



## SUMMER TERM 2018

**MINUTES** of the meeting of the Governors of Sir William Ramsay School held at the School on 5 July 2018 at 19.00

<b>PRESENT:</b>	Mr S. Carter (SC)	Ms J. Irwin (JI)
	Mr N. Cole (NC)	Mrs C. McLintock (CM)
	Mr P. Fleming (PF)	Prof B. Mogford (BM)
	Mr K. Hughes (KH)	Mr M. Spooner (MS)
<b>IN ATTENDANCE:</b>	Mr C. Carter (CC)	Deputy Headteacher
	Ms E. Holding (EH)	Assistant Headteacher
	Ms G. Llewellyn (GL)	Assistant Headteacher
	Ms E. Walker (EW)	Clerk
<b>ABSENT:</b>	Mr C. Brown (CB)	Apologies for absence received and accepted
	Mr K. Frost (KF)	Apologies for absence received and accepted
	Ms S. Hillier (SH)	Apologies for absence received and accepted
	Rev M. Meardon (MM)	Apologies for absence received and accepted

NB. Governors' questions and challenge are highlighted in *italics* throughout these minutes.

### 1 NOTIFICATION OF ANY OTHER BUSINESS

The following item was notified as Any Other Business:

- **Awards Evening –**

The Clerk extended an invitation to all governors to attend the Annual Awards Evening on Thursday 12 July at 6.30 p.m. in the Performing Arts Centre to celebrate SWR students' achievements in the last academic year. The Guest Speaker would be Naomi Riches MBE, Paralympic Rowing Champion and governors were asked to RSVP to Mrs Helen Tilbury ([htilbury@swr.school](mailto:htilbury@swr.school)) as soon as possible.

### 2 DECLARATIONS OF INTEREST

There were no interests declared in relation to items on this agenda. Standing declarations are as outlined on the School Website.

### 3 PRESENTATION - STAFF CPD SUMMARY REPORT

Mrs Lewellyn referred governors to the report that she had circulated in advance of the meeting. She highlighted the following:

## ACTION

The CPD budget is practically spent, a summary of the CPD undertaken had already been circulated. In addition to this staff have been involved in live coaching and mentoring and inducting NQTs.

Governors asked the following questions:

*How are teaching staff reacting to the new training initiatives?*

Staff have completed an evaluation and they had given positive feedback about 'Thinking Hard' and PLC initiatives. However there had been some comments made about time constraints. In response to this, SLT have amended the system to encourage quick wins with the least amount of impact on staff.

*How do we evidence what impact this is having?*

It was acknowledged that the impact of this technique is hard to evidence. The focus has been on embedding and reviewing practice so that 'Thinking Hard' becomes second nature to teachers. This is a whole-school approach to improve teaching and learning across the board.

There have been learning walks throughout the year monitoring to ensure that practice is becoming embedded. SLT have witnessed that more teachers are using the 'Thinking Hard' technique. External evaluation of its success will be through the exam results.

The 'Thinking Hard' approach will be continued into next year and developed to 'Thinking Hard for Memory'. This will help equip the students to use their memory more effectively which will be important for the new GCSE qualifications.

*Is the CPD budget safeguarded?*

It was confirmed that it is.

*What are we learning from the moderation sessions?*

Moderating continues and training for this has been invaluable. Heads of Year are tending to use Facebook to moderate nationally which has been very useful. English is leading the way with moderation and supporting those departments for whom the GCSEs are new. The success of the moderation will be judged through the results.

The Chair thanked Mrs Llewellyn for her presentation which governors had found encouraging.

#### 4 ACTION PLAN MONITORING REPORTS

##### 4.1 OBJECTIVE 1 – PROGRESS OF BOYS AND MORE ABLE AND EQUALITIES

Mrs Holding updated governors about progress in relation to the Action Plan for Objective 1. Mrs Holding stated that it was encouraging that the Learning Walk that Rev Meardon had undertaken had provided evidence of progress to date, giving more confidence in the data. Rev Meardon had spoken to pupils about what he had witnessed in lessons but has yet to meet with the 15 boys on the trial teaching scheme. He would do so in the Autumn term.

*A governor commented that he had not seen external monitoring reports recently.*

Earlier reports are still in draft form. Ralph Batten is visiting school on 13 July and outstanding reports will be forwarded to governors before the end of term.

**ACTION: Circulate outstanding monitoring reports**

CM

*A governor asked if it would be possible to record centrally on the monitoring reports the dates of any associated visits by governors and external reviewers.*

This was agreed to be a good idea.

**ACTION: to record all dates of monitoring visits on future reports.**  
(Post meeting note – this has been actioned)

##### 4.2 OBJECTIVE 2 – PROGRESS OF PUPIL PREMIUM/ SEND SUPPORT AND CATCH UP

Mr Cole updated governors about progress in relation to the Action Plan for Objective 2. NC reported that he had met with SH and also had a conversation with Ralph Batten who had stated that, to be achievable, he felt this needed to be a longer term objective.

Mr Cole explained that he had undertaken a learning walk and had looked at the context sheets. He had witnessed staff undertaking reinforcing work with Pupil Premium students. He had met with students who had participated in the Reading Programme and they had stated that this had given them confidence to tackle reading.

Mr Cole reported that he had spoken to the Attendance Officer as attendance remains an issue to be addressed. He had been concerned to learn that it takes 20 weeks to get to the stage when penalties can be issued. He had wondered whether resources

should be directed to picking students up from home to ensure that they attend school.

Do we want to put resources into picking children up from home?

*A governor asked if an analysis is undertaken of why children are missing from school?*

It was explained that the Attendance Officer will invite parents into school to talk to them following absences from school. However, not all parents engage with this process. An LA representative from the Attendance Team had recommended adopting a harsher line for those students whose attendance is below what the school deems to be acceptable, which would include issuing fines.

*A governor asked what the trigger point is for contacting pupils?*

It was explained that the school monitors attendance over a 5 week period. If attendance is below 90% then parents are contacted and informed that attendance will be monitored for a further 5 weeks.

Governors asked that a report focusing on attendance be provided for them at the next FGB meeting.

**ACTION: Presentation on attendance to be provided for the next meeting.**

CM/SH

#### 4.3 OBJECTIVE 3 – TEACHING AND LEARNING

Mrs Irwin explained that she had visited school for the second time and had met with Mrs Llewellyn to discuss, amongst other things, the matters that had been raised by Ralph Batten.

Mr Batten's report had been very positive overall and the school was already aware of anything that he did raise. The Action Plan is on track and where there have been slippages, the reasons for these are known. The targets are focused on long-term gains and not quick fixes in order to secure sustainability. Following their discussion, Mrs Irwin had then undertaken a learning walk. She had witnessed improvements in the boys' behaviour as reflected in improvements in their books. Mrs Irwin stated that she would be meeting with Ralph Batten when he next visits school.

Mrs Llewellyn stated that it had been pleasing that Ralph Batten had been very positive about the Ramsay 5 and Thinking Hard and the pedagogy behind these approaches. He had confirmed the schools own judgement of itself and had picked up on some matters to be explored in greater depth.

#### 4.4 OBJECTIVE 4 – ACADEMIC LEADERS’ IMPACT ON PROGRESS

Mr Stuart Carter updated governors about progress in relation to the Action Plan for Objective 4. He explained that although the Heads of Year are not formally in place until September a great deal of work has already been undertaken by them in establishing their roles. Data is being collated and analysed regarding Attitudes to Learning (ATL) and any inconsistencies are being investigated now in advance of the new school term. The data is supporting the SLT’s judgements about where the issues are currently and this will give the mechanism to address this.

Mr Chris Carter explained that the Heads of Year have already had a very positive impact, including involvement in year group transitions as well as the transition from primary into Year 7.

Heads of Year have been tasked to look into the ATL data for their year groups which will be discussed with Ralph Batten.

The Chair thanked all members of the SLT and link governors for their role in monitoring the objectives in the Action Plan. Further reports would be provided to the Autumn term meeting.

**ACTION: FGB agenda item.**

FGB Agenda

Mr Chris Carter, Mrs Holding and Mrs Llewellyn left the meeting.

#### 5 APPOINTMENT AND RESIGNATION OF GOVERNORS

Members confirmed the reappointment of Mr Stuart Carter as an Appointed Governor with effect from 30 June 2018.

**ACTION: Clerk to update GovernorHub and Companies House records.**

Clerk

#### 6 MINUTES AND MATTERS ARISING

##### 6.1 MINUTES

The Minutes of the meeting held on 29 March 2018, having been circulated, were confirmed and signed by the Chair as a true and accurate record and would be made available for inspection in the School.

##### 6.2 MATTERS ARISING

There were no matters arising not covered elsewhere.

#### 7 STRATEGIC MANGEMENT

## 7.1 REPORT OF THE HEADTEACHER

Mrs McIntock highlighted the following information from her report:

Attendance – The improvement in attendance has slowed but rates at SWR are still above the national average. There is a problem with the attendance of Pupil Premium students and systems are in place to address this.

A governor stated that the school is failing these students if they are losing so much learning time. The upwards 3 year trend in absence has been stopped but we now need to get it down quickly. Years 7 to 9 attendance is improved.

CM stated that attendance data does not automatically transfer from the primary schools with the children at Year 7 so we are contacting primary schools to find out which students already have persistent absence issues and what strategies have already been used. This means that extra resources need to be committed to ascertaining what interventions have already been tried successfully or unsuccessfully at primary level and the LA is on board to support the school with any actions and interventions. However, it is not possible to instigate court proceedings unless all the other processes have been exhausted.

*A governor asked if it is possible to establish the reasons for absences and then target support and interventions appropriately?*  
Mrs McIntock explained that this would be the focus of her work over the summer. Some of the absences relate to students with physical disabilities who need time off from school to attend medical appointments and treatments. The school funds taxi fares to and from hospital to get the children back to school promptly. The appropriate use of Pupil Premium funding to support interventions will also be considered.

Governors placed on record their concern at the high absence rate, particularly of children in vulnerable groups and asked that strategies continue to be identified to address this trend and that a report be made to the next FGB meeting.

PSHCE – The programme for delivering PSHCE has been rewritten and restructured for launch in September. This will address the regular inconsistencies in practice currently.

Safeguarding – A system has been introduced to check up on any pupils who are on roll at ASPIRE PRU as part of the school's safeguarding responsibilities for all pupils.

Behaviour – a great deal of work has been invested in reducing fixed term pupil exclusion rates by using the isolation unit. There have been 2 permanent exclusions this year.

Mrs McLintock updated governors about the work that is happening in school to maintain effective relationships between students and staff and to de-escalate challenging behaviour and, in rare cases, verbal and assaults.

School Evaluation – Mrs McLintock reminded governors that they have seen the first version of this working document which links with the Action Plan and will be updated after the summer.

Ralph Batten is helping to prepare the school for its next Ofsted inspection, including supporting Middle Leaders through the process.

Governors thanked the Headteacher for her part in producing a very comprehensive Self Evaluation. They asked the following questions:

*What are we as governors doing to evaluate ourselves?*

It was agreed that the Clerk would work with the Development Governor to identify possible tools and processes for a review of governance at SWR according to the Governance Competency Framework.

*When did we last survey staff and pupils for their views? And How visible are we as governors to the parents?*

It was agreed that a good start would be for governors to attend the round of parents meetings in the Autumn term. Mr Fleming would put some suggestions together of matters to cover briefly at these meetings. The surveys would be considered next term.

**ACTION: Governors to attend parents evenings on a rota basis and speak to parents about the key current focuses for governors at SWR.**

**All Governors  
PF**

Recruitment – the School is fully-staffed for September. The start times of new starters have been staggered between June and September in order to manage the process of induction as effectively as possible.

Mrs McLintock advised governors of arrangements that have been put in place to ensure Business Studies is taught well despite being unable to recruit a full-time Business Studies teacher.

Governors thanked Mrs McIntock and her staff for the hard work that they had invested in ensuring that the school is full-staffed during a national teacher recruitment crisis.

Pupil Numbers – The Year 7 transition process has gone smoothly and parents have been very positive about the school. Appeals have already been heard and there will be more in September.

All year groups will be at their maximum number in September except for Year 8

Mrs McIntock referred to the pupil projections and local housing developments. The forecast locally is for consistency in numbers as the majority of the housing developments are in the Aylesbury area. There is consultation underway currently from a small number of grammar schools who are looking to expand by 1FE each. Unless the qualifying criteria is changed this will have limited impact on upper schools.

The Chair thanked the Headteacher for her report.

## **7.2 BUDGET 2018/19**

Mr Cole reported that the budget had been scrutinised by the Finance, Premises, Health and Safety Committee supported by information from the Business Manager and was recommended to the FGB for approval.

Mr Cole reported that it had not been possible to produce a balanced budget and an overspend of £47,000 relates to additional support directly linked to the School Improvement Plan.

*A governor queried the variance in energy costs?*

It was reported that the Smart meter had underestimated electricity consumption and the school had been over-billed for gas in the past, hence costs for both were not representative of the normal position.

Governors agreed to approve the budget for 2018/19.

## **8 DELEGATED REPORTS – COMMITTEES**

### **8.1 FINANCE, PREMISES, HEALTH AND SAFETY**

Mr Cole, Chair, reported back from the Finance, Premises, Health and Safety Committee meeting held on 25 June 2018. The minutes would be available on GovernorHub shortly.

**8.2 CURRICULUM**

Governors noted that the minutes of the Curriculum Committee meeting held on 13 June 18 were available on GovernorHub.

**8.3 PERSONNEL**

Governors noted that the minutes of the Personnel Committee meeting held on 18 June 18 were available on GovernorHub.

**8.4 HR RELATED PANELS, COMPLAINTS AND PUPIL DISCIPLINE COMMITTEES**

It was noted that the Pupil Discipline Committee had met on two occasions – 9 May 18 and 13 June 18 to consider two permanent exclusions. The pupil involved in the earlier meeting had now been taken off roll.

**9 DELEGATED REPORTS – GOVERNORS****9.1 CHAIR**

The Chair stated that he had nothing to report.

**9.2 DEVELOPMENT**

Mr Fleming, Development Governor stated that he was not being sent records of training undertaken by governors at SWR by the Bucks Learning Trust.

**ACTION: The Clerk would investigate whether training records can be exported directly from GovernorHub.**

Clerk

Mr Fleming reported that he had attended training on pupil exclusions. He asked:

*Does the Behaviour for Learning Policy at SWR link to SEND?*

It was confirmed that it does.

*Are deputising arrangements for excluding pupils written into the Behaviour for Learning/Exclusions Policy in the event that the Headteacher is absent from school?*

Decisions on permanent exclusions can only be made by the Headteacher. In the event that Mrs McLintock is absent from school, Mr Carter currently contacts the Headteacher about any potential permanent exclusions. Students are kept in the isolation area until a decision is made on the Headteacher's return to school. In the event that the position of Headteacher is vacant then the Acting Head would assume this role.

**ACTION**

The CCTC policy should say that CCTV may be used in Exclusion cases.

This would be investigated as it is not possible with the current system to pixelate faces.

Post meeting note – this has now been included in the Policy.

**ACTION: It was agreed that Mr Fleming and Mrs McIntock would jointly organise and run exclusions training for the Governing Body.**

**PF/ CM**

### **9.3 SAFEGUARDING**

Mr Chris Carter reported that:

- Mr Brown had undertaken a safeguarding audit.
- A survey of staff has been held and 81 responses have been received. Some issues had been highlighted as part of the staff survey, including that some staff had admitted that they were not confident in dealing with disclosures, some were unsure whether some practices were allowed on cultural grounds and not considered to be safeguarding matters, not all staff knew that Liz Wolfenden is also a Designated Safeguarding Lead as her picture and details are not on posters around the school. This will be rectified.
- A fourth DSL has also been appointed – Hannah Dell – who has relevant background and is practically in school more than other members of the SLT.
- The Annual Safeguarding Report is in the process of being completed and will be finished by the LA's deadline of 7 September 18. It will be included on the agenda for the Autumn term meeting of the FGB.
- Safeguarding concerns are now logged online through MyConcern. It is GDPR compliant and all staff will have access to it.
- The link to a survey which was sent around to governors was not active. It had now been re-set.

**CC**

**CC/CB**

*A governor asked how staff without access to email would be able to access MyConcern?*

Mr Carter stated that the new system will be launched in September and training will be given on its use. He reinforced that the new system does not replace the face to face discussions – this is simply a better way of recording information and so staff without access to email must still talk to a DSL as before.

*Should our tenants be consulted over the use of CCTV and the possibility of extending coverage?*

HCA are happy with our use of CCTV as only one camera overlooks their building and gives them added coverage

## 10 POLICY REVIEWS AND APPROVALS

Following review, it was agreed to adopt the

- Careers Access Policy
- Sixth Form Dress Code

Mrs McLintock explained that the Sixth Form dress code would be introduced for next year's Year 12 students.

*What concessions are students allowed in very hot weather?*

They do not have to wear their jacket around school. In all other respects the high uniform standards are maintained.

*A governor asked about the appropriateness of the uniform for transgender students?*

It was explained that the uniform is flexible enough to accommodate the needs of all students.

## 11 PREPARATION FOR AUTUMN 2018

### 11.1 PERFORMANCE MANAGEMENT ARRANGEMENTS

It was agreed that Mr Stuart Carter and Rev Meardon would continue in the role of Performance Management Reviewers for the Headteacher. They would undertake this role with advice from Mr Ralph Batten.

**ACTION: arrange Headteacher's PM Review in the Autumn term with Ralph Batten.**

SC, MM

### 11.2 APPOINTMENT OF CHAIR AND VICE-CHAIR

Governor were reminded that appointments to the positions of Chair and Vice-Chair would be a matter for the first FGB meeting in the Autumn term.

**ACTION: Nominations for these positions to be made in advance through the clerk or at the meeting.**

All governors to note

## 12 DATES AND TIMES OF FUTURE MEETINGS

Dates of meetings would be as per the published schedule of meetings, a copy of which is on GovernorHub.

Clerk

## 13 ANY OTHER BUSINESS

There was no other business other than that raised earlier in the meeting.

**14 EVALUATION OF MEETING**

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Body would have access to these minutes.

The impact of governors' deliberations at this meeting, is summarised as follows:

Outcomes for Pupils

- receiving reports from key staff about measures being undertaken to address the objectives in the Action Plan and triangulating this information with monitoring reports from governors who have undertaken learning walks linked to the Action Plan objectives.
- receiving information about staff CPD and changes to pedagogy to impact on teaching and learning outcomes.
- discussion over concern at attendance rates for all and especially vulnerable students. A further analysis with action identified to be provided to the next meeting.

Compliance

- Budget approval for 2018/19 to enable the School Improvement Plan to be implemented.
- Policy approvals

Governing Body effectiveness

- Governance self-evaluation session to be organised for the new school year.
- Training to be organised on pupil exclusions
- Arrangements in place for appointing chair and vice-chair next term
- Headteacher's Performance Management Panel has been appointed

The meeting closed at 21.13

Signed ..... Date .....

CHAIRMAN