

Wednesday 27<sup>th</sup> September 2017

## PRESENT

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

## APOLOGIES

Adrian Canale-Parola
Shaun Brady
David Robson
Gideon Walters
Janet Gilbert
Shakeel Saghir

**17.01 QUORUM:** The meeting was deemed quorate.

### 17.02 DECLARATION OF PECUNIARY INTERESTS

There were none.

### 17.03 MINUTES OF THE MEETING HELD ON 27 JUNE 2017

Agreed and signed by the Chair.

### 17.04 MATTERS ARISING

**Item 16.37 (Catering Analysis)** - CM had not had an opportunity to talk at length with Simon but had spoken with students. A strong theme from that day's meeting with Year 7 parents was how much their daughters were enjoying the food in the canteen. They thought the main meals were "fabulous". AK said that sales were up 20% on the previous year and they were struggling to cope with the extra meals so an increase in staff was needed. MM asked if breakfast was provided and was informed that the prefects ran a breakfast bar offering healthy snacks. Smoothies were also provided by Simon. Governors were invited to come in and sample the food. Open Evenings always have samples available. CM confirmed that fizzy drinks were all compliant with the regulations. 12.45 was a good time for governors to come for lunch.

**Item 16.37 (National Funding Formula)** – The government had announced a minimum level of funding for KS3/4.

#### *EP joined the meeting*

AK was not sure if the minimum funding guarantee applied to this as it also stopped schools gaining. The LA use of the guarantee prevented Rugby High School from funding increases when numbers increased. Due to this it would be several years before the school reached the minimum. CM and PR were both on the Schools Forum and CM was also lobbying and using publicly available

data. AK pointed out that if the minimum was applied across the school this would result in an extra £168000. He added that additional funding appeared to start in April but the usual funding ran until August. MM asked if Rugby High was more affected than other Rugby Schools and was informed that this was the case in comparison with LSS but Ashlawn figures were not known. AK said that in previous years Rugby High was the worst funded school in the area.

**Item 16.37 (Sports Hall Naming)** – PR reported that this was on hold because Tony Farquharson's wife appeared to be out of contact and he was not pressing the matter at present.

**Item 16.37 (Crib Sheet)** – This was awaiting data and would be available as soon as possible. MG added that he expected to have provisional Progress 8 data in October before the QAC meeting. Year 9 data was still not obtainable.

**Item 16.38 (a) (Risk Register)** - AK updated the meeting on the current ICT situation. He reported that the transfer to Phasify had been highly turbulent. The network had disappeared completely and the whole server bank had had to be replaced. Most data was retained but was held in different places. Log-ins had not been orderly and staff had had difficulties accessing SIMS and their documents. He said that it was mostly sorted now but that a lot of financial data had been lost. This was the transactional data from the end of May and it was fortunate that hard copy back-ups were available. The Finance Department had spent the last three or four weeks, including weekends, re-building that data. It would be necessary to spend at least £1000 to rectify the program. The majority of students could now log-on but not all. Difficulties with Office 365 had been experienced. Ebstar had been brought in for three days as Phasify couldn't cope with the issues. A quote had been received from Ebstar to be on a retainer for £400 per month which was considered good value considering the state of the ICT system. Phasify would continue to provide front line support with Ebstar giving the strategic support. Phasify had been notified the previous day that if the network was not working on Friday their contract would be cancelled. The process had proved very disruptive and AK had spent many hours on it. It had made teaching very difficult, particularly in ICT.

SM asked what would happen Monday if Phasify were fired. AA said that although he was not their biggest fan he would be concerned about the census due the following week. It was thought that Ebstar could manage the system. CM added that there were still two sets of reports missing. AK said that it was necessary to prove to the auditors that the systems are reliable. LW had not been able to check it because of the problems. AK reported that the auditors had been in and were comfortable with what the school was doing to restore the system but asked for the Finance Meeting to be delayed.

MM asked how the situation had arisen. CM explained that the network had grown organically over a very long period of time. Failure to record in writing exactly what had been done to it was a factor. Imran Ebrahim had expressed concern about it a year ago but because of financial constraints he was asked to keep it going. When Imran and Jack left very little information about the system had been left behind. Phasify probably didn't fully realise the state of the system and were now finding it difficult to properly re-install. Ebstar would be reviewing the hardware. It was emphasised that SIMS data was secure and not lost.

RS asked what liability rested with Phasify. AK said they were brand new servers now so were more secure and that as the system was still being worked on it was difficult to know at this stage but this would be clearer after Ebstar had made their recommendations. PR suggested a reduction in fees and AK said they had already said they would pay for the two days Ebstar were in school. It was noted that Ebstar were recommending three servers. AK said that the situation was improving but not quickly enough. The contract with Phasify ended in June 2018.

**Item 16.38 (a) (Fire Alarms)** – The risk assessment had taken place and the report was due soon. There were no serious problems. It was noted that the Classics Department would be acceptable if there was a new fire alarm. The stage area needed work. A new fire alarm was essential.

**Item 16.38 (a) Budget** – CM had expressed governors' thanks verbally to staff but this would also be done in writing.

**Action:** CM to write to staff to express governors' thanks for their efforts to help reduce spending.

## 17.05 MINUTES FROM STANDING COMMITTEES

There had not been any meetings since the last Governing Body meeting.

## 17.06 GOVERNORS' MATTERS

**a) Approve Pay Award** – The national recommendation was for all teachers to receive a 1% increase and those on M6 (the top of the main scale) to receive 2%. AK informed that he had already budgeted for the 1%. As it was the Governing Body's policy to honour national agreements this was approved.

**b) SEF** – MG explained that this was the school evaluation produced mainly for Ofsted's use and would be the first thing sent to them if a visit was organised. It had been updated recently in the light of the exam results and would be further updated when the Progress 8 data was available. It would always be kept as up to date as possible at any given moment. QAC would look at results in more detail as part of the whole school performance review at their next meeting, including a breakdown of different groups in the school. It was recommended that governors look at how many levels of progress students had made. The national expectation was 3 so the figures demonstrated that Rugby High School was doing very well. The dip in Maths and English was a national situation and Rugby High School was still doing well in those subjects. The Progress 8 score was not really valid until all national figures were available. MG said the expectation was that the school would remain above average. MM asked if there were national comparison results figures and MG said that there was not so much detail available now.

MG added that Level 3 value added data was not available yet but was expected to be positive.

Staff and parental surveys had been used and MG commented that these were robust because there was high attendance at parents evenings where the survey was carried out. MM asked for comparison with other schools but MG could not see how this could be obtained. CM said that sometimes consultants commented anecdotally but not all schools use the same questions.

It was noted that there was work to do on Sixth Form attendance. RS asked if the attendance rules were different to other institutions and was informed that they were generally the same but college attendance was probably less rigid.

PR was concerned that the figures indicated that 9% of staff were not proud to be here. It was noted that this was the percentage of those who responded and could be just one person.

**c) Development Plan** – This had been reduced at a meeting with PR, SM and SA and three targets had been conflated to two.

The first target was about resilience for all and work on this had commenced.

The second was about good progress and it was acknowledged that there was more governor work to do on understanding this and for consideration of the integration of boys.

MM said that he liked that the priorities included being happy and resilient. EP stressed that it was important for older students as well as Year 7 and she was assured it did run through the school, particularly in PHSE lessons and assemblies.

PR said that in the past governors had been allocated to certain areas with moderate success. He suggested doing this again and he would send a note to ask which section governors were interested in.

**Action: PR to send note to governors re allocation to development plan areas.**

***The School Development Plan was proposed by Sandy Marley, seconded by Rachel Street and all were in favour.***

**d) Accessibility Plan** – It was a legal requirement to have one and consisted of a series of measures for students to be able to access the curriculum. CM talked through the document and emphasised that the hope was to make students as independent as possible. Some wheelchair access work had been carried out a while ago and although there were currently no students using a wheelchair, some doors had access problems. It was agreed that moving the library to a ground floor site would be advantageous. Paying for parents to attend trips to support their vulnerable students had also been part of the accessibility plan.

MM asked about provision for temporary disabilities and was informed that if they were short term they didn't count as a disability but would be subject to a risk assessment and adjustments made to timetables or locations if necessary.

***Acceptance of the Accessibility Plan was proposed by Sara Anstee, seconded by Sandy Marley and agreed by all present.***

**e) Sixth Form Admissions** – The document sent to governors set out the current position and the issues going forward. CM said that national funding for Sixth Forms had been reducing over several years and more students were needed to fund the courses. She added that a rapid expansion in Sixth Form provision available in the area was another contributing factor and next year would prove a big challenge to maintain Sixth Form numbers. It was noted that LSS and Ashlawn had very good premises for Sixth Formers. CM said that the Library was a large area but the best use was not being made of the space. The fiction books were fresh and quite well used but the rest was archaic and seldom used. The school could no longer afford to employ a librarian. The short term solution was to rescue the fiction section and move it downstairs and distribute the rest into the relevant departments. The Library could then be used as a facility for Year 12. The long term plan was to build a new library on the edge of the school site as a shared public facility. LW commented that moving the fiction section had already been agreed.

RS said that it didn't answer the question of why there was a loss of Sixth Form students. CM said that some Y12 students did not stay into Y13 for various specific reasons. AA said that more space was definitely needed whatever else needed doing and students often commented on the space issue. SM said that the school did need to compete with other facilities and wondered

whether a new library was the answer. She agreed with adapting the current facility but didn't think a new library would be attractive to potential students. RS was concerned about the long term situation. PR said that the short term issue was the current focus and that the school would never have the money to equal the facilities at other local institutions. LW said there were two issues, the immediate accommodation problem and the lowering of numbers generally. CM said she could prepare a report giving a breakdown of drop-outs. SA said the Year 12 facility would really help new girls integrate into the school in Year 12.

MM said he had been concerned when he had read the document and wondered how the school had got to this point. It was acknowledged that the advertising this year had failed. CM said that students were looking at the website but it was not known why this didn't translate into students enrolling. In future, maybe social media should be used rather than posters. CM pointed out that the school was successful in getting students into top courses and universities but this could put off some. SM said that it was necessary to sell the reason why students should do A levels at Rugby High even at lower grades. CM pointed out that the school did have over 200 applications but some didn't get the required grades.

***Sandy Marley left the meeting***

AA suggested approval of the changes to the library.

***LW proposed approval in principle of moving the library to the PE area and to get drawings and quotes for the plan. This was seconded by Anthony Alonzi and all were in favour.***

**Action: Drawings and quotes to be sourced for the Library - AK**

## 17.07 POLICIES

a) **Pay Policy 2017 for consultation** – A section on payment for trips had been added and the pay amounts updated.

***The policy was proposed for consultation by Sara Anstee, seconded by Rachel Street and all were in favour.***

b) **Admissions Arrangements 2019** – This was unchanged apart from the dates. CM said that it was necessary to consult for six weeks until 31 January.

***The policy was proposed by Elizabeth Pyne, seconded by Lee Williams and agreed by all present.***

c) **SEND Policy 2017** – This was unchanged but it was necessary to carry out an annual review. MM asked about ongoing monitoring and was informed that progress was constantly monitored and that there was an SEN learning walk the following week. It was noted that there was more movement on the pastoral register rather than the SEND register as the long term, significant issues falls under the SEN code.

***The policy was proposed by Rachel Street, seconded by Sara Anstee and agreed by all present.***

**Action: SAH to send a note to governors to see if they were available for the SEN learning walks.**

d) **Consultation arrangements for Child Protection, Staff Behaviour Policy and Safeguarding Policy** – staff had all had the 2016 child protection policy and behaviour policy re-sent to them and training on sexting, indecent images and radicalisation. The policy was due to be updated but there were ongoing discussions about the staff behaviour policy and the situation in which staff express concern about colleagues. Rugby High School staff had fed back that the



Warwickshire form was too negative and official at an early stage. CM proposed going back to staff with some workable proposals that protected children. The updated policies would then be brought back to governors.

**Action: CM to bring policies back to governors**

## 17.08 REPORTS

a) **Pupil Premium 2016 - 2017** – AK distributed the report and commented that some figures were missing. It was a requirement to report on these students. Year 9 data was not yet complete. The figures would be added when available. It was noted that there was a small gap for these students but they actually achieved very well.

**Action: The document would be put on the website when it was complete - AK.**

b) **SEND and Equalities Information Report** – PR noted an error in the equalities report concerning the attainment of students at 0.03 as well as some double “d”s. There were no further questions.

**Action: CM would check the figures and correct the typos.**

c) **ICT** – this had been dealt with earlier in the meeting.

## 17.09 ANY OTHER BUSINESS

a) **Training Days** – EP said that parents had asked about the number of training days and were concerned that there were more than other schools. CM said this was discussed and agreed at a governors meeting. She added that there was a statutory requirement for five and an extra day had been agreed for performance management for PM. The others were due to the volume of work required for the new specifications. Rugby High School staff were teaching 26 out of 30 lessons so time for planning new resources was constricted, particularly for A level classes. She added that some schools had an extra week for extra-curricular activities but for Rugby High the issue was concerning the GCSE and A level reforms. Rachel Street said she had also received negative comments. PR said that he was aware it created difficulties for parents but a balance had to be made in order to run the new courses effectively. It was noted that Ashlawn finished early on parents’ evening dates. PR said it was discussed on at least one occasion and was approved. PR said it was a temporary situation and it would be discussed again for the following year. SAH would check the minutes (*post meeting note: the extra training days were approved and minuted at the meeting on 15<sup>th</sup> March 2017 and contained in a paper sent out with the agenda for that meeting*). Sara Anstee was informed that an academy can set its own holidays.

b) **There were proposals for three trips:**

**Art** – a repeat residential to Devon with accommodation in a different youth hostel on Dartmoor for exclusive use. Cost £340 for five days. The programme was mostly the same. ***This was agreed.***

**Ski Trip** for February 2019 to France. 2 - 8 February at a cost £799 for a standard school ski trip staying in a hotel, including full board, equipment, passes, tuition and apres ski activities. It would be offered to current KS3 students. A ski trip was now offered annually due to oversubscription. ***The trip was agreed.***

**Geography** – a trip to Dorset for Year 13 for 3 days in October 2018 as part of their A level study at a cost of £165 per student. ***This was agreed***

c) Governor Absence - MM asked about the policy on frequent absence of governors from meetings. PR said that if a governor did not attend for any meeting over a period of about 6 months they would be asked to leave if there was not a valid reason. He added that he was in regular touch with recent non-attenders who had specific, valid issues. One, hopefully, would be resolved soon. It was noted that this was public information that was also part of the audit.

**NEXT MEETING** – Wednesday 6<sup>th</sup> December – 5.30 pm for Trust AGM and 6pm for Full Governors

*The meeting closed at 8.35 pm.*

Signature of Chair of Governors P.S. Reaney Date: 6/12/17