

Sprowston Community High School – Full Governing Body Meeting

Monday 9 May 2011 6.00pm in the Music Dept

Minutes

Present : Fiona Hardman (Chair), Andrew John (Headteacher), Janet Mayes, Laura Bell, Andy Bennett, Sam Sirdar, Jane Sexton, Kassie Melnyk, Sally Porter, Stuart Lee, Sheila Hoyle (clerk).

1. Welcome

2. **Apologies** : Barbara Lashley, Angela Capper, Mark Cotter, Jenni Hammond, Julie Hagan-Palmer, Chris Davies, Bob Cotton.

Not Present: Sheila Tuffield. **Resignations:** David Sayer (LA Governor), Sam McCallum (Parent governor).

3. **Minutes of last meeting** – Mon 28 March 2011 were agreed and signed. Acceptance was proposed by Sam Sirdar and seconded by Jane Sexton. All present were in agreement.

Fiona Hardman asked for all governors to give reasons for their non-attendance.

Errata : Sam Sirdar had been named twice in the list of governors attending the FGB of 28 March 2011.

4. Matters arising if not an agenda item

Admission numbers: Andrew John to remind Richard Snowden, Head of Admissions NCC.
Action AJ

Teaching staff structure review update: Consultation ended 28 March 2011; the staffing cttee has met and considered the responses.

2 voluntary redundancy requests granted
1 change of hours not granted
2 interlinked cases still outstanding
1 late request for early retirement still to be considered.

Interviews for Deputy Headteacher post at SCHS were scheduled for Mon 16 May 2011; this was to replace Des Reynolds who was now the substantive Headteacher for the Norwich PRU and with responsibility for overseeing the other Norfolk PRUs.

The budget was in line with the above and Jo Thompson attended all staffing cttee meetings.

Overstaffed areas had staff teaching their second subject.

No compulsory redundancies were necessary.

Andrew John had thanked Elaine Nicklin as requested by the governors.

5. Staffing Structure review – support staff

Consultation had started the week before. Responses were to be received by 6 June 2011. £58K pa had to be saved over 3 years. All had received a pack explaining the budget.

Areas to be considered are:

2/3 staffing needed reduction in hours (career post and cover supervisor)
2 teaching mentors
1 administrative post
1 carpenter/caretaker role – the caretaker has retired and the carpenter has succession rights if he wishes.

Vacancies had deliberately not been filled so that staff could apply for these positions if they wished. Most areas were untouched.

3 TAs were to be employed directly by SCHS for English, Maths and Science.

6. Headteacher's Report

This had been circulated in advance and Andrew John outlined some key areas.

ECM: The emphasis was on Back to Basics approach. 83% had good behaviour; behaviour strategies were in place for the others.

Health Huts approach had followed advice given and would be considered at the ECM cttee for a formal FGB collective decision. **Action ECM cttee**

Kassie Melnyk advised contacting the appropriate GP for future funding and agreed to research this. **Action KM**

Achievement and Attainment: Andrew John thanked his teaching and support colleagues for Yr10/11 and the HoY for the analysis which allowed for tracking, monitoring and evaluation.

Andrew John agreed to inform parents that the examination schedule was not put together by SCHS but by the examination boards; there had been misunderstanding by some parents. **Action AJ**

Teaching and Learning: This was moving into Good and Outstanding. Inadequate lessons were always followed up but an inadequate classification did not necessarily mean inadequate teaching; Andrew John explained possible reasons for this.

It was proposed that all teaching staff at SCHS would now get 3 hours of lesson observation per term as from September 2011. This had still to be negotiated with the unions. Cover supervisors were observed but supply teachers were not as only those meeting SCHS standards were used.

The staffing cttee went through cover statistics on a regular basis.

A request for acronyms to be explained on documents was requested.

QSL = Quality of Student Learning
PM = Performance Management

INSET days for CPD included 3 days for ICT and new technology; Personal. Learning and Thinking skills (PLT) also 3 days and 2 days for Literacy and Numeracy across the curriculum. Ofsted now placed the emphasis on literacy across secondary schools.

Teaching and Learning via the Arts: Circus skills had proved to be a success for engagement activities. 33 students had participated: 70% FSM, 21% with Care Plans and 61% SEN.

Kett Sixth Form: Concerns covered Achievement and Attendance and tracking showed that achievement was not as high as expected.

In future, Ofsted will consider the sixth form under the 4 new Ofsted judgments of Teaching, Leadership and Management, Student Outcomes and Behaviour, Safety and Attendance.

As 50% of students were underachieving in one or more subjects and attendance is of concern, then this would affect SCHS Ofsted outcomes. 60% of the Kett sixth form are SCHS students.

Andrew John was the line manager for the Kett Director.

Consultation for the reduction of 3 teaching and support staff posts at the Kett was being undertaken for resolution by September 2011.

Confidential minute: *The Kett sixth form provision would be discussed in detail at the next FGB. Fiona Hardman asked all cttees to discuss this within their cttee and to state their views and opinions on this. Jo Thompson, Business Manager SHCS and currently supervising the Kett budget, would be invited to this FGB meeting.* **Action FH, AJ.**

Support Services: The deficit had been paid off 2 years early and this end of year balance showed a small surplus. Andrew John thanked Angela Capper for her work with Jo Thompson.

Kelvin Browne, school caretaker had given 18 years of loyal service to SCHS but had to retire on the grounds of ill health.

Leadership and Management: The new SIDP would follow the new Ofsted areas – see above. The first draft would be out within 3 weeks and would be aiming for Good. If the Kett sixth form was included then this would have a likely Satisfactory outcome. Value Added was not likely to be used in the new Ofsted judgements.

7. **SEN report:** in the absence of Chris Davies, Andrew John reported that one appointment had been made for a 1:1 LSA for the disabled student. 2 more LSAs had been appointed and the monies for this were ring fenced. Chris Davies had assessed the need for the new Yr 7 intake in September. Premises for the Learning Zone remain an issue.

8. **Committee reports – verbal** (all cttee minutes are on Fronter)

ECM – Chair Jane Sexton. This cttee has yet to meet. Statistics given at the FGB:

3 CP referrals	4 LAC	46 EAL	7 Showman & 1 Romany
0 Racist incidents	34 bullying incidents		

Finance & Premises: Fiona Hardman reporting in the absence of Angela Capper

Budget in credit. All staff were thanked for their help in achieving this.

T&L – Chair Janet Mayes. This cttee has yet to meet.

The hot topic for the cttee would be SIDP. T&L questionnaire would also be discussed as would the new Ofsted criteria.

Staff – Chair Andy Bennett

Restructuring for teaching and support staff had been the key issue. Andy Bennett thanked all staff for their part in this.

Kett Sixth form - Barbara Lashley not present and Kassie Melnyk unable to attend last meeting. Staffing was an issue – see earlier item.

9. Governor matters

Governor vacancies were for one LA governor and one parent governor. Fiona Hardman would arrange this. **Action FH**

Visits: Jenni Hammond had undertaken a science faculty visit; Fiona Hardman read out a summary in which Jenni thanked the science faculty.

Janet Mayes had been on an Exclusion course which she found very good.

Jane Sexton had undertaken the second part of her SEN governor training.

Andy Bennett had attended a Staffing Adjustment course.

Janet Mayes and Angela Capper had attended the staff meeting on SIDP.

10. AOB – for matters not raised in advance

The National Governors Association subscription had run out; it cost £60 pa. All present agreed that this should not be renewed.

Governor SEF – this would be discussed in detail at the next FGB. Fiona Hardman would email governors with this before the meeting. Governors would go into groups and would discuss for 30 minutes. This would mean that governors should read the Headteacher's report for questions only.

School trips would be formally recorded in future. Kassie Melnyk would give details. **Action KM**

11. Date of next meeting : Mon 27 June 2011

The meeting closed at 7.15 pm