

**RUGBY HIGH SCHOOL**  
**MINUTES OF FULL GOVERNING BODY MEETING**  
held on Wednesday 15<sup>th</sup> March 2017

**PRESENT**

Anthony Alonzi
Adrian Canale-Parola
Janet Gilbert
Mark Grady
Charles Hull
Charlotte Marten
Elizabeth Pyne (late)
Peter Reaney
Shakeel Saghir
Rachel Street
Gideon Walters
Lee Williams
Allan Kerr (Clerk)
Susan Heinink (Minutes)

**APOLOGIES**

Sandy Marley
Michael Moran
Shaun Brady
Sara Anstee – after meeting
David Robson

Agenda Item	Action	By whom	By when
<b>16.25 QUORUM:</b> The meeting was deemed quorate.			
<b>16.26 DECLARATION OF PECUNIARY INTERESTS</b> There were none. Adrian Canale-Parola mentioned a possible conflict of his son being a governor at LSS although this was already registered.			
<b>16.27 MINUTES OF THE MEETING HELD ON 1 DECEMBER 2016</b> These were agreed as a correct record of the meeting and were signed by the Chair. Charlotte Marten had received legal advice about whether there was a requirement to publish minutes in full or whether there could be a restricted public version when matters were confidential. Advice was that the full minutes should be restricted to those at the meeting but the public version could be restricted to protect the school from actions from third parties. Adrian Canale Parola suggested open and closed parts of the meeting. In response to the advice Charlotte Marten proposed that Susan should prepare a summary of the minutes from the previous meeting for a public version. Shakeel Saghir asked about a possible FOI request and CM would ascertain the situation regarding this. Allan Kerr would check the articles of association concerning minutes from extraordinary meetings.	Provide summary of minutes  Find out about FOI  Check articles of association	SAH  CM  AK	ASAP  By next meeting  By next meeting
<b>16.28 MATTERS ARISING</b>  Item 16.7 – AK had written to the ABP but had not yet heard back.			



likely to now be more due to currency changes.

Item 6 - National Funding Formula – the deadline for responses was 22 March. Peter Reaney said that other schools had made very similar responses. Charlotte Marten said she had put a letter received from Nick Gibb onto the website. She added that 9% of students in this school would not be funded. There followed discussion about the funding situation.

Charles Hull asked about progress on the income working group as identified in section 6. Peter Reaney said there had not been any progress on this yet but he would contact governors.

Section 7 - It was reaffirmed that the blue wave was not acceptable. Gideon Walters was informed that it was the planning department who made the decision. There had been no further action from the department. Peter Reaney was informed that the opening ceremony would be on 11<sup>th</sup> May and Helen Richardson would be performing the opening ceremony. Governors and dignitaries would be invited. It would start at 10.30 and the opening ceremony would be at 11.30. Parents who had donated would also be invited. A para Olympian had been pursued but unsuccessfully. Rachel Street said she could ask her husband who had possible connections. Janet Gilbert said Alison Davies who might know someone suitable and Charlotte Marten would ask her. Adrian Canale-Parola asked if the naming was still in progress and Peter Reaney said he would pursue this.

**b) QAC** – Governors had received the draft minutes and questions were invited.

Janet Gilbert asked about point 1 where it was suggested that a 5.30 start for meetings might be too early. Peter Reaney said that governors were occasionally late but no one had raised it as a major issue. Charles Hull said he understood that a later start made it difficult for staff.

The following policies were presented for ratification:

**KS3 Curriculum** – This had been adjusted since the QAC meeting with regard to Languages. Further discussions with staff had resulted in the suggestion of a two tier process for languages where joiners would take French or Spanish with Latin and could pick up the other language at GCSE if they wished. Charlotte Marten said that Computing was such an important element for women so this had been given a whole lesson and PHSE had been put into carousel. It was noted that

Working group  
to be set up

PR

ASAP

Find para  
Olympian

RS/CM

Before 11<sup>th</sup>  
May

Naming

PR

Before 11<sup>th</sup>  
May

<p>the general changes were in response to staff and student comments and to manage the curriculum in a more cost effective way. It was confirmed to Adrian Canale-Parola that students would now be able to study three languages at GCSE depending on numbers. <b><i>The policy was proposed by Adrian Canale-Parola, seconded by Charles Hull and all were in favour.</i></b></p> <p><b>Word Processing in Public Examinations</b> - This was a new policy which was required. <b><i>It was proposed by Adrian Canale-Parola, seconded by Lee Williams and all were in favour.</i></b></p> <p><b>c) Personnel</b> – Governors had received the draft public minutes and there were no questions raised.</p>	<p>Policy to be published</p> <p>Policy to be published</p>	<p>SAH</p> <p>SAH</p>	<p>ASAP</p> <p>ASAP</p>
<p><b>16.30 GOVERNORS' MATTERS</b></p> <p><b>a) Financial Position</b> – Reports and a commentary had been provided (filed with minutes). Charles Hull asked about the legal and professional fees and was informed this included counselling. The minibus between LSS and RHS and had been contracted out the previous year but this year Jonny Barnard had been driving the school minibus as there were not so many students. Charlotte Marten said the cost would fall the following year as there would be even fewer students.</p> <p>Peter Reaney was informed that the cost of exams had reduced because there were fewer exams. Charles Hull was informed that curriculum fees included items such as counselling and Incyte and the other section included such items as lawyers and accountants.</p> <p>Allan Kerr said that the indicative budget had produced a deficit of £87,000 which could not be submitted. Charlotte Marten said that as a result the paper given out showed changes after work on the budget and staffing. This now gave a surplus of £549. The income level had not changed much with just a little more in catering and donations had been increased.</p> <p>Charlotte Marten had been through the curriculum and identified teaching demand for the next year which had involved re-blocking manually because the computer said it wasn't possible. There would be fewer groups. It included a 1% increase for teachers and expected progressions. Savings had also been achieved by senior staff agreeing to teach more lessons. Sean Quinn who should teach 12 or 13 would be</p>			

teaching 19. SLT would be teaching 20 periods which would have an effect on other responsibilities.

***Lee Williams left the meeting***

Charlotte Marten said that SLT had had a discussion about work experience and felt that the savings on staffing meant that they could suggest that work experience not be cancelled. They were suggesting that the extension curriculum not be offered to Year 10 which saved eight lessons. It was suggested that the school use Southampton University to deliver EPQ and no tutorial support had been budgeted. The school was not planning to deliver any enrichment. Charlotte Marten explained to Rachel Street that this included such extra activities in Music, Food and Art in Year 12 and some sport.

Year 13 had also been re-blocked. Replacement of the school counsellor with a staff member was proposed. She would have less experience and ~~with it~~ it could be disruptive to students. As much notice as possible would need to be given. Charlotte Marten would be talking to some staff the following day about teaching out of subject. One teacher had asked about redundancy and two had asked to reduce to part-time for a year.

HR advice would be reduced as the leadership was now more experienced and with support from Sandy Marley it was expected there would be less call on this. The SENCO support would be reduced from two days to one. The Careers Service would be halved. The amount spent on quality assurance would be limited. CPD funding would be cut by £5000 with priority for curriculum training, new specifications and anything required by statute.

There would be a cut in the amount allocated for supply teaching from £40,000 to £25,000 which was a risk but was very hard to predict. Charles Hull was informed that mostly cover supervisors were used to cover lessons unless an absence was planned and long term when the school would try to employ a supply teacher of the subject. Allan Kerr said that furniture had been reduced to £2000.

Adrian Canale-Parola expressed concern about reducing the SENCO time because the school was not adding enough value to these students. Charlotte Marten responded that they were up-skilling staff to carry out such things as assessment for public examinations which previously the SENCO did. Anthony Alonzi asked about the admin cost reduction and was informed that this was a change due to redeployment into the pastoral team and not a reduction in the number of admin staff.

Rachel Street asked what would happen if more money than expected became available and Charlotte Marten said her inclination would be not to spend it as the school had been having cash flow problems and the IT structure was at a critical point and funds might be needed for this. Allan Kerr said he was very concerned about this.

Charlotte Marten said the school could stop teaching Food which would negate the need for the carousel but she was very reluctant to do this due to the health issues of students who needed to know about nutrition. Staffing costs in general were high partly because of the calibre of the teaching staff. Charles Hull asked if many were close to retirement and this was not the case. Most staff delivered a subject in which they had a degree but this wouldn't be the case in September. Janet Gilbert asked if this would affect Sixth Form numbers as most of the savings affected them and Charlotte Marten responded that the most important thing to students was their subject choices and that is what was preserved, particularly for first choice students. The main "hit" was being taken by staff because group sizes would be increasing. CM 2 more inset days one after Year 11 mocks and one after Year 13 mocks. JG how do students think about enrichment. It was emphasised that experiences would still be offered such as trips, , school productions, music groups, Duke of Edinburgh and volunteering.

Peter Reaney said it was a great shame to have to reduce spending so much but that he thanked staff for the work that had been put into minimising the impact. He suggested that governors approve the budget and if anything changed regarding funding it would be brought back to governors. Governors had also been asked to approve two additional Inset Days to help staff with workload. They were also asked to approve the dance studio project as this could be easily let to increase income. If a lecture theatre was made at a later stage this could be used for master classes which would reduce staffing needs as all students would come into one place for key concepts. Rachel Street that this could be easily let too for companies wanting space for staff development and team building. Gideon Walters agreed that there was a need for this kind of provision and added that it could be let during the day because the area could be blocked off from the school.

***Charlotte Marten proposed acceptance of the indicative budget, two additional inset days and development of a dance studio. This was seconded by Rachel Street and all were in favour***

Anthony Alonzi asked about exams and was informed these could take place in the gym and hall. He was also informed that it would cost around £70,000 to do the dance studio.

Rachel Street asked if parents could be asked for more funds but Charlotte Marten was very reluctant to do this. Allan Kerr said that the school needed revenue funding and Charlotte Marten felt very strongly that parents should not be asked for revenue funding as many parents were struggling financially and it was not socially inclusive.

Mark Grady commented that the reductions were a massive impact on staff and not minimal as suggested.

Adrian Canale-Parola asked about business sponsorship and Allan Kerr responded that there was some on the new minibus and others had been tried but big national companies were only interested in a national profile or close geographical connections.

**b) Review of Incyte Report**

It was noted that there were regular meetings with the safeguarding team and anonymised minutes. Safeguarding leads met together once and month and looked at all students with concerns.

It was noted that with regard to item 4, not all governors had done the safeguarding training on line. Anthony Alonzi said that point 3 was more a case of governors not “blowing their own trumpet”. It was confirmed that governors needed to sell themselves proactively. CM suggested governors studied the briefing sheet provided on the matters they would be challenged on. Mark Grady added that governors needed to know how they knew things. Mark Grady would be putting instructions for raise on line in the governors’ area of the website. Adrian Canale-Parola emphasised the need for written evidence of what they did and what they found.

The following were agreed:

Mark Grady to share raise on line

A crib sheet for inspection

Changes to minutes

Governors to send written report to Peter Reaney and Charlotte Marten for any visits or monitoring

Safeguarding training to be done

Governors skills audit to be done again

Peter Reaney and Charlotte Marten to have a discussion about SIDP and maybe join the SLT meeting that discusses this. Then

Raise on line  
Crib sheet

MG  
CM

ASAP  
ASAP

Written reports

ALL GOVS

AFTER  
VISITS

Do training  
Skills audit

ALL GOVS  
PR

FOR NEXT  
MEETING

SIDP and  
monitoring

PR/ALL  
GOVS

FOR NEXT  
MEETING







<p>on. Peter Reaney said the skills audit and analysis were needed first and then this could link into the training schedule. A small group to look at would be formed to look at this.</p>	<p>Small Group</p>	<p>All Govs to consider</p>	<p>After skills audit</p>
<p><b>Dates for consultation</b> – Charlotte Marten informed that this may be announced to staff on 27<sup>th</sup> March in a briefing meeting with a meeting for staff on 3rd April for Avon Valley and 4<sup>th</sup> April for Rugby High School. A document would be ready to send to parents by parentmail after that. There would be a plain statement for press. There would be two meetings on 25 and 27 April for parents, students and the local community. Charlotte Marten would email governors the dates and times. There would also be assemblies for students. The deadline for comments would be 8<sup>th</sup> May. Anthony Alonzi asked if governors would meet at an extraordinary meeting to consider the responses. Advice was that the Regional Schools Commissioner should be approached for an informal chat straight away.</p>	<p>Email dates</p>	<p>CM</p>	<p>ASAP</p>

16.33 NEXT MEETING – Monday 26<sup>th</sup> June 2017

*The meeting closed at 8.22 pm.*

Signature of Chair of Governors     P.S. Reaney     Date: \_\_\_\_\_