

RUGBY HIGH SCHOOL
MINUTES OF FULL GOVERNING BODY MEETING
held on Monday 26th June 2017

PRESENT

Anthony Alonzi
Sara Anstee
Mark Grady
Charlotte Marten
Michael Moran
Elizabeth Pyne
Peter Reaney
Rachel Street
Gideon Walters
Lee Williams
Allan Kerr (Clerk)
Susan Heinink (Minutes)

APOLOGIES

Adrian Canale-Parola
David Robson
Shaun Brady
Janet Gilbert
Shakeel Saghir
Sandy Marley

Agenda Item	Action	By whom	By when/progress
16.34 QUORUM: The meeting was deemed quorate.			
16.35 DECLARATION OF PECUNIARY INTERESTS: There were none.			
16.36 MINUTES OF THE MEETINGS HELD ON: 15/03/17 – Agreed and signed after minor corrections. 01/12/16 (public version) – Approval to be deferred until the extraordinary meeting. Governors to inform Peter Reaney beforehand of any suggested changes. Michael Moran would suggest an alternative for the apparent gaps. 21/05/17 (extraordinary) – to be deferred to the extraordinary meeting.			
16.37 MATTERS ARISING Item 16.27 – FOI (Freedom of Information)- Research had shown that the Information Commissioner’s site advised that information “properly considered to be private to the meeting” did not have to be included in the published minutes. The following comments were made: <ul style="list-style-type: none"> • Charlotte Marten suggested that perhaps there should only be one set of less detailed minutes produced for each meeting. HR advice was that in Personnel meetings, individuals should not be identified and discussed. • Peter Reaney thought that Ofsted required a full set of minutes showing the challenge that governors had made. Charlotte Marten said challenge should be recorded but Peter Reaney thought this might be difficult without detail. 			

- Gideon Walters pointed out that governors not present wouldn't have information on the discussion that had taken place.
- Michael Moran thought it was easy to make the judgement in Personnel but that Finance would be more difficult and it was pointed out that the budget was a public document.
- Allan Kerr said there was nothing in the articles about extraordinary meetings and they would just be considered additional meetings to those calendared.

It was concluded that Susan Heinink would try to produce minutes with a balance between sufficient information but with less detail.

Catering Analysis – Lee Williams had produced this and asked for any questions. He said that the underlying story was that revenue was up year on year but there had been more students, price increases and menu choices which were driving different behaviour in students. He said it showed a move away from snacking. The following comments were made:

- Rachel Street was informed that there had been a drop in pizza sales but it was thought that that could be good thing.
- Lee Williams suggested there was a rebalancing as snacks had moved away from meal substitutes like hot dogs and were more sweet based snacks. Break food was more "junky".
- Lunchtime bread roll sales were up and Charlotte Marten was concerned about this. A discussion with students and Simon Roach would be a good idea.
- Lee Williams said there had been a polarisation of snacks and main meals. Rachel Street said students could fill up on a snack and then were not hungry at lunchtime.
- Michael Moran thought it would be interesting to know the percentage not eating at all and it was noted that there was no log of those who brought in food. Charlotte Marten said it was difficult to monitor food brought in and sixth formers could go out for lunch, purchasing elsewhere.
- 60% regularly had a substantial snack or meal.
- Rachel Street said she could see what her daughter ate through Parentpay and Allan Kerr said student spend could be identified.
- Peter Reaney asked if it was possible to survey students who brought food in.
- It was noted that there was a commercial aspect and a welfare aspect.
- Allan Kerr pointed out that the kitchen couldn't cope if the other 40% used it.
- Sara Anstee mentioned a bar coding system at a university.
- Allan Kerr gave the current figures which showed it was comfortably profitable and said there was a definite uptake in purchases.

Discussion with SR and students

CM

Asap

<ul style="list-style-type: none"> Elizabeth Pyne was concerned about fizzy drinks and pastries and Charlotte Marten said that needed investigation. Sara Anstee suggested viewing Avon Valley catering services. Lee Williams offered to do an analysis on their catering too. <p>Lee Williams would arrange to meet with Simon to discuss the various findings.</p> <p>KS3 Curriculum – Governors had seen the curriculum and the policy format was agreed.</p> <p>Item 16.28 – Allan Kerr had still not heard back from the ABP.</p> <p>Item 16.29 – Peter Reaney reported that the Sports Hall opening had been a very successful day. Although a para-olympian had not been found, Helen Richardson was excellent.</p> <p>Item 16.29 – National Funding Formula – Peter Reaney pointed out that the school still did not receive funding for all the students on roll. The government planned to end that situation but at this school existing extra students without funding were working through the system. In addition, WCC had put a cap on this. Charlotte Marten said there were 52 students on roll without funding. Peter Reaney and Charlotte Marten would discuss this and take it further. Charlotte Marten said that it was her understanding that the government was aware that the current proposals were not satisfactory and would maybe re-think the policy.</p> <p>Item 16.29 – Sports Hall Naming – this had not yet happened for a variety of reasons and Peter Reaney would be following it up with Tony Farquharson’s wife.</p> <p>Item 16.29 – Charlotte Marten reported that the Word Processing Policy had been part of a JCQ inspection which the school had passed.</p> <p>Item 16.30 – The crib sheet had not been written but RaiseonLine was disappearing and the QAC Committee had looked at the new site. Charlotte Marten would produce a crib sheet with this year’s data.</p>	<p>Investigate fizzy drinks</p> <p>Meet with SR Analyse AV?</p> <p>Publish policy</p> <p>Discuss and take further action</p> <p>Naming of Sports Hall</p> <p>Produce crib sheet</p>	<p>CM</p> <p>LW</p> <p>SAH</p> <p>CM and PR</p> <p>PR</p> <p>CM</p>	<p>Asap</p> <p>Asap</p> <p>Published 28/06/17</p> <p>Asap</p> <p>Asap</p> <p>With this year's data</p>
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16.38 MINUTES FROM STANDING COMMITTEES

a) Finance and Premises – The meeting was cancelled because not enough members could attend. Allan Kerr raised some items.

- **Budget** – There was good news where a surplus of £13,336 was shown. This was mainly due to the IT situation. There was a hacking problem which was being resolved. At present it was difficult for staff to work from home and the finance server had been lost. This was now restored but without the reporting facility. Data had not been lost. Phasify had been asked for a proposal to achieve a secure network that manages data properly. Lee Williams commented that a cloud based environment was possible which would give an increased storage facility. Peter Reaney was informed that Phasify had had to spend most of their time in meetings and “fire fighting” but Allan Kerr was in regular communication with them. He added that they are a cloud based company. Peter Reaney said that it was necessary to look at the most cost effective ways. Lee Williams said it could be expensive in the first year but was good long term. Allan Kerr would report back on this. It was noted that the Phasify staff had worked weekends and through the night in order to make the network function.

It was noted that there had not been any change in income figures. Other changes were the loss of the cost of technicians in education support and legal professional fees had increased.

LSS had moved to a two-week timetable which had caused difficulty in the timetable re blocking.

A further report was circulated and it was noted that income was up on budget and costs were below budget. The year was expected to end without a deficit.

Allan Kerr pointed out that there were items the school was not investing in eg fire alarms. Charlotte Marten said that a fire risk assessment was needed and said a CIF (Condition Improvement Fund) bid would be submitted.

Mark Grady said there had been a lot of budget shrinking due to clever timetabling but there was increased pressure on staff. Peter Reaney asked that the governors’ thanks to staff be recorded and it be conveyed that governors appreciated what they’re doing.

The budget was proposed by Lee Williams, seconded by Rachel Street and all were in favour.

Report back on network progress

AK

Next meeting

Express governors’ thanks to staff

CM/MG

Asap

- **Risk Register** – This was usually dealt with by the audit committee. Allan Kerr said a lot of the changes (shown in yellow) were connected to the MAT. It was noted that an Ofsted inspection was a real risk as there had not been one since 2008. Anthony Alonzi questioned whether technology risks were low and it was agreed to adjust it in the light of recent experience. It was noted that SLT was “very thin”. Mark Grady pointed out that the fund levels needed adjustment. It was noted that it was better to use One Drive and Drop Box for storage as it was difficult to keep up with protection. Charlotte Marten added that the synching problem needed to be resolved first.

Lee Williams asked if there was a disaster recovery plan and was informed this was last done in 2013 and needed to be added. Charlotte Marten said there was advice from Coventry, Warwickshire and Solihull and Mark Grady would put it on the SIDP. Peter Reaney said the document needed to go back to Finance after the amendments were made.

First Aid Policy – there had been little change. The list of first aiders in the body text would be removed and the list in the appendix updated. Two more first-aiders were needed. Rachel Street suggested that first aiders could have green lanyards. It was noted that many other staff had had first aid training. The policy with noted changes was proposed Sara Anstee, seconded by Peter Reaney and agreed by all present.

b) QAC –

The Homework Policy was proposed by Elizabeth Pyne, seconded by Anthony Alonzi and all were in favour. The examinations policy was noted and would be reviewed again according to JCQ regulations in September

c) Personnel –

The guidelines for trip payments would follow. The following policies were approved: Job and Hours Protection, Grievance, Recruitment, CPD, Staff Attendance Proposed by Sara Anstee, seconded by Lee Williams and agreed by all present.

Changes to be made to risk register and taken to Finance Meeting

AK

Next Finance meeting

Remove old first aiders and update list at end. Then publish policy

AK/SAH

Published 28/06/17

Publish homework policy

SAH

Published 28/06/17

Publish policies

SAH

Published 28/06/17

Guidelines for trip payments to be produced

CM

Asap

15.39 GOVERNORS’ MATTERS

a) Headteacher’s Report

- It was noted that it was difficult to be sure until after induction day how many sixth formers were likely to enrol. Charlotte Marten said that recruitment to the Sixth Form was crucial and the aim was for 150 students. For the first time an advertising campaign was being used.
- Harris school had made a proposal to Rugby High and LSS about a group of students who might study at the grammar schools but who would have allegiance to Harris School. Further discussion was planned. Mireille Everton, Head of Sixth Form, had suggested a mentoring project, particularly for Maths and maybe

<p>English which could work on a Wednesday afternoon. It was agreed that it was not desirable for Rugby High School students to have to journey between the schools. Michael Moran was informed that it was likely to involve about twenty students. Harris were keen that some of their staff had experience of post-16.</p> <ul style="list-style-type: none"> • EPQ (Extended Project Qualification) could be achieved with just light supervision and a MOOC (Massive Open Online Course), a free online system via Southampton University. • Charlotte Marten emphasised that the school was constantly reviewing security particular with regard to trips and visits. • Elizabeth Pyne was concerned about the pressure on the leadership team and wondered whether unpaid secondment could be used. Charlotte Marten said it was difficult to find people to do this as their roles would need back-filling. It was agreed that consideration needed to be given to the situation if there was not a full team available in September. It was suggested that it might be possible to buy in particular support and Sara Anstee wondered if Avon Valley staff could help although the MAT would not be in place by September. It was noted that SLT were also doing a lot of teaching and reducing this might be a way to help the situation although it was not easy to fill these teaching gaps. • Michael Moran asked for information on the current scheme of delegation before the next meeting on the MAT. The old one would be emailed to governors and information about due diligence as well as a document Damon Swindell had produced about the roles of the board of trustees. <p>b) Progress Report SIDP (School Improvement and Development Plan) 2016/17 Peter Reaney said this showed where progress had been made and where it had not, due to other pressures. Next year's plan would be slimmed down and would be discussed at the meeting on 3rd July.</p>	<p>Email documents</p>	<p>AK/CM</p>	<p>Before extraordinary meeting</p>
<p>16.40 REPORTS</p> <p>Child Protection – Michael Moran asked with regard to the knife incident, whether the student's intention was known. Charlotte Marten explained that it was an allegation by another student and it was difficult to ascertain the true circumstances. The community police officer came in to talk to the students explaining why it was such a serious issue. Charlotte Marten did not judge that it was brought in with the intention to do harm and she had spoken with the parents.</p> <p>Exclusions – There had not been any</p>			
<p>16.41 ANY OTHER BUSINESS</p> <p>a) Peter Reaney said that he had sent an email on various matters and distributed a document showing progress. It</p>			

<p>was noted that David Robson and Shaun Brady had special, personal circumstances. Items shown in brackets were not updated. Governors with Xs were asked to let Peter Reaney know if and when the item had been completed. It was noted that GEL had been renamed as Learning Link and Allan Kerr could send information on how to complete the safeguarding training. Charlotte Marten pointed out that they provided many other training modules. Rachel Street, Peter Reaney and Charlotte Marten would meet to discuss training. It was noted that there was County training available for the full governing body.</p> <p>b) In response to a question from Gideon Walters it was noted that approval was not needed for the cost of special new locks.</p> <p>c) World Challenge Expedition to Sweden – Emily French and Charlotte Marten would like to take 15 Year 8 students next summer to Sweden for an 8-day survival programme with advanced bushcraft. This was a new venture for World Challenge but they had carried out a trial. The cost would be £2160 and students would be expected to raise some of the money. It was for current Year 7 students and would be launched at the end of this term.</p> <p>Michael Moran asked how students were chosen. Interested students would attend a meeting and their parents would be invited to an information evening. The application process included writing an essay about what they would bring to the expedition and outline a fund-raising idea. Allan Kerr asked if it would be possible to reduce the cost and Charlotte Marten said she could explore something with World Challenge where maybe two groups were taken and World Challenge provided a leader. Allan Kerr was wondering about a trip to Wales and Charlotte Marten said although this would be good it was a different experience.</p> <p>Rachel Street was concerned that offers might not be consistent for all school years and thought governors should think about the profile of opportunities. Charlotte Marten said it could be offered to Year 9 instead but they did have Marle Hall. She would analyse the trips that had taken place this year with regard to Year groups.</p> <p>The trip was proposed by Rachel Street, seconded by Anthony Alonzi and agreed by all present.</p> <p>d) It was noted that Catherine Dickens and Charles Hull had not been replaced awaiting decision on the MAT.</p>	<p>Info to be sent</p> <p>Meeting to take place</p>	<p>AK</p> <p>CM/RS/ PR</p>	<p>Sent 28/06/17</p> <p>Asap</p>
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16.42 NEXT MEETING – The calendar of meetings for the next academic year was distributed. It would also be emailed and sent as a calendar request.

The meeting closed at 8.10 pm.

Signature of Chair of Governors P.S. Reaney Date: 26/09/2017