

## **Sprowston Community High School – Full Governing Body Meeting**

**Monday 28 March 2011 6.00pm in the Music Dept**

Present: Fiona Hardman ( Chair), Andrew John ( Headteacher), Angela Capper, Andy Bennett, Barbara Lashley, Mark Cotter, Sam Sirdar, Sally Porter, Chris Davies, Jane Sexton, Laura Bell, Sam Sirdar, Bob Cotton, Sheila Tuffield, Julie Hagan-Palmer, Stuart Lee, Jo Thompson ( Business Manager), Sheila Hoyle (clerk).

1 Welcome

2 **Apologies** : Kassie Melnyk, Janet Mayes, Jenni Hammond.

**Not present:** David Sayer, Sam McCallum

5 **Budget - this item was taken next**

The revised budget had been circulated in advance to governors and questions to be directed to Jo Thompson; Jo confirmed that she had not received any questions to date. Jo was present to answer any further questions at the FGB. She was able to explain the two sets of figures for the balance carried forward.

Approval of the budget was proposed by Mark Cotter and seconded by Sam Sirdar. All present were in agreement.

3 **Minutes of last meeting** – Mon 31 January 2011 agreed and signed.

After being checked for accuracy, acceptance was proposed by Sam Sirdar and seconded by Julie Hagan – Palmer. Sally Porter confirmed that she would be the link governor for vocational studies.

4 **Matters arising if not an agenda item**

**Fixed term exclusions:** This was covered in detail within the Headteacher's report which had been circulated in advance.

**Student responsibility posts and insurance cover:** Jo Thompson had investigated this and SCHS was covered as long as no health and safety issues or the use of chemicals was involved. Therefore picking up litter was within the insurance cover.

**Admission numbers:** Andrew John confirmed that he had written to NCC but had not yet received any feedback.

6 **Staffing structure review**

The staffing structure review consultation for teaching staff ended 5.00 pm Monday 28 March 2011. The staffing cttee were meeting on Mon 4 April 2011 to review responses. Fiona Hardman explained the procedures leading up to this.

7 **Headteacher's Report**

Detailed papers had been circulated in advance and were assumed to have been read in advance. Key points were:

**ECM** : The detailed behaviour and behaviour management information requested by governors was listed for year groups. This included bullying incidents, exclusion, uses of the inclusion unit.

Economic wellbeing, work related learning audit, enjoyment and achievement, healthy lifestyles and equal opportunities were also covered in this report.

Liz Wood and Elaine Nicklin were acknowledged as providing essential support for safeguarding matters.

Chris Davies cautioned that SEN student figures suggested an over representation in behaviour incidents but behaviour was often a key element of special needs.

Andrew John stated that the sample size of some groups was 55 out of 300 students.

The governors asked their thanks to be passed on to Liz Wood and Elaine Nicklin for their work which they recognised as very time consuming. **Action AJ**

**Yr 11** : SCHS had the best mock exam results in the last 4 years. The targets set were higher and the cohort is more able. The work of Elaine Nicklin, John Cordeaux and Helen Cunningham was acknowledged and thanked.

The persistent absence figures for Yr 11 are high but this could include showman students who were now away until October 2011. Stuart Lee confirmed that such students were not dual registered. SIMS recorded any student with less than 80% attendance.

There were 60 students who were considered to be “key marginals” for their GCSE targets and intense intervention work was in hand. Heads of Faculty and Heads of Subjects were being given support for this.

An additional 50 places for KS3 students would be provided for one to one tutoring in English and Maths.

**Ofsted Action Points** : Proposed new judgments are under consultation which ends in May. The new framework would be by law in September 2012.

This would have 4 judgements instead of the former 23 judgments. The new categories would be Student outcomes, Teaching and Learning, Leadership and Management and Behaviour and Attendance.

SIDP: This outlined the successes of the past year and the new focus as from April 2011. This is useful for governors in their responsibility for subject links and year group links.

**Arts& engagement report ( given as T&L II)** . Groups such as SEN, Gifted and Talented (G&T) and Free School Meals (FSM) were clearly identified and the appropriate activities for them listed.

Examples were given and thanks was given to the administration teams and especially Debbie Jay.

**Support Staff**. Andrew John and the governors thanked Jo Thompson and the finance staff for their work in managing the budget.

The support staff structure needs review due to some long term health issues as well as financial constraints. The premises team was struggling due a reduced team.

**Leadership & management:** Partner schools: CNS as the new partner school, had been given £12K out of Gaining Ground monies for supporting SCHS; expectations by SCHS had not been met and more input was needed from CNS who would also be expected to complete feedback.

The staff consultation for restructuring was under way and Andrew John thanked his colleagues on the Leadership Team for their teaching and support.

**Miscellaneous:** Comic Relief within SCHS and the community raised £1850.

An award winning video for SCHS received a prize of £2K which was donated to the Wellbeing cttee. This video can be viewed via the school website. O2→RE.

Fiona Hardman, as Chair, thanked everyone for their reports

## 8 SEN report

Nine **statemented students** will be attending SCHS in September 2011. This is a net increase over Yr11 leavers. Chris Davies' team had already started some transition work with individuals. Advertisements had been placed for an LSA replacement and for assistance with the severely disabled student.

**Accommodation** still remains an issue. The free classroom list would be checked by LSAs for additional space. A ten form entry in September 2011 should release additional free classrooms.

Chris Davies is on a group that provides advice to NCC on the re-modelling of **SEN support services at NCC**. The Educational Psychiatric services will be cut from £4.7M to £2.7M by April 2012.

Chris Davies thanked Alison Hewitt for her work in reviewing the annual statements.

**Green Paper** on SEN provision – Chris Davies would provide a summary in due course.

## 9 Committee reports – verbal (all cttee minutes are on Fronter)

### **ECM – Chair Jane Sexton**

- Showman students now away and would return to SCHS in October 2011.
- The policies on Anti-bullying had been accepted and approved. **Action JS→SH→Fronter**
- Statistics:

9 CP	4 LAC	7 Traveller	1 Romany
▪ 47 EAL	Racist and bulling statistics are in Liz Wood's report.		
- Nothing further to report on Health Huts

### **Finance & Premises : Chair Angela Capper**

- Approval of budget
- Jo Thompson now managing Kett budget; a new allocation of Kett monies had been approved with money coming directly to the partner schools and with each school making a contribution to central administration costs.

**Staff cttee : Chair Andy Bennett**

- Performance Management - NCC policy had been personalised.
- The Compassionate leave policy had followed the NCC model; compassionate leave was at the discretion of the Headteacher.
- A staff training list had been received from Helen Watts.
- SEN training needs had been identified and included First Aid, manual handling and restraint training.
- The staff re-structuring consultation ended Mon 28 March 2011. An additional meeting was arranged for Mon 4 April to review responses to this.

**T&L – Fiona Hardman reporting on behalf of Janet Mayes, Chair.**

Most issues had been covered in the reports from Helen Watts and Margaret Quigley. They covered:

- ICT
- G&T
- Engagement activities
- Gaining ground report and action points
- SIDP progress
- Intervention strategies

Yr 11 students attending T&L gave valuable input.

**Leadership & Management –Chair Fiona Hardman**

Already covered in the agenda. It included:

- Budget
- Services to School
- Ofsted – subject and monitoring inspections
- SIDP
- Severely disabled student

**Kett – Governor Barbara Lashley**

- Director interviewing Yr 11 students; admission criteria changed and there is now a minimum standard for acceptance.
- Karen Topping, Headteacher of Sewell Park is retiring and a new appointment has been made.
- The new fairer financial arrangement returned to the original Kett financial set-up.
- Student achievements would be monitored.

- A new exams policy requires students to pay for their own re-takes of exams. The modular success rate was under scrutiny.
- Students from the Kett Council attend meetings; there is an official Kett Facebook page.

#### **10 Governor visits & training**

- Jane Sexton reported that the Single Central record is up to date. She and Liz Wood had also undertaken a safeguarding review. Jane had undertaken SEN training.
- Andy Bennett had visited the English Dept.
- Sheila Tuffield and Angela Capper had undertaken an Equality and Diversity course.
- Sally Porter had undertaken a Basic Finance course.
- Fiona Hardman had visited SCHS every day last week.
- Julie Hagan- Palmer attended the Yr7 and Yr 9 event held at The Forum.
- Sheila Tuffield had attended the London Theatre trip with Yr 7.

There is a safeguarding training session for governors at Falcon Junior School on 18 May 6.30 pm, with an alternative date of 4<sup>th</sup> May at 4.00 pm at Lodge Lane Infant School. Contact Fiona Hardman.

**11 AOB – for matters not raised in advance: None**

**12 Date of next meeting: Mon 9 May 2011**

The meeting closed at 7.15 pm