

Sprowston Community High School – Full Governing Body Meeting

Monday 1 February 2010 6.00pm In the Music Dept

Present : Fiona Hardman (Chair), Angela Capper, Andrew John (Headteacher), Jane Sexton, Janet Mayes, Andy Bennett, Sheila Tuffield, Chris Davies, Barbara Lashley, Stuart Lee, Bob Cotton, Elaine Abbott, Stephen Adamson, Julia Drury (Head of Kett sixth form), Rachel Hewitt (Head of CZ), Sheila Hoyle (clerk)

1 Welcome : Fiona, as Chair, welcomed Julia Drury and Rachel Hewitt.

2 Apologies : Julie Hagan-Palmer, Mark Hitchcock, Kassie Melnyck, Mark Cotter.
Not present : Sam Sirdar.

3 Presentation by Julia Drury, Director of Kett 6th Form

Julia distributed a paper at the meeting which gave Y13/12 Curriculum Plan 2009 – 2010 and explained these together with projected statistics, budget and future proposed intake and courses offered. This was further enhanced with a Powerpoint presentation.

Key points are:

- Works in partnership since 2001 and with SCHS, Sewell Park School and the Open Academy.
- Unequal numbers of students from each school but each school had equal responsibility. 422 students as at September 2009.
- One institution but one timetable in common. Very few timetable clashes.
- A wider range of curriculum choice eg traditional and applied courses.
- Diploma courses level 3 now offered in 2010.
- BTec equal to 4 grades C+ offered for one year course. Can be done in conjunction with A levels.
- Student apprenticeships related to BTec courses.
- Working skills courses for SEN students with maximum of 15 students and dedicated and specialist staff.
- Two work placements per annum; all students obtain college place of jobs.
- Open 6th form for those with 5 grades C and above for students wishing to do A levels.
- Students move, staff do not; students always on site for half a day.
- Courses for students who do not quite reach A level standard but may be able to undertake traditional A level subject/s next year.
- Applied vocational A level which has 2/3rd course work and one exam.
- 50% of Kett students have Educational Maintenance Allowance (EMA).

Julia further explained the timetable of interviews, supervision, student surveys, intervention strategies, targets, results analysis and student attitudes to learning.

Opportunities for questions were arose throughout the presentation. Fiona thanked Julia for this on behalf of the cttee.

4 Presentation on Community Cohesion by Rachel Hewitt, Head of Citizenship (CZ) & inc School Council

Rachel explained the concept of CZ – dealing with the problems of everyday life and building up a toolkit of skills to deal with these. This included diversity, shared values and human rights.

Key points are:

- All students in KS3 had one lesson in CZ every two weeks and KS4 had two lessons every two weeks across the whole cohort.
 - Community cohesion is not exclusively about CZ but CZ has to include every aspect of the school.
 - The emphasis was on the right to feel supported, to feel valued and to develop each individual.
 - CZ/Community projects included Charity work in which £28K had been raised over the past few years.
 - Lessons in CZ were also given to Yr7
 - Lessons often linked into social justice issues in the media eg refugees, child soldiers and films shown that demonstrated such issues.
- Community cohesion also linked into religious studies.
Visits to County Hall had taken place and a visit to Parliament was planned.

Rachel handed out information sheets to the cttee which outlined detailed subject areas of work and answered questions. Fiona thanked Rachel for her presentation.

5 Minutes of last meeting – Monday 16 November 2009 –was agreed and signed. Acceptance was proposed by Jane Saxton and seconded by Andy Bennett. All present were in agreement.

Minor amendments were needed under SEN item (item 6) and should read “additional” funding and SRB should read as “specialist” resource base.

6 Matters arising if not an agenda item.

Fiona had attended a staff well-being meeting and would continue to keep a watching brief on this.

7 Headteacher’s report – Ofsted - strengths and areas for development.

This had been distributed in advance but Andrew summarised the areas deemed to be Good by Ofsted and also the areas for development and improvement in order to achieve Good in all areas rather than Satisfactory. He explained the reasons for a lower Grade in some areas but still felt that this results were excellent given that SCHS had been close to special measures and notice to improve in 2007.

Seven prime judgments were made and three of those had to have Good in order to be Good overall; SCHS only achieved Satisfactory for Achievement and this was a main area for improvement. Some areas of concern were historic such as the small sample feedback from parents which had negative views. The cttee discussed this.

Andrew **thanked** governors for their input and acknowledged the hard work put in by Jo Thompson, business manager and the Finance cttee,. John Reeve , Head of Vocational Studies and Des Reynold, Deputy Teacher responsible for the Pathways project were also acknowledged as well as Chris Davies (SENCO) and the LSAs.

Action points had arisen out of the Ofsted report; Terry Cook, senior county advisor was assisting SCHS.

- SCHS was twenty points below their benchmark.
- It was the aim to have every Yr 11 to be entered for GCSE at entry level at least and an aim was to reduce the long list of non-exam students.
- An action plan, costings and timetable was in place. The Leadership Team and Middle Leaders were meeting on 10 March 3.45-5.15 and Chairs of Committees were invited to attend.
- An INSET day on 19 April, 9.00 was planned.

- There was a 40% chance of inspection again by December in order to ascertain progress.

8 SEN report

This had been distributed in advance and Chris explained the impact of interventions as of November 2009. He drew the cttee's attention to the Ofsted inspector's comment aht SEN students made the same progress as othe students including statedented students.

8 Admission number and consultation on admission arrangements

Admission numbers remains at 310 for September 2010 which all governors present accepted. This would affect the budget.

10. Committee reports – verbal:

ECM – Jane Sexton

- Jane gave for persistent absence, racist incidents, bullying, LAC, traveller children etc. There were no child protection issues.
- The ECM cttee were very concerned about the lack of space in the Learning Zone. Bob Cotton confirmed that this was on the agenda for premises.

Finance and Premises – Angela Capper

- Additional space was again discussed; another storey over the the new dining room would cost £80K and was not possible due to lack of funding.
- JT was looking into another plan and this would be discussed at F&P cttee and then to FGB.
- Capital funding for the next three years was all accounted for.
- Helen Bates from NPS would be invited to the premises sub-cttee.
- An additional mobile might be possible but it was not a cheap option.
- The second ***budget revision*** was circulated at the meeting outlining the updated licensed deficit plan. Overall the budget expenditure was slightly less than the forecast 75% as savings had been made to April 2010.
- Concerns were supply teaching costs and lighting and heating.
- Music funding for peripatetic teaching was under scrutiny and new charges imposed.
- The impact of a predicted lower student roll was explained to the cttee.

Leadership and Management – Fiona Hardman

- Ofsted report already discussed.
- Governing body development important.

Specialist Status – Fiona Hardman

- Music lessons subsidy now a regular agenda item as was the special status budget.
- Additional sources of funding for music lessons was being considered.
- Special Status development plan is constantly reviewed.
- Re-designation is now the responsibility of the SIP and was still outstanding.
- Attainment and take up of some subjects in Special Status had been discussed.

Staffing – Andy Bennett

- Cttee yet to meet but they would review curriculum needs as requested.

Teaching and Learning – Mark Hitchcock

- Yet to meet.

Kett Management – Barbara Lashley & Stephen Adamson

- Meets 11 February.
- Difficulty in getting accurate figures from LSC
- Open Academy funding issues.
- Appointing new Kett Director due to the retirement of the incumbent.

11 Governor matters, including visits and training

- Stephen Adamson sought approval for renewal of SCHS's membership to **Norfolk Governors Network** at a cost of £60 pa. Stephen's proposal was seconded by Barbara Lashley and all present approved this.

Elaine Abbott left at 8.00 pm

- There is a **cluster** governors meeting scheduled for 8 February, 7.00 pm at Falcon School. All governors invited to attend. A Management Information sheet from Children's Services stated that funding would not be passed on unless proper governance was in place.
- A governor **ICT** linked was needed.
- A new **parent governor** election process was in hand.
- Governor **training** could be funded by the Gaining Group initiative. Greater governor involvement in SIDP was encouraged and financial planning for the following year was planned with Mike Simm, SIP, for Wed 10 March 6-7.30 pm.
- Elaine Abbott had met with Mike Simm regarding Gifted and Talented.
- Fiona Harman, Angela Capper and Andrew John had met about Gaining Ground
- Barbara Lashley had met with Graham Parker about D&T.
- Stephen Adamson had attend 6th form parental visits.

12 School trips

Kassie Melnck had submitted details on the Berlin trip (8 – 18 Feb) for understanding the Cold War; costs were fully recovered from students.

12 AOB - for matters not advised in advance

- Fronter (VLE) was being arranged for Week beginning 22 March.
- Ella Grace concert 27 February – tickets via school website.

13 Correspondence

Fiona stated that she had received three letters in response to those of Des Reynold who was targeting parents/carers of students who were persistently absent.

Fred Corbett had sent a letter of congratulations to SCHS regarding the Ofsted report.

A formal complaint from a parent had been withdrawn.

Stuart Lee left at 8.15 pm

14 Dates of next meetings Monday 29 March 2010 6.00 pm

The meeting closed at 8.25 pm