delay and risk having less autonomy over decisions. Other governors expressed the strong desire that all options are thoroughly explored before any commitments are made and the working party supported this position. Questions over some details, such as asbestos liability and the role of school governors within a MAT, require further exploration. Further work will be undertaken by the group.

### **(ii) Partnership**

The group made a recommendation that a significant re-structure of staffing and remit within Partnerships takes place, realising savings of £50k+. This will involve staff redundancies and a new focus on careers for remaining staff. The Resources Committee considered this proposal and recommends its acceptance; further detail can be found in the confidential minute of the Resources Committee minutes of March 2016.

**The governing body unanimously approved the proposal and directed the headteacher to prepare a business case.**

## **8. Collaboration**

### **(i) Yorkshire Teaching Schools Alliance**

The headteacher gave an update on current engagement

### **(ii) STAR Alliance**

- The STAR Steering Group is now in place

- New areas of the action plan have been developed
- Initial teacher training: 3 students have been offered places after interview.
- The bid to become a Teaching School Alliance has been successful and will attract £60K of income in the first year, in addition to around £30k of local authority funding
- The STAR website continues to develop
- Early Years has been launched to a wide variety of providers; the meeting was positive and some shared outcomes have been agreed
- Two students took part in the establishment of an Alliance Equality Charter
- Shared meetings are working well across the Alliance, as is joint training
- Peer to peer support is now in place and generating a small income for the Alliance – support is being offered to 8 schools at present
- The Alliance now has one associate member school
- A governors’ forum has taken place at which TGS was represented by Jeremy Airey
- The Alliance has supported a number of TGS teachers to spend a day in their feeder primary schools observing teaching
- A group is working on the costings for the Alliance in terms of management, admin, resources, on-going development and potential office space

**(iii) Post 16 with Sherburn High School**

A meeting has taken place, with governor representation, to undertake an annual review. TGS students access four main courses at Sherburn to supplement the internal curriculum. The only cost to either school is transport. A governor asked whether teaching standards have been reviewed and it was reported that outcomes for TGS students at SHS are at least as good as internal results. Mrs Fraser confirmed that work continues to integrate the two sets of students.

## 9. Policies

- The governing body approved the SEND and Child Protection/Safeguarding Policies on the recommendation of the School Development Committee.
- The Budget Management Policy was adopted on the recommendation of the Resources Committee.

The following local authority policies were adopted:

- Staff Behaviour
- Standards of Conduct
- Educational Visits

## 10. Health & Safety

*See headteacher’s report*

## 11. Correspondence

None

**12. Any other business**

Education White Paper: a copy was circulated to governors and discussed. A governor asked about the funding for extended provision mentioned in the budget and it was agreed that it is unlikely that this money will be available to TGS.

**13. Date of next meeting**

21 June, 2016 at 6.30pm