

RUGBY HIGH SCHOOL

MINUTES OF FULL GOVERNING BODY MEETING held on Wednesday 21st September 2016

PRESENT:

Anthony	Alonzi
Sara	Anstee
Janet	Gilbert
Mark	Grady
Charles	Hull
Sandy	Marley
Charlotte	Marten
Peter	Reaney
Shakeel	Saghir
Rachel	Street
Lee	Williams
Allan	Kerr (Clerk)
Susan	Heinink (Minutes)

16.1 APOLOGIES FOR ABSENCE/QUORUM:

Apologies: Adrian Canale-Parola, David Robson, Catherine Dickens, Gideon Walters, Shaun Brady, Michael Moran

The meeting was deemed quorate. Peter Reaney reported that Jan Halstead had resigned as a governor and that he had thanked her for her service to the Governing Body. There were now two vacancies, one for a parent governor and one for a community governor. Governors were asked to inform Peter Reaney or Charlotte Marten if they knew of anyone from the local community who might be suitable. Allan Kerr had suggested Janice Robinson. Peter Reaney thought that someone from the public sector would be good to ensure balance although Charles Hull challenged whether this was the case. Rachel Street asked if any particular skills were needed and Peter Reaney said this was difficult to assess as the Governor Skills Survey needed to be redone due to several changes on the Governing Body.

Governors agreed unanimously that David Robson should continue as a governor.

16.2 DECLARATION OF PECUNIARY INTERESTS

There were none.

16.3 MINUTES OF THE MEETING HELD ON 27th June 2016

Following correction to the spelling of Sandy Marley's name, they were agreed as a correct record of the meeting and were signed by the Chair.

16.4 MATTERS ARISING

Item 15.44 - Allan Kerr reported that Alan Pickles had been replaced with Simon Roach who was doing well as the new chef. He had a background in military catering and was still involved with the military part-time.

15.46 - It was noted that the new website was very good.

Item 15.47 a) – A meeting of the Multi Academy Trusts group would be held on 3rd October.

Shakeel Saghir joined the meeting

Item 15.47 d) – Charlotte Marten had sourced on-line training and this would be available shortly. It was agreed that Thursday was still the best day for face to face training and an email would be sent with possible dates.

Sandy Marley joined the meeting

Item 15.49 a) – Peter Reaney reported that several staff and governors had attended Lynda Slim's funeral and a card had been sent on behalf of governors. Students were arranging a Race for Life event on 21st October and as the event would be in memory of Lynda, Pete Slim, Lynda's husband, would be starting it off.

Peter Reaney mentioned that the papers for the meeting amounted to 267 pages, without the additional ones tabled at the meeting. He felt that this reflected the sometimes onerous task of being a governor and that it was unlikely that anyone would have been able to read all the documents. Charlotte Marten said that there were several items that had to be dealt with at the start of the year and there were some essential policies to review.

16.5 POLICIES REFERRED FOR RATIFICATION

a) Literacy

This policy had been updated due to the changes in support for SEN students and the leadership of the English department. It reflected the changes in practice including use of FROG. Charlotte Marten recommended the proposed changes. Peter Reaney commented that the differences were clear and it was a good model for presentation of reviewed policies.

b) Pay

There had not been any significant changes. An increase in the national pay rate for teachers of 1% had been announced and governors needed to confirm the award which would be backdated and the pay scales adjusted. In the policy presented to governors the figures were unadjusted but the budget had allowed for a 1% rise. Peter Reaney noted that the policy stated that governors would instigate STRB agreements so approval of the policy with the new rates would confirm their agreement. Charles Hull asked if teachers were required to apply to go onto the upper pay spine and Charlotte confirmed that this was the case and that they could also choose not to. The new pay scales would be added to the policy.

c) Child Protection

Following updated advice in this area, this policy had been based on the Warwickshire model and Charlotte Marten pointed out the differences. There was more information on on-line safety and particularly on sexting. In section 28 there were amendments concerning sexual exploitation and honour based violence. Sandy Marley asked at what age students covered this in PHSE? Charlotte Marten said that all ages had assemblies on these topics and PHSE lessons throughout the school. The other important change was the extension of the radicalisation section concerning teaching British values and reporting issues. There had been a response to the consultation from NASUWT who commented that the policy was very long and needed Inset time spent on it. They were informed that this had already been carried out during a training session on the topic on 5th September when all staff present that day – teaching and support staff - had attended. Absent staff would receive a copy of the presentation.

d) Social Media

This was an amalgamation of previous relevant policies in order to be clearer with staff about what is and what is not acceptable with social media. The boundaries were made clear to staff at a meeting at the beginning of term.

e) Staff Behaviour

The Warwickshire model policy had been used and tweaked to fit Rugby High School circumstances. The Staff Code of Conduct was very basic and did not contain enough detail. Charlotte Marten had spoken with Adrian Over, the safeguarding manager and he had recommended that the extra detail should be included.

f) Work Experience

This was a new policy as the school had not previously had one and it was prepared following changes to the regulations where it was advised that work experience for under-16s might be a regulated activity. It was proposed to cut to three days from five next year because it was unrealistic for employers to provide everything according to the regulations. For the current year it was proposed to write to employers to ask them to check their supervision arrangements. It was emphasised that school staff visited almost all students in their placements and health and safety checks were carried out as appropriate. Rachel Street asked if employers could be checked this year but Charlotte Marten said it would be a major task and would not be possible to do in the time frame. Janet Gilbert asked if long term, work experience might be disappearing as it used to be two weeks and is being further reduced. Charlotte Marten said it was important to keep work experience for Year 12 and just to reduce it in Year 11. She added that it was funded in Year 12. Janet Gilbert suggested that large organisations ought to be safe environments but Charlotte Marten said students could still be supervised by a single person. In response to question from Shakeel Saghir, Charlotte Marten said that companies could not carry out enhanced checks.

g) Procedure for Managing Allegations of Abuse

This was based around Part 4 of the Keeping Children Safe in Education document, written up as a procedure for the school to use. It was necessary to have one and needed to tie into the misconduct procedure. It hadn't been possible to include the information in the misconduct procedure due to difficulty with reducing the timings.

h) E-Safety

This included only minor updates

i) SEN

This had been altered to reflect the changes in the structure of the team and the need to make a policy statement every year.

With the update to the pay scales in the pay policy, all the above policies were proposed by Sandy Marley, seconded by Charles Hull and all were in favour.

16.6 ADMISSIONS

Charlotte Marten had attended a meeting about admissions the previous day. The policy was mainly the same as the 2017 version but with a change to the number of children in category two. This had previously been ten for a mark between one and ten below the automatic score. The proposed change was for up to twenty who achieve the qualifying score or a mark above it or a score up to fifteen marks below it. LSS was doing something similar. This change was proposed in order to demonstrate that entry into the school was open to those with deprivation. Sandy Marley asked how many of these places were currently filled with the limit of 10 and was informed that there were two with the lower score. Rachel Street added that it was difficult to convince parents to apply for free school meals in primary schools.

The other amendment was concerning children applying for places in Years 7 - 11 which had been prompted by a recent unusual situation where a place had become available after three students had started appeals. In order to make a fair judgement on who to give the place to (one had taken the 11+ and two had taken the school tests) it had proved necessary to re-test one student. Tests were needed in order to judge the student's

position in the cohort so a notional CEM mark would be awarded to those who took school tests. The Adjudicator had indicated that this was acceptable. Charles Hull asked if the population numbers were known for various year groups in the county. It was noted that the County had extensive figures for population trends with regard to future schooling needs. Rachel Street said there were predicted figures for schools according to the expected growth of the town as well as actual numbers.

Peter Reaney noted that on page one in the second paragraph it should read only "in the current Year 11". The document would now be presented for a six week consultation hopefully in collaboration with LSS as previously. With the noted correction the policy was proposed by Rachel Street, seconded by Sara Anstee and all were in favour.

16.7 FINANCIAL REPORT

The reports were tabled at the meeting. The financial statement was prepared two weeks after the end of the financial year. The income was £25,000 above budget. Sundry income was below budget but it was above the previous year and was mostly music and lettings. The GAG was slightly down which was because the insurance was now deducted. Expenditure on staffing was 1% below although admin and clerical were higher than budget because the pension lump sum was accounted for in that section. Catering and caretaking and support staff were under budget. Costs were maintained against all sectors. Expenditure was c£40,000 less than budget but c£16,000 was still to be deducted. The commitment to the lease payment on the LED lights showed at £12040. It was clarified that schools could not budget for a deficit. Overall, the situation was encouraging and secure. It was noted that it had been a difficult year for staff and that the next year would also be tight with a £65 surplus in the new budget.

Development Achievements – Governors had received a document and Allan Kerr mentioned that new brochures had been produced with a new logo. There were good links with the local paper. The Art exhibition had received excellent feedback. There had been some successes with fundraising. Friends of the School was developing well.

Area Behaviour Partnership Funds (ABP) – The school had been asked to look after these funds on behalf of the ABP. It was informed that the ABP was the local organisation that provided alternative provision for children excluded from school. Previously, the Council had held the funds and billed for services. Allan Kerr said that the money would be kept in a separate pot and the bank account would be administered by school. It would be audited by the Local Authority.

Everyone present introduced themselves to Lee Williams who was attending his first Full Governing Body meeting.

16.8 PUBLIC EXAMINATION RESULTS

Governors had received the document giving information on the recent examination results. There were four sections: A level, AS, GCSE and KS3. Mark Grady drew attention to the last paragraph which was the contextual information. It was noted that this was an excellent achievement considering new specifications and other pressures including lack of timely information and guidance in some subjects. Questions were invited. Rachel Street asked how the APS score was reached and was informed that at GCSE 58 equated to A*, 52 and above to A, 46 to B and 40 to C.

Mark Grady identified some key issues.

A level and AS level - At A level there was still discrepancy between Sixth Form joiners and students who had been at RHS from Year 7 although this had narrowed a little this year. This was thought to be partly due to the different experience in delivery of GCSE and

it was hoped that new syllabuses might help with this. Lee Williams asked if there was a culture gap for joiners because they had achieved well at GCSE. This was thought to be true as it was about the way learning happened and the independence that RHS girls had experienced. The expectations of learning were greater. The school worked hard to address the gap very quickly with preparatory reading and each department had different strategies. The Learning Mentor and study skills support had made a difference to the joining students this year. It was noted that there was a three-year year high for A grades and the accuracy of predictions was very good this year. It was difficult for staff to accurately predict A*s with the new specifications. Mark Grady confirmed to Lee Williams that it was possible to look at different years and assess the prediction success and that this was studied beforehand.

There was discussion and information on the worthiness of doing AS levels. Opinion was generally divided but RHS had decided it was not worth students expending energy on a qualification that did not count. Sandy Marley asked if there was confidence about the predictions for the following year and she was informed this was a difficult judgement with new specifications and universities would make their own judgements. There followed some discussion about subject choices for A level and the problems that inappropriate decisions caused. It was confirmed to Sandy Marley that work with girls for Oxbridge exams was taking place and previously there had been cooperation with Rugby School with regard to interview practice. Mark Grady drew attention to Page 10 which showed the narrowing of the gap for SEN students at A level. He added that there were no significant concerns for any particular group. It had been a very successful year for Year 13.

It was noted that for AS the numbers were very different from previous years due to the significant reduction in entries with low numbers for subjects but there was a significant increase in A grades and this was reflected in a favourable comparison with national figures, as expected. It was noted that predictions were more secure at the lower grades.

Sandy Marley left the meeting

SEN students had quite a lot of entries and there was a discrepancy of almost half a grade compared to non SEN students. Charlotte Marten pointed out that it was important to remember that they had a lower starting place. Overall, for AS, results were better than anticipated. Internal exams were not included but gave good signals.

GCSE – This was a very positive year with a high score for A* - C although it was noted that the measure would be changing the following year. A*s and As were also very good. The results did not include re-marks and most of these had resulted in upgrades. Progress against targets looked good but the targets had been set carefully with this cohort. More discussion would be taking place with staff about setting targets as there was a need to stretch students but not to de-motivate and the balance was sometimes difficult to achieve. Parents were often critical of increased pressure and in surveys, often indicated that they thought there was too much work and not enough time for other activities and leisure. It was noted that the Progress 8 score was a third of a grade higher than the national figures. Nationally, 3 levels of progress were recommended but at RHS four levels of progress were expected. The results had been much better than the January mocks had predicted.

Year 10 – There was nothing to cause concern.

KS3 – Progress was looking very positive. There were no gaps opening up in any particular group, including SEN.

Charles Hull was informed that results were analysed in departments and was informed that parents were annually surveyed on this and other matters. Charlotte Marten added that staff gave a lot of extra time for interventions and students found this very helpful. However, the school would like to move to students showing more independence as there were many resources available to them. Charles Hull asked about whether health, diet and exercise were expounded and Charlotte Marten said it could be difficult as much of this took

place at home but there was some input for example the Sixth Form kept an eye on how many hours student worked in outside jobs. Janet Gilbert asked if the school actively supported leavers and was informed that on results day and for the week afterwards, the sixth form team were present to give advice and help. Careers advisers were also present. Notes were put in results envelopes where it was thought students might need assistance. This year, by the end of the day following results, most students had a place at university or equivalent.

Peter Reaney said that the document would be examined in more detail at QAC.

16.9 SIDP 2016/17

Peter Reaney reminded that governors needed to monitor all the strands of this document. As previously identified there were seven sections and without staff governors, there were thirteen governors plus two vacancies which amounted to almost two per section. Peter Reaney had proposed this at the last meeting and governors would be responsible to make arrangements to visit school and monitor the item. He would email governors in the following few days and ask which sections governors were interested in and why. He would then work out a schedule for coverage of the plan.

Peter Reaney identified one error in section 5.2 which should just read "Continue and develop the reporting system" removing the reference to the parents' version. With this correction, the plan was proposed by Charles Hull, seconded by Shakeel Saghir and all were in favour.

16.10 REPORTS

a) Pupil Premium – The school was required to report on how the funds for this had been spent and the impact of that spend. A copy of the document with the figures included was distributed. There was a slight gap in terms of attainment and progress for these students but this was much lower than the gap nationally. It was acknowledged that there was still more that the school needed to do to help close the gap. The problems were often related to complex personal lives but there was only about one sixth of a grade difference. Peter Reaney pointed out that some grades for these students were higher. The report was approved unanimously.

b) Equalities Duty – Two objectives were set for 2015/16, one regarding SEN and disabilities and the second to expand data collection and analysis. The school didn't have a tool to capture and analyse extra-curricular activities but might look at this for the future. SISRA had facilitated an extension in data collection. It was noted that the Indian group of students didn't make as much progress as expected and so this was being analysed. There was no evidence of any kind of specific barrier to their progress although it could be as a result of inappropriate subject choices where students were encouraged to take science where this might not be the best choice. Advice and guidance was given to new sixth formers but there were only two short opportunities – at the open evening and guidance meetings. Rachel Street asked if careers advice was offered and Charlotte Marten said that the school bought in the services of Lisa Cox who previously worked for the Careers Service, and she carried out one-to-one appointments and was present at results day and open evenings. Sara Anstee asked if there was an app to guide students in the right direction and Charlotte Marten said that there were on-line programs that attempted to help with career choices. Charles Hull was informed that volunteers were invited in to assist, for example the recent speed-dating type of careers event.

It was noted that generally any gaps were very small but the aim would be to keep them small or eliminate them entirely. It was agreed that it was also important to celebrate the diversity of the school community especially following the three racial incidents which had occurred after the Brexit vote.

It was noted that there was a typing mistake in the date quoted on page 4 (not 2014/15)
The reports were approved unanimously.

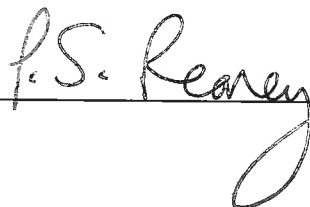
16.11 GOVERNORS' MATTERS

- a) Governors' Award – This was deferred to the next meeting.
- b) Safeguarding Report from Adrian Canale-Parola – sent to all governors for information.
- c) SEN Report from Adrian Canale-Parola – sent to all governors for information.
- d) Safeguarding and Prevent Training – This item was dealt with earlier in the meeting.
- e) Keeping Children Safe in Education 2016 – The report was distributed at the meeting and was a summary of information for governors. The main sections of the document for governors were parts 2, 3 and 4 and most of this was for Peter Reaney and Adrian Canale-Parola. With regard to safer recruitment training, it was recommended that this should be updated regularly and some governors needed to be qualified in this in case they had to recruit senior staff. It was not thought that any governor had recently undergone this training. It was part of the standard governor training package and governors should book themselves onto it. It was thought important that the Chair and Safeguarding governor should do this. Janet Gilbert would check the date of her training. Governors were responsible for ensuring that certain procedures were in place regarding child protection and policies. The designated lead was Charlotte Marten. Incyte had been invited to carry out an evaluation of leadership on 16th November and would probably ask about safeguarding and want to talk to governors. Governors would inform Susan Heinink of their availability for this. Sara Anstee mentioned that Incyte were very interested in the level of care given students when they recently visited her school, in particular meals and progress for deprived students.

16.12 NEXT MEETING – Thursday 1st December
(Trust AGM at 5.30 and Full Governing Body 6pm)

The meeting closed at 8.20 pm.

16.13 Signature of Chair of Governors



Date: _____