

Tuesday 13th March 2018

PRESENT

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

APOLOGIES

Michael Moran
Janet Gilbert

Peter Reaney reported that Shaun Brady had resigned as he was continuing to be unable to attend meetings. It was noted that a new responsible officer would be needed but this did not have to be a governor and could be purchased from another governing body. Allan Kerr said that as Shaun was also a trust member he would need the resignation in writing and Peter Reaney would pass this on.

17.20 QUORUM: The meeting was deemed quorate.

17.21 DECLARATION OF PECUNIARY INTERESTS

Sandy Marley declared that she was a governor at another school.

17.22 MINUTES OF THE MEETING HELD ON 6 December 2017

These were agreed and signed by the Chair after adding a comment that the senior leadership salaries had been discussed and agreed.

17.23 MATTERS ARISING

Item 17. 12 (National Funding Formula) – Peter Reaney reported that this had now been finalised. The figures had been approved by the Schools’ Forum and by the County Council Cabinet and the changes would be implemented. It was still uncertain what the level of the pay awards would be and whether this would take most of the extra funding. AK said that the Local Government two-year pay award had been agreed the previous day.

Shakeel Saghir joined the meeting

It was noted that for RHS the agreed funding would mean an increase of about £200 per pupil from September and more the following year which would amount to c£65,000 per year.

Item 17.12– The letter to staff, including gift vouchers, had been sent and had been very well received.

Item 17.12 (Library) – AK reported that suppliers were in the process of quoting.

Item 17.16 (c) – It was noted that the report on trip opportunities had been sent. RS reported that parents had commented to her that they were disappointed that they had had less than a week to decide on the India trip and had to pay the deposit just before Christmas. CM agreed that there needed to be a larger window for residential trips.

Item 17.16 (d) IT – AK said that when he left on Friday IT informed him that there were no outstanding helpdesk tickets and the support was much improved. AA asked about Phasify and AK said there had been no comments by the deadline of 9th March.

17.24 MINUTES FROM STANDING COMMITTEES

Finance - Governors had received the minutes and there were no questions.

There were three policies for ratification:

Health and Safety – **the date would be changed**

Fire

Offsite Guidelines

The policies were proposed by Sara Anstee, seconded by Rachel Street and all were in favour.

DR said the committee needed more members and Rachel Street volunteered to join the Finance committee.

QAC – Governors had received the minutes and there were no questions.

There were three policies for ratification:

Presentation

Teaching and Learning

Word Processing

The policies were proposed by Adrian Canale-Parola, seconded by Anthony Alonzi and all were in favour.

Personnel – The meeting had taken place the previous week and the minutes had not been available to send with the agenda. SM reported that there had not been a great deal of business. Governors had looked at ethnic monitoring data.

There were two policies for ratification:

Pay – This had been consulted upon with staff and there had not been any response.

Recruitment – The changes were shown in red and were mainly updates to comply with current rules.

The policies were proposed by Sandy Marley, seconded by David Robson and all were in favour.

17.25 GOVERNORS' MATTERS

a) **KS3 Languages Curriculum** – The Governors had received a document outlining the proposal going forward. CM explained that last year the curriculum had been changed to enable students to study two MFLs by picking up a second one at the beginning of Year 10. However, it had become apparent that with the new specifications it is not possible to effectively pick up a new language in Year 10 and achieve a good GCSE grade. The Languages and Latin departments had discussed the

issue and suggested the new proposal. Students would choose between an extra MFL and Latin at end of Year 8 to start at the beginning Year 9 which would give them enough time to do well in the second MFL and it should preserve Latin. There would be some cost involved for extra support. SM asked how many students chose two MFLs and Latin and CM informed her that c10% do two MFLs and even less were currently taking all three. RS thought the new proposal was a good compromise. SM was informed that students could not pick up Latin up for GCSE if they had previously dropped it. It was also confirmed to SM that Greek was still offered as an extra over several years. ACP wondered what would happen if it didn't divide equally. AA said the cost would increase because of an extra group but CM said it was usually possible to manage it.

SM asked how many students take a language GCSE that is not taught in school eg Polish. CM said there were a few but they were often taken out of sequence and didn't show up in the figures. CM informed SM that they were not "sought out" but rather they requested it. This was because students already have a lot of pressure without adding to the number of subjects they take. Some did have private tuition as their writing was not always as good as their oral skills. There was also sometimes an issue with providing access to the speaking part of the exams.

RS asked what would happen if a student wanted to take to GCSE the language they took up later and CM informed that they would look at the achievement data and advise accordingly. **It was agreed that students should be informed when they made their modern foreign language choice for Year 7 that they should preferably choose the language they expected to take to GCSE.** Students were also informed that their choices were not guaranteed.

The new proposal for the KS3 Languages Curriculum was proposed Adrian Canale-Parola, seconded by Sandy Marley and were in favour.

b) Admissions

Governors had received a document about the challenge the school's admission arrangements. CM explained that an admissions code was set by the government. The Office of the Schools Adjudicator listens to complaints about whether schools are compliant with the code. Mr Matalia, who was not a parent at this school, has a son at LSS. He had a history of litigation with LA. The current complaint was an objection to the testing arrangements. Rugby High School arrangements were those agreed across Warwickshire and the main day of testing was in September with other sittings available for religious reasons and then late sittings. Mr Matalia believed that each sitting should have a new test. Residency arrangements were in place which had been introduced some years ago when problems were identified with parents "playing the system". Mr Matalia did not believe that proof of residence should be requested.

The other issue outlined in the report was concerning twenty parents who didn't meet the residency requirements this year and there were various reasons given for this.

CM had prepared a response to Mr Matalia's complaint and was awaiting a communication from the Adjudicator. CM said that she might also be called as a witness for Mr Matalia in a County case and requested governor approval to instruct legal representation if necessary as advised by the County Council. This case was expected to be heard on 25 and 26 April. SS suggested that a letter from a solicitor stating that CM was not willing to be a witness would be desirable. There was discussion on the best way forward and whether or not it was best to wait until CM was compelled to act. SS thought it was wise to inform in advance that she was not willing to be a witness for Mr Mitalia. Governors agreed that CM should instruct a lawyer as appropriate which might be Browne and Jacobson or the County's lawyers.

MG wondered if Mr Matalia's constant challenges would be considered to be vexatious and it was thought he was in danger of that.

17.26 REPORTS

a) Child Protection – It was noted that the data was already out of date as a referral had been made the previous day about a sexting incident. CM confirmed that the figures were for the current term and SM thought this seemed high. There was discussion as to whether generally girls were more likely to have documented concerns than boys. CM thought that there could be some truth in this and boys were less likely to admit to problems although it was a generalisation. Girls seemed to find social media more difficult to resist. MG said that social media problems are known by experts to be common amongst young people. CM was concerned about the emotional and mental well-being of students. ACP said he was not concerned about the level of documentation as it demonstrated that people were coming forward and being identified which was positive and healthy. PR asked if there was any concern about the level of reporting by particular staff as one was attributed with five reports but CM said that was the pastoral manager and it would be expected that she would deal with more student issues. SA commented that at Avon Valley Ofsted were impressed with the number of green forms as it demonstrated that safeguarding was good.

b) Exclusions Report – It was noted that there had not been any exclusions.

Sara Anstee left the meeting

17.27 MULTI ACADEMY TRUST

Governors had received a progress report and the following three documents.

a) Diagram showing governance – This described the structure of responsibilities. It was noted the areas that made a school unique would remain with the governing body. The Trustees would be responsible for the business side such as HR, payroll, finance and estates.

b) Scheme of Delegation – This was a clearer version than previously produced.

c) Finance – This included a modelling of the top slicing. PR said that the Stowe Valley MAT had a top slice of 4% and the Diocesan top slice was 5%. AK said that special needs and deprivation funding would stay with the individual school.

CM informed SM that the MAT SLT was the Board of Trustees Ex officios.

Gideon Walters joined the meeting

SM was also informed that changes to the school SLT would be made over time as the CEO became more divorced from the school.

ACP pointed out that not all governors were elected, some were appointed although this was always for a four-year term. The new body had three parents which was less than at present but was as recommended by the DfE.

AA asked about the status of agreeing to the resolutions. CM said it was not a final approval of the MAT but as the school is already an academy it was necessary to be as detailed as possible at this stage. It was necessary to commit to the process with Avon Valley. There would be another vote

when the governors formally agreed to it which was expected to be in June, in the summer term.

SS wondered if “best endeavours” was the best wording? CM said it was to show that the school was going to do as much possible to move forward. It was agreed to take out “best endeavours” and replace it with “governors are committed to completing the process of conversion from a SAT to a MAT from 1ST Sept 2018”.

Resolution 1 - The governors of Rugby High School (Rugby High School Academy Trust) are resolved to form a Multi Academy Trust using the Co-operative model Articles of Association. The members of the new co-operative MAT will be Rugby High School and the Avon Valley School and College of Performing Arts in the first instance. Both schools will be equal partners in the new MAT. Governors are committed to completing the process of conversion from a SAT to a MAT by 1st September 2018.

This was proposed by Sandy Marley, seconded by Adrian Canale-Parola and all were in favour.

It was noted that there was no agreed process for the appointment of trustees. It was expected that the members should be the people who appoint the trustees.

Resolution 2 – The governors of Rugby High School (Rugby High School Academy Trust) agree that the persons provisionally named as members: Jane Danger, Carrie de Silva, Don O’Neill, Sue Smith MBE, Eric Wood OBE should draw up the appointments process for the appointment of trustees including the Trust’s Senior Leadership Team: the Chief Executive Officer, the Director of Educational Standards and the Chief Finance Officer and make provisional appointments. This resolution acknowledges that all appointments are subject to the approval of the Regional Schools Commissioner and the Department for Education.

This was proposed by Adrian Canale-Parola, seconded by David Robson and were in favour.

SS asked if Michael Moran had made any comment. PR said that he had had the papers and hadn’t communicated anything. AK informed ACP that there was no facility for proxy vote except for the AGM.

AK outlined some points in the proposal for financial due diligence. SM asked if why revenue generating information wasn’t needed and AK said that Avon Valley had been very open with information. GW asked if separate budgets were kept and CM said there were two “buckets” of money one for the MAT (for items such as HR) and one for the school. There could be economy of scale in such areas as energy. If such an area was not covered by the central MAT budget each school would contribute from their own budget. These sort of changes would happen over a period of time. SS asked about the process if the school wanted to come out of the MAT. CM said this happened only rarely and the MAT would have to be dissolved. PR commented that forecasts for the next five year period was for an increase in the number of secondary students locally to be 200 more than at present.

After discussion the financial due diligence process was agreed. Costs were expected to be no more than £5,000 and likely to be around £2,500.

Resolution 3

Governors authorise the Business Manager and the Head Teacher in consultation with the Chair of Governors and the Chair of Finance to appoint accountants to conduct financial due diligence on the Avon Valley School and College of Performing Arts within the cost parameters agreed, subject to them obtaining three quotations and ensuring that the school obtains best value.

This was proposed by Rachel Street, seconded by Anthony Alonzi and all were in favour.

17.28 ANY OTHER BUSINESS

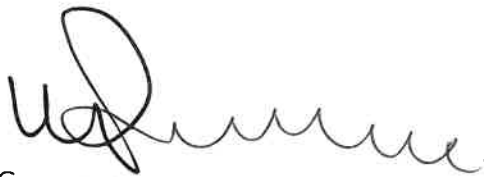
a) **Attendance Policy** - There was a request to amend the time for unauthorised late arrival to 9.20 from 9.30. This was a half hour after the start of school. This was agreed.

SAH to amend policy

b) **Reprographics Machines** – AK said that the school had had one machine for nearly 5 years and it could no longer be repaired. AK proposed to use the national framework developed by Crescent Purchasing Consortium to tender for new machines. Konica, the current company, had quoted an amount saving £2,600. AK would do more tender work then seek approval through David Robson and Peter Reaney. The delegated authority was agreed. GW asked about the possibility of putting general printers around the school on the agreement and AK confirmed that some would be.

17.29 NEXT MEETING – Thursday 28th June 2018

This meeting closed at 7.30 pm



Signature of Chair of Governors _____

Date: 28.6.18.