

# RUGBY HIGH SCHOOL

## MINUTES OF FULL GOVERNING BODY MEETING held on Monday 27<sup>th</sup> June 2016

### **PRESENT:**

Anthony	Alonzi
Sara	Anstee
Shaun	Brady
Catherine	Dickens
Mark	Grady
Jan	Halstead
Charles	Hull
Sandy	Marley
Charlotte	Marten
Peter	Reaney
David	Robson
Shakeel	Saghir
Rachel	Street
Gideon	Walters
Allan	Kerr (Clerk)
Susan	Heinink (Minutes)

### **15.40 APOLOGIES FOR ABSENCE/QUORUM:**

Apologies: Adrian Canale-Parola, Janet Gilbert, Michael Moran, David Robson (late).  
Not present Lee Williams.

The meeting was deemed quorate. Peter Reaney reported that Suteesh Chumber had resigned as a governor to concentrate on business. The vacancy would be advertised in the autumn term.

It was noted that David Robson's term office ended in March 2016. It was agreed Peter Reaney would invite him to continue.

### **15.41 DECLARATION OF PECUNIARY INTERESTS**

There were none.

### **15.42 MINUTES OF THE MEETING HELD ON 16 March 2016**

They were agreed as a correct record of the meeting and were signed by the Chair.

### **15.43 MATTERS ARISING - There were none.**

### **15.44 FINANCIAL REPORT AND BUDGET APPROVAL**

**Financial Report** – Allan Kerr reported that the grant income figure was as expected for the month and year. He gave further information on the report. Catering was doing well compared to budget. Income, generally, was as expected. Salary costs were within budget for the month and year but there were some redundancy costs of about £5000 to pay. Maintenance costs were well controlled as well as other occupancy costs. The education supplies costs were not so good. The figure of £253000 instead of a budget of £247000 was mainly due to transport costs because of the problem with Ausden Clark and the price increase they imposed. There were also additional costs due to Catteralls being late with an invoice. There were still some books and other items that staff would need to purchase. Other supplies and services were a little over budget but would be on budget for the end of the year. There had been significant savings on technology costs. The LED lighting costs were high for the first year and this was not budgeted so it appeared to be a deficit but this was expected to end up in surplus at the end of the year. Savings would come in the next

financial year. In general the year looked positive with the final figures likely to be under budget which was acknowledged as a great achievement. It was noted that staff had been very helpful about saving money, in particular with regard to supply cover and photocopying. Charles Hull asked if FROG had decreased the need for copying and was informed that this was the case in some subjects. It was noted that a grant of £3000 for work experience health and safety costs had been received. There were no further questions.

Governors wished for their great appreciation for Alan Pickles to be recorded. Over his time at the school he had turned around the finances to make a profit whilst providing excellent food. Allan Kerr said that the turnover had been £90000 when he started and was now £190000. Interviews for a replacement were taking place on 4<sup>th</sup> July.

**Budget Approval** – The budget document for 2015/16 recognised the appointments already made including the changes to the pastoral and SEN staffing and all other staff changes known to date. There was still some staffing to finalise. The budget had been devised to protect learning resources and the ICT budget.

#### ***David Robson joined the meeting***

The budget showed a surplus of £65. Peter Reaney asked where the Educational Support Grant emanated and Charlotte Marten responded that it came from central government and was diminishing as it was part of protection of academy funding. The government guarantee of funding for education did not extend to the Sixth Form. Allan Kerr would check the apprentice funding. He reported that he was trying to deflect the costs of the music tuition contract so that County Music would deal direct with parents.

Peter Reaney asked about the total figure at the bottom of £4m and why it dipped and then rose again. He wondered if this was funding being lost and then the increasing pupil numbers. This was confirmed. The budget assumed that the Sixth Form funding remained static and Charlotte Marten said that if we did not get 150 students this year, Sixth Form funding would decrease. She added that Ashlawn was opening a £2.5m new Sixth Form Centre the following year and were marketing aggressively. It was confirmed that funding was a year behind the increase in numbers which meant that the following September would be a concern.

***The budget was proposed by Jan Halstead, seconded by David Robson and all were in favour.***

## **15.45 MINUTES OF STANDING COMMITTEES HELD SINCE 1 DECEMBER 2016**

### **Finance and Premises**

All present had received the draft minutes and questions were invited. Jan Halstead asked which hedge was referred to in item number 4 and was informed it was the one alongside the changing rooms and that the caretaker was waiting for the autumn which would be the best time to cut it back.

### ***Sandy Marley joined the meeting***

### **QAC**

All present had received the draft minutes and questions were invited. It was noted that some policies had been reviewed and that the homework policy would be referred back to staff to be reviewed as part of the development plan. It was noted that the School Development Plan had been discussed and that governors should be monitoring this more closely. As there were seven sections and 14 non staff governors it was suggested that two governors be assigned to each section. When the plan was completed in the next term Peter Reaney would contact governors and ask their choices and then allocate as necessary.

## **Personnel**

All present had received a copy of the draft public minutes and questions were invited. It was agreed that following the SEN/Pastoral review the proposed changes would make the system more cohesive. Sandy Marley thought that they were very sensible changes and that the areas had grown in different ways over the years and had needed to be reviewed.

## **15.46 MARKETING REPORT**

A small group of parents and a governor had looked at the school's marketing material including the logo and the major publications, plus two new ones for the prospective Year 7 parents' evening. New posters were being put up in donated special frames, with the pictures having been taken by a parent who was a professional photographer. The posters also included slogans written by students. Banners were also being produced and would be ready for the Sixth Form open evening. The website was almost ready for launch in September and Allan Kerr demonstrated the trial site. A lot of work had been done to make publicity material closer to the voice of students and parents rather than education-speak. The material had tried to address some of the preconceptions people may have about the school. Sandy Marley asked where the school advertised and Charlotte Marten said there was no budget for advertising so the school was using the website and social media. There was a Facebook page which had weekly postings and a significant number of likes. There was also a Twitter account. There had been frequent press releases in order to get publicity through articles in the local press, for example the Crest team of students had sent a photo and information to the local paper which had been published. Peter Reaney was informed that Jane Danger was responsible for the Facebook and Twitter sites. The website would be monitored collectively as information was entered from various sources. Allan Kerr said that with the new site it was possible to allocate people to have permission to change their pages but they would also go automatically to the webmaster who would double check. The logo would gradually be put on uniform and other areas. It was noted that Facebook and Twitter would automatically update on the website. The new booklets would be sent to governors when they arrived.

Jan Halstead asked if the number of students taking the 11+ remained static and Charlotte Marten said that it had increased slightly but that the school was operating in an increasingly competitive market. Sandy Marley asked if the school should target any particular junior schools who rarely send students here and didn't take the 11+. Charlotte Marten said that we needed to focus on students who lived within three and six miles of the school who were in receipt of free meals because they would be entitled to free transport. She added that it was possible to put in a request to the DfE for this data. Shakeel Saghir asked if staff visited schools. Allan Kerr said that all schools were visited where students had been offered a place which was around 50. Charlotte Marten said that maybe in future we could offer junior schools the opportunity for Rugby High staff to go in and meet with their parents. Shakeel Saghir asked if there was resistance to grammar schools in some junior schools and Charlotte Marten responded that this was true of some. Sara Anstee asked if other schools with an unfavourable image locally, made more people apply and appeal but the response was that it was difficult to know what caused the fluctuations. Jane Danger was trying to source grants for various activities such as forensic workshops. Sandy Marley said that the school needed to target schools in deprived areas as that was what grammar schools were designed for. Jan Halstead suggested a leaflet and visits to targeted schools which was considered to be a good idea. Sara Anstee suggested that governors could be allocated a school and take the leaflets and Charlotte Marten thought this was also a good idea.

***Catherine Dickens left the meeting***

## **15.47 GOVERNORS' MATTERS**

### **a) Multi Academy Trusts**

The original government position had been that all schools had to be academies by 2020 but the position now was that where there were insufficient schools to maintain, LA schools would have to become academies but in other areas if the school was deemed "good" there would no longer be pressure to become an academy. The Education Minister had spoken to

the GSHA and said there was no pressure for outstanding or good grammar schools to become academies or members of multi academy trusts and they could continue to stand alone. There had been a requirement for academies to assist in raising the standard of education across the system but this situation was now unclear and schools were assured that trusts would be informed of the updates. There would be a meeting shortly on this topic in the Local Authority and it was noted that careful attention needed to be paid to the situation. Charlotte Marten reported that communication with the Landau Forte trust in Tamworth had been useful and there were plans to visit some others. Peter Reaney said that a small working group had been formed and one meeting had taken place. This group needed to be reconvened. It consisted of Charles Hull, Michael Moran, Peter Reaney, Sandy Marley and Charlotte Marten. Sandy Marley reported that she had attended a conference and came away with the view that while there was no compulsion to be part of an academy trust that this was still the likely way forward and it would be better to have choice about partners. It was recognised that for Rugby High School it needed to be a collaborative partnership. Allan Kerr confirmed that it had to be one legal entity. Jan Halstead had been to a patch meeting where it was suggested that the County could act as a trust. Although there was no rush, Sandy Marley was of the view that it was better to be able to choose partners and therefore not to delay. Charlotte Marten said there needed to be further exploration and it was necessary to look carefully at the benefits and costs and to formulate an agreed view about it. Jan Halstead suggested that initially informal talks were desirable. Peter Reaney thought that it was necessary to be proactive rather than reactive. Rachel Street asked if the school was looking at joining with primary or secondary schools and Peter Reaney said this is one of the areas that the group needed to consider. Peter Reaney would send suggested dates for a meeting to the group members. Sandy Marley preferred 4 – 5 in the evening.

#### **b) Trips and Visits**

CERN – The Physics Department wished to re-run the trip they did the previous year. This was a residential overseas trip with the same itinerary.

Germany – Finola Coy wished to take her GCSE group of six girls in Year 10 to Germany in February 2017 to stay in a hostel in central Munich. This would include visits to castles, a Nazi centre and general sight-seeing where students would be able to practise German. Finola had lived in Germany in the past. She would be taking a friend who would be DBS checked and who had the appropriate driving qualification. Allan Kerr would check the European driving arrangements in particular with regard to length of time driving.

***The two above trips were agreed.***

**c) Governors' Award** - This would be presented by Adrian Canale-Parola at the next meeting.

#### **d) Governors' Understanding of Safeguarding Issues**

It was agreed that there was a need for Governors to have a really good understanding of safeguarding issues and it was necessary to ensure their training was up to date. Charlotte Marten reported that the regulations would be changing in September when the Child Protection Policy would need to be reviewed. Governors would be emailed the draft policy in September to approve in principle and then there would be a full discussion at the September meeting. It was acknowledged that it was some time since governors had had training. There was a special course for Peter Reaney and Adrian Canale-Parola and Charlotte Marten would send them details. Governor Services had agreed that they could come and deliver a two-hour session from 6.30 to 8.30 one evening in September and three possible dates needed to be forwarded to them. There would not be any cost for this. All governors would be signed up for the GEL on-line training provision. This provided the basics whereas the face to face training from Warwickshire gave a more detailed perspective. Peter Reaney said that ideally it was best to do both and Charlotte Marten agreed. Sandy Marley reported that she had done the Warwickshire training recently and was not very impressed as the course content was not completed so she suggested that Charlotte should see it beforehand and ask to ensure that all the content was covered. Charles Hull preferred a Saturday morning whereas Sandy Marley could not do a Saturday.

Jan Halstead suggested that there were two aspects to safeguarding - as a governor and being responsible for safeguarding in the school. Shakeel Saghir agreed that both aspects were governor responsibility. Peter Reaney said that the child protection report gave governors information on the school situation and through Charlotte's briefing and that governors needed to be responsible for their own awareness and training. Allan Kerr suggested that it would be good if governors first carried out the on-line training and Charlotte Marten would send details and suggest a time for the face to face training. Thursday was a popular day for this.

#### 15.48 REPORTS

**a) Child Protection** – Governors had received updated information under the various categories. It was noted that CSE stood for child sexual exploitation. Sandy Marley said she found the figures quite shocking. Charlotte Marten said it was shocking how many students were self-harming in quite a serious way, needing hospital treatment. This was a worry for Headteachers nationally and not just girls in girls' schools, it was happening across the country in different types of schools and including boys. In SLT meetings there was an increasing prominence of discussion on how to help girls be more resilient and be less afraid of failure. Charles Hull asked if self harm included eating disorders and this was confirmed. It also included cutting and over-dosing. There had not been a significant issue with drugs in the school with only one or two over several years. Sandy Marley asked if pastoral staff had enough training to spot and deal with these situations. She was informed that they were able to refer students to the appropriate services. Sara Anstee asked if the green form was always used for matters of concern and this was confirmed. Charles Hull emphasised that exercise was vital to mental health well-being and Charlotte Marten agreed adding that the Sports Hall would help the school to provide this. Charlotte Marten said that the most effective way to counter the problems was to build emotional resilience.

**b) Exclusions Report** – It was noted that there had been two fixed term exclusions for Year 7 students. These were quite serious incidents. Peter Reaney asked what the motivation was in the second case. Charlotte Marten explained that it was leavers' day and one student suggested a prank on the lines of the Year 11 activities. She had badly misunderstood the level of prank and was not aware of the possible consequences of her action. She now understood and realised that it was not acceptable. The exclusion had demonstrated to other students that this was a serious situation.

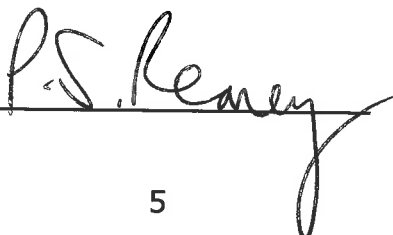
#### 15.49 ANY OTHER BUSINESS

**a)** It was reported with sadness that Lynda Slim had died on 16<sup>th</sup> June. She had been employed by the school for 23 years as Receptionist. The funeral would be on Thursday at 1pm and a number of colleagues would be attending. Charlotte Marten said that she was a special person and had made significant difference to the school and students. She had given a lot of support to students with problems. Gideon Walters added that Lynda had introduced him to the school and she "knew everything". It was acknowledged that Lynda had done a lot more than role of Receptionist indicated. Peter Reaney would send a card to the family on behalf of the governors.

**15.50 NEXT MEETING** – Wednesday 21<sup>st</sup> September. The schedule for other meetings throughout the year would be sent to governors by Susan Heinink.

*The meeting closed at 7.35 pm.*

**Signature of Chair of Governors**



**Date:** \_\_\_\_\_