

Wednesday 6<sup>th</sup> December 2017

**PRESENT**

Anthony Alonzi
Adrian Canale-Parola
Janet Gilbert (Late)
Mark Grady
Sandy Marley
Charlotte Marten
Michael Moran
Elizabeth Pyne (late)
David Robson
Peter Reaney
Shakeel Saghir
Rachel Street
Gideon Walters
Allan Kerr (Clerk)
Susan Heinink (Minutes)

**APOLOGIES**

Shaun Brady
Sara Anstee

Peter Reaney welcomed back David Robson and explained that Shaun Brady had intended to be present but had a family emergency. He also reported that Lee Williams had resigned as a governor as he was going to work in Dubai.

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

**17.10 DECLARATION OF PECUNIARY INTERESTS**

There were none. It was reported that the auditors informed of the need to check the written register of all interests at each meeting. CM said this should include close relatives. It was confirmed to ACP that this was for all business interests, not just pecuniary.

**ELECTION OF CHAIR AND VICE CHAIR** – Peter Reaney asked Allan Kerr to take over the chairing of the meeting for the election of the Chair. Peter Reaney was willing to stand and there were no other nominations so he took chair and asked for nominations for Vice Chair . Adrian Canale-Parola was happy to continue and there were no further nominations so he resumed the role of Vice Chair.

**17.11 MINUTES OF THE MEETING HELD ON 27 SEPTEMBER 2017**

These were agreed and signed by the Chair.

**17.12 MATTERS ARISING**

**Item 17. 04 (National Funding Formula)** – Peter Reaney reported that Warwickshire was carrying out a consultation. There would be an extra forum meeting and then the County Cabinet would make a decision. It was noted that if the school received the amount suggested, it would be good news as grammar schools were known to have been badly funded. However, CM mentioned a

local government pay award of 5% which would take up a lot of any extra funding. MM said that at least it was better than previous expectations. PR thought that the protestations had been effective.

**Item 17.04 (Letter of thanks to staff)** – This had not yet taken place and **CM would write to all staff shortly.**

**Item 17.06 (Note re development plan areas)** – **Peter Reaney would send out a note to governors about the development plan.**

**Item 17.06 (e) (Library)** – It was reported that the drawings had been commissioned and AK would bring the plans across to the meeting during the break. The architect had produced the initial plans and MM asked if quotes had been sought for this but he was informed the job was too small at this stage for this to be necessary.

*Janet Gilbert joined the meeting.*

### **17.13 ADMISSIONS ARRANGEMENTS FOR 2019 – RESPONSES TO THE CONSULTATION**

The consultation had taken place and there had not been any response so the proposal was to approve the policy. MM mentioned the change in the letter for the intake for September 2018 which had caused confusion. CM said that there had been problems with Warwickshire's letter because it had included results for all areas which made it difficult to gauge the likelihood of an offer of a place. The score was still useful but not the ranking. SM was concerned about out of area students appearing to get preference in certain cases. CM could look at funding transport for pupil premium students out of area. The school had tried to encourage students on free school meals to apply but it was recognised that places not taken up by these students were offered out of area. **Action: CM would look at transport funding for next year for pupil premium students.**

*Rachel Street proposed the Admissions Policy 2019 which was seconded by Adrian Canale-Parola and agreed by all present.*

### **17.14 REVIEW OF ANNUAL REPORT AND ACCOUNTS**

The audited accounts had been reviewed at the Finance Meeting and the AGM. The auditors were happy with the financial position and that the school was a going concern. They had raised a few minor issues which were being dealt with.

### **17.15 MINUTES FROM STANDING COMMITTEES**

#### **Finance**

The Health and Safety Policy and Offsite Guidelines would be referred back to the next Finance meeting in January.

**QAC** – ACP reported that the action points had been dealt with and there were no further questions. Peter Reaney asked if there was anything to raise concerning the policies. There was not.

**Adrian Canale-Parola proposed all the policies: ESafety, Attendance, Child Protection and Homework and they were seconded by Sandy Marley. Everyone present was in favour of accepting the policies.**

**Personnel** – The public minutes had been received and there were no further comments.

As requested by the Personnel Committee, CM had produced a staff demographics analysis which everyone had received. CM said the staffing of the school gone through phases and the current situation was more like the pattern in 2006 with the average age moving upwards. Governors needed to be aware that there were some teams with several staff who might retire soon. It was noted that there were different challenges with different age profiles. There was likely to be more maternity leave with younger staff but older staff were likely to have higher salary costs on higher grades. RS said it was important to understand the staff profile and the implications. PR commented that the school did not have a retention problem. One concern was the inability to offer promotion to younger staff. CM said that there would likely be some staff changes if the Headteacher changed. She added that this could be a positive thing but the school must be prepared.

MM thought the information was of interest but did not see what use it was and asked if national averages were available. SM said this would not be relevant as we needed to understand the situation in our school. PR said the national information was not available and he was not sure that it was relevant as there were so many variances. CM gave the example that London schools would have different demographics due to property prices. SM said the aim was to try to find out if the school was going to have a staffing problem in the near future with several retirements or maternity leave, for example. RS said the information had only just been requested and the Personnel Committee would look at the possible challenges at their next meeting. CM confirmed that it would not be possible to obtain data from other schools on these issues and RS agreed that governors just needed to know the challenges for this school. CM said that it was necessary to juggle cost with experience. ACP asked if it was relevant to know the gender and ethnicity profile of staff and was informed that the Personnel Committee received a regular analysis of this and could confirm to SS that no discrimination had been identified.

## **17.16 GOVERNORS' MATTERS**

**a) Multi Academy Trust** – CM updated governors and informed that that the school was now in possession of a sample scheme of delegation from the lawyers and the areas of responsibility were clearer. Alison and Charlotte would study this and then bring it back to governors. They had met with Sue Smith who is a potential member and is a former leader in South Northants and Cherwell Valley. The next stage was to bring together potential members. RS asked, with Lee stepping down, whether there was a potential trustee opportunity for someone else. CM said that the members would decide the process. PR said that quite a number of people were interested so one less was not a problem but if anyone wished to offer they could but he reiterated that it would be up to the members to decide on the process.

MM raised concern again about being a member for life and asked that if he could find a lawyer who could find a way to change that could he do so. CM responded that it was for the Secretary of State to agree. MM said there was a potentially alternative legal opinion. SS suggested that if the terms of reference were coming from the Secretary of State it would have to be dealt with at that level. MM suggested that members could be asked to sign voluntarily. CM said that some people would be a member due to their role. AK thought it was covered by charity law and said that it would be in the funding agreement. AA asked about timescales for the MAT and CM hoped it would be in place by the end of the current academic year.

**b) Sixth Form Recruitment and Retention** – governors had received a document which attempted to show the position over a period of time. There was a lot of data and CM had looked at student

destinations. Retention varied from year to year and students were lost to different institutions. Some went to college - some within the UK, some abroad and some to Rugby School. There was no real regularity to the pattern. This year some were being influenced by transport. RS wondered if we were creating that problem with out of area students. CM said there had been a lot of change in Rugby schools eg Bilton's sixth form had grown. Harris had not had as many students available but the school had made the effort to make contact with them this year including visits there and here. SM asked if there was any flexibility of offers to Harris bearing in mind they have had problems. AA said that if they "came through door" we could do that but not if they didn't come. MG said that the letter did encourage students to come and discuss their situations if they didn't quite meet the requirements. CM added that they had to be within "touching distance". It was noted that the Headteacher at Harris was actively encouraging students to apply. CM said that staff went into all the local schools that would accept it, often with students who had previously attended the visited school and their students were also invited to Rugby High School.

PR asked if there was any indication that any girls were looking at going to LSS and whether Rugby High had had any applications from boys. CM reported that there had been 134 applications, exactly the same as last year, and this included 11 from boys. 80 Rugby High School students had indicated that they were definitely intending to come into our sixth form and 17 were still deciding. Careful guidance meetings would be held for them. From experience students often changed their minds once they had received their results.

MM thought it was very useful data and a valuable tool if it was possible to continue to collect it. CM thought the analysis of the past was interesting and in particular she would be interested to know what had attracted students from Coventry this year. MM asked what the minimum offer was and how it compared with others. CM said it was six Bs or sixes which put Rugby High at the upper end of local provision where most were offering on fives. She explained that we were asking for these grades to keep standards slightly raised from before. JG asked about the number of subjects offered and was informed students were only able to study four if they had five sevens. MM asked if the offer should be lowered and was informed that this was considered on an individual basis and that the letter stated that "normally" the six Bs or sixes was the requirement. A group of governors would then decide on results day whether to make any exceptions. EP asked if it was possible to ring students who had applied but not appeared at the school on the day, and was informed that this did happen but with little response. SM asked if it was possible to go over numbers in Years 9, 10 and 11. AA responded that we had very few good candidates applying in-year. RS suggested support for Year 9 with career meetings and MG said there was a member of staff looking at that.

#### ***Sandy Marley left the meeting***

MM thought it was an uncertain situation and CM responded that she was less concerned than she had been about numbers but it was a very uncertain climate and it might be necessary to have a summer recruitment campaign, possibly through social media and posters. The competition was being carefully monitored. PR said it had changed over the years and was now a different market. MM asked if bursaries could be offered. CM said that pupil premium money could be spent on this but not GAG money. AK said there was a 16 – 18 bursary fund but it had to be applied fairly.

#### ***David Robson left the meeting.***

AK said a free route from the station for Coventry students had been offered but CM said there was not necessarily a common issue about those choosing not to come here and it often included things like: travel, academic success or friendship issues. CM said she was trying to be more scientific about the patterns and PR concluded that the school was doing all it could.

c) **Trip Request** – Bulent Kucukcalik was proposing a trip to Greece from 13 – 16 July 2018 during activities' week. This would be with Kipling Tours who were used for the trips to India. The cost would be £700 and students would be staying in hotels. It would be for Years 10 -12. ACP requested assurance that the offsite guidelines would be robustly in place for insurance and CM confirmed this would be so. RS said that she had observed that there was one cohort who appeared to have a dip in trip opportunities. CM would prepare a report on the overview of opportunities for the last two or three years. **The trip was agreed.**

d) **IT Systems** – a document was distributed. AK elaborated that earlier this year it was realised there were problems with the server systems but the costs of replacement were prohibitive and the liability was noted. The problems became more evident as time went on but the systems continued to work. The two technicians left at the same time. Due to the urgency of the situation, Phasify were appointed to manage the systems. They appeared to provide support but said the school needed a new server. It became apparent that Phasify were not as technically competent as expected and there were major issues, including SIMS. There was also a power failure and the servers failed. Data was lost. The back-up systems had not been recording properly either. The school started using Ebstar who were originally involved in setting up the network. They are now giving the school on-site and remote support and at October half term Phasify were dismissed. Ebstar took over. Since then new servers have been installed and a reliable back-up system. Ebstar have been working systematically through the issues. Everything is in place now including a new power supply. Core systems are functioning reliably. The vast majority of staff thought it was much better. Wifi was all working and IT rooms were fully resourced. Students have log-ins although some data is still lost. There had been some problems in Computer Science assessments. Ebstar were giving on site support and recruiting a junior person for after Christmas as well as providing remote back up. There was no contract in place yet as it was still being monitored and they were not used to being an on-site company.

AA reported that staff felt much more confident. AK said the back-up system was better than ever and had more capacity. GW asked if it had caused any issues with recruitment and it was thought that it had and had done damage to the school's reputation.

#### ***Adrian Canale-Parola left the meeting***

AK was asked if Phasify were being paid and he said he had sufficient evidence not to pay what they requested. AK went through the costs and emphasised there was no financial risk to the school as the costs involved were just in budget . The only cost was to the school's reputation. MM suggested giving vouchers to all staff as a thank you for coping with the recent difficulties. ***Peter Reaney proposed £25 and Michael Moran seconded this. All were in favour.***

## **17.17 REPORTS**

a) **Child Protection** – The report had been received and CM added that a lot of time was spent on issues that started at home. Cyber bullying and on-line problems were quite a significant issue. A date would be sent to governors for updated child protection training.

b) **Exclusions Report** – There had not been any exclusions.

## **17.18 NEXT MEETING – Tuesday 13<sup>th</sup> March 2018**

***This part of the meeting closed at 8.30 pm and school staff left the meeting***

**17.19 SENIOR LEADERSHIP TEAM PAY AWARD**

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*Discussed confidentially and agreed.*

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