

Sprowston Community High School – Full Governing Body Meeting

Monday 20 September 2010 6.00pm In the Music Dept

Present : Andrew John (Headteacher), Fiona Hardman (Chair), Angela Capper (VC),
Jane Sexton, Sam Sirdar, Stuart Lee, Chris Davies, Mark Cotter, David Sayer,
Jenni Hammond, Janet Mayes, Andy Bennett, Elaine Abbott, Julie Hagan-Palmer,
Barbara Lashley, Sheila Tuffield, Bob Cotton, Stephen Adamson,
Elaine Nicklin (Assistant Head) Mike Simm (SIP), Sheila Hoyle (clerk).

1 Welcome Fiona Hardman, as chair welcomed all governors and introduced David Sayer, the new LA governor.

2 Apologies : Eddie Allison, Kassie Melnyck

3 Election of Chair and Vice Chair : It was agreed that the term of office would remain at one year for both positions. Nominations had been made in advance for Fiona Hardman to remain as Chair and for Angela Capper to remain as Vice Chair. Formal proposal for Fiona Hardman was made by Sam Sirdar and seconded by Sheila Tuffield; formal proposal for Angela Capper was made by Mark Cotter and seconded by Jenni Hammond.

Voting was by show of hands (in the absence of both nominees) and with no abstentions or dissensions. Thus Fiona Hardman remained as Chair and Angela Capper as Vice Chair.

4 Presentation of SIP report to Governors : Mike Simm read out key points from his draft report which had been circulated in advance. Key points are:

- SCHS GCSE results are above average for Norfolk and close to the national average.
- Targets had originally been modest but now were far more challenging.
- Good intervention took place where support was needed.
- SCHS knows its students well.
- Attendance had some “slippage” but persistent absence was down.
- There was an increased focus upon learning.
- Governance was exceptionally good and increasing in strength.
- SEF was now shorter and with good insights. SEF grades reflected Ofsted grades.
- Strengths are study support, functional skills, arts specialisation, student leadership and UFA.
- Support from other specialist advisors sought as well as SIP eg ICT.
- Gaining Ground good including governor development; GG largely successful but partnership school not so successful – this had now been changed to CNS.

Questions revealed that data analysis for achievement included Kett sixth form.

Fiona thanked Mike Simm for his support in the past year and for his future support.

5 Examination results 2010 – GCSE & A-level : Elaine Nicklin circulated papers at the meeting giving precise details of the latest GCSE results and explained some key outcomes. Key points were:

- English and Maths showed significant improvement and exceeded Fisher Family Trust targets
 - Targets B & D(FFT) were good comparisons.
 - Mock exams data analysis gave good indications of actual versus mocks.
 - Areas coloured red indicated under the D target set although this could mean just one student under-achieved.
- Green was positive and above target set.
White indicated acceptable results.
RPF = Relative Performance Factor.

Elaine explained that the Leadership Team were discussing results with each Head of Faculty to get the story behind the figures. It was considered that early entry Maths and English took pressure off students and helped with higher achievements.

Attendance showed a strong correlation with good exam results. A letter had gone out to parents (via post) advising parents on attendance and its link with learning potential.

A level results were circulated but not discussed in detail as Carolyn Dunn, Director of Kett was unavailable but would attend the next FGB.

Action AJ

Fiona thanked Elaine Nicklin, Stuart Lee and Phil Bradshaw for their hard work in compiling the tables and statistics.

6 Committee membership and governor subject links

Fiona Hardman read out **cttee membership** and most were to remain the same. T&L and Specialist Status needed more members.

After much discussion it was agreed that Special Status would become a subcttee of T&L provided that this was in agreement with Margaret Quigley, Head of Arts. The reason for this was that Special Status subjects ware now embedded throughout the curriculum.

Action FH → MQ.

Acceptance of the above proposal was given by Mark Cotter and seconded by Julie Hagan- Palmer. Associate members of the cttee could still attend the T&L cttee.

Andy Bennett would replace Stephen Adamson on the Kett management cttee.

Governor Links – as before; creative arts and KS3 had a vacancy.

Julie Hagan-Palmer would link with MFL and Fiona Hardman with vocational subjects. Jenni Hammond would take over the Science link.

7 Minutes of last meeting – Monday 28 June 2010 – to be agreed and signed. Error page 3 – Carolyn Dunn (not Caroline). Otherwise agreed as a true record and signed.

8 Matters arising if not an agenda item.

- Health Hut update : Jane Sexton gave details of this. LSAs and 3 -4 staff members were interested and meetings were arranged with HH people. Progress was deliberately slow to ensure that SCHS could deliver this to a high standard. A new school nurse had just been appointed.

An advert for a school counsellor for one day a week was in place; a sub ctte may be set up for HH.

9 Headteacher's report : This had been circulated in advance, was brief and key areas were highlighted by Andrew John. It was noted that Mark Cotter had provided sessions at the recent INSET days – this had been omitted in error. The library, Science, MFL and Maths areas had been refurbished ; there were no areas that would cause embarrassment.

The governors wished Andrew to express their thanks to all teachers who covered senior positions in the absence of the permanent staff. Stuart Lee also expressed his gratitude for the support he had received from Phil Bradshaw.

10 SEN report : Circulated in advance. Chris Davies had nothing to add but explained that timetabling was an area of current concern due to the growing number of students and staff; this would ease once groups were created in the next few weeks. Parental expectations were also high.

Chris would give detailed examples of the timetable at the next FGB in place of an SEN report.

11 Committee reports – verbal:

ECM – Jane Sexton, Chair.

- Health huts update covered earlier.
- Pathways now formally taken over by Respect4Us with no additional costs to SCHS.
- Attendance policy to be updated – needed to be more rigorous.
- Voluntary INSET session on Traveller children by Cathy Amiss, link advisor teacher for traveller children, on Tues 12 October 3.45 pm in Rm WS07.
- 2 complaints – dealt with.
- Safeguarding audit completed and with matters to be resolved.

Statistics from last ECM meeting to year end July 2010

7 Child Protection 19 Bullying incidents (more rigorous recording)
3 Racist incidents 6 LAC
4 Known Traveller Children

From Sept 2010 – 14 September

0 Child Protection 0 Bullying Incidents 0 Racist Incidents 4 LAC
7 Known Traveller/showman children

Finance and Premises – Angela Capper Chair

- Pathways into Respect4Us updated further
- Licensed deficit budget for 5 years formally approved by NCC. This would have a predicted deficit outcome of £51,800 (yr 3), £18,500 (yr 4) and into credit for Yr 5. A problem arose in that a 1% teacher pay rise had been advised by NCC but national agreements passed a 2.3% increase – thus an additional 1.3% still had to be found out the existing budget.
- The budget for the current year was slightly under that expected.

Andrew John stated that the budget was calculated on 255 additional students for next September – more were needed.

Premises Sub cttee – Bob Cotton – Chair.

- Thanked Charlie Johnson for his hard work.
- Tennis courts were now fit for purpose.
- Kitchen extractor fan replaced.
- Sand pit for long jump repaired.
- A three year rolling plan was in place but money had run out.
- H&S audit to be undertaken soon
- Carbon Trust were visiting and advising.
- Work already undertaken for assisting severely disabled student.

Leadership and Management - Fiona Hardman Chair (last met July 2010)

- SIP evaluation
- Cttee review of year

Specialist Status- Fiona Hardman Chair (last met July 2010)

- Regular budget updates
- Special Status independent learning contributions
- 3 year development plan in place.

Staffing – Andy Bennett Chair ; cttee still to meet

- SEN structure evaluated and will present at end September.

Teaching and Learning - new chair needed – cttee still to meet

Kett Management – Barbara Lashley cttee member

- Student entry criteria on to courses discussed.

12 Governor self review – brief update

This had been circulated in advance giving a summary of conclusions and gradings. Fiona Hardman would put an action plan into place based upon the areas for development:

- Single Equalities Scheme
- School profile
- H&S – for next F&P agenda
- Working closely with parents
- School council members to be invited to part/s of FGB meetings

13 School trips – Andrew John listed geography trip to Winterton (sea based) and Yr12 Arts trip.

14 AOB - for matters not advised in advance

- Jane Sexton was attending **training courses** on

- SEN(3 sessions)
- Governor responsibility for Pupil Attendance and Behaviour
- Addressing Persistent Absence.
- PE and Sports Strategy for Young People
- Supporting Looked After Learners

Janet Mayes was attending training courses on :

- Pupil Exclusion Appeals
- Persistent Absence

SCHS subscribed towards training package so governors were encouraged to attend training.

Fiona stated that ideas would be welcomed to **celebrate the re-designation** of the Arts Specialist Status.

Jane Sexton wished to thank the **PE dept** for an excellent awards evening at which she was a main speaker.

Retiring governors - Stephen Adamson and Elaine Abbott were thanked for their contribution to SCHS over their term of office.

Problems with **Fronter** access should be addressed to James Wright. Sheila Hoyle would arrange for staff members to have access to governor section of Fronter – not possible at the moment. **Action SH**

15 Correspondence ; Fiona had received a card of thanks from Vera Beames upon her retirement.

16 Dates of next meetings : Monday 15 November 2010
Monday 31 January 2011
Monday 28 March 2011
Monday 9 May 2011
Monday 27 June 2011

The meeting closed at 7.45 pm