

Wednesday 26 September 2018

PRESENT

Anthony Alonzi AA
Sara Anstee SA
Adrian Canale-Parola ACP
Stephanie Chettle-Gibrat SC
Colin Goodier CG
Mark Grady MG
Sandy Marley SM
Charlotte Marten CM
Michael Moran MM (late)
Peter Reaney PR
Rachel Street RS
Gideon Walters GW
Lee Williams LW
Susan Heinink (Minutes) SAH

APOLOGIES

Allan Kerr (Clerk)
Shakeel Saghir
Janet Gilbert (post meeting)
Anand Pophali

Stephanie Chettle-Gibrat was welcomed to her first meeting and everyone introduced themselves.

Susan Heinink took the Chair for the appointments.

18.01 RE-ELECTION OF GOVERNORS AND ELECTION OF CHAIR AND VICE CHAIR

The term of office for three governors ended in September 2018: Peter Reaney, Adrian Canale-Parola and Sandy Marley. All were willing to continue to be governors.

Peter Reaney was proposed by Anthony Alonzi, seconded by Charlotte Marten and all were in favour. **Adrian Canale-Parola** was proposed by Rachel Street, seconded by Colin Goodier and all were in favour. **Sandy Marley** was proposed by Anthony Alonzi, seconded by Rachel Street and all were in favour.

Election of Chair: Peter Reaney was willing to stand again. There were no further nominations. He was proposed by Anthony Alonzi, seconded by Charlotte Marten and all were in favour.

Lee Williams joined the meeting and Peter Reaney took over as Chair.

Adrian Canale-Parola was willing to continue as Vice Chair and this was proposed by Rachel Street, seconded by Colin Goodier and all were in favour.

PR informed the meeting that two governors had resigned: Elizabeth Pyne, a parent governor, and David Robson a community governor. An election for a parent governor would be delayed until the Year 7s have settled. A chair for the Finance Committee would need to be chosen at the next Finance meeting.

It was noted that the Governing Body needed to appoint someone with an education background who could sit on QAC.

18.02 QUORUM: The meeting was deemed quorate.

18.03 DECLARATION OF PECUNIARY INTERESTS – Gideon Walters expressed an interest in the last item and would leave before it was discussed.

18.04 MINUTES OF THE MEETING HELD ON 28 June 2018

These were agreed and signed by the Chair. A couple minor amendments were notified later and the minutes would be adjusted.

18.05 MATTERS ARISING

SM asked about progress on the skills' audit and RS confirmed she had previously provided a spreadsheet for courses taken. It was noted that there was a minimum of training governors should complete although some of this was guidance and recommendation of best practice. **RS would bring the information and spreadsheet to the next meeting.**

SM was informed that only 121 out of the possible 135 Year 7s had enrolled but there had been more sixth formers than expected. It was informed to SM that only one of the students who dropped out of Year 7 had been an appellant. This was of some concern and CM said that many people were now holding more than one offer.

ACP pointed out that governors' personal responsibility re individual safeguarding responsibilities and training for themselves as members of the Governing Body was not mentioned in the Development Plan This was noted and the fact that the final version was still awaited.

AA asked about progress on the multi academy trust and CM said this was stalled because the Head of Learning at Warwickshire was leaving and there was currently no replacement to refer to. It would also be difficult to negotiate with CM retiring and until a new Headteacher was appointed. She said it was necessary to wait until January when both situations would be clearer. AA asked if anything had come of 5 July meeting that could be shared. Peter Reaney said that there was nothing further to report following that meeting but Avon Valley were grateful for Rugby High School's support. It would not be possible for them to clear their debt quickly.

18.06 MINUTES FROM STANDING COMMITTEES

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

18.07 GOVERNORS' MATTERS

a) Development Plan – MG said this had been prepared following the planning morning with governors and then an afternoon with staff . The core targets had been kept the same with just a slight change to the wording. It concentrated on reviewing interventions and refocussing on teaching and learning. Mobile phone use and how BYOD should be used were being reviewed. Questions were invited. PR asked if the ICT systems were now stable. CM said it was much better but there were still some issues with wifi. Ebstar were very good. The system was working reliably most of the time.

Michael Moran joined the meeting

There would continue to be a focus on attendance particularly in the Sixth Form. The school would continue to distribute strong leadership. The "pink slips" system would be evaluated. There would be monitoring of the boys in the Sixth Form. Item 3.7 regarding the MAT may need removing. ACP queried whether item 3.7 should be taken off and it was decided that it would not but the time-frame may need changing. SC asked if it was an internal document and was informed that the school did not need to share it externally but was obliged to have one. She was informed that

governors were responsible for monitoring it and that the QAC received an interim report with a full report in the last governing body meeting of the year. Governors were also encouraged to join learning walks for verification. MG added that the self-evaluation process informed and prompted much of the activity in school. SM asked about point 1.5 regarding monitoring mobile phone use and developing well-being. CM said it was a concern but the school would prefer to teach safe usage rather than removing the privilege.

b) Appointment of Headteacher – this item was postponed to the end of meeting.

18.08 POLICIES

PR explained that these were normally first presented in sub committees. The school was required to have an up-to-date safeguarding policy. Several other policies had also to be updated to ensure that they complied with the new safeguarding rules.

a) Complaints – This had been updated following the previous meeting when minor changes had been agreed. CG asked if on page four it should refer to anyone rather than just parents. It was agreed that the item was specifically referring to parents so should remain unchanged.

b) Curriculum – There had just been a correction to the number of lessons in one subject and the title of another.

c) Admissions – CM explained about the challenge to the school's policy and she was waiting to hear the result. The arrangements included the likely outcome of the adjudication. In the new version there were slight changes to residence arrangements and CM said that one of the main problems was address fraud. Otherwise the document was as the previous year other than dates. The document needed Governor approval and then **there would be a six-week consultation period. It would then be brought back to the next governing body meeting.** The result of the adjudication will be shared with governors.

d Child Protection and Safeguarding – CM said this had been substantially re-written and added to. The Warwickshire draft had not been considered sufficient with regard to staff responsibilities and expectations. There was a new section about peer on peer abuse in the Keeping Children Safe in Education document. The revised Anti-Bullying policy was out for consultation with staff. This had been updated to include reference to the new on-line reporting tool being used. MM asked about safeguarding staff training and was informed that all staff had had this on 5 September. Anyone absent on that day would take part in a catch-up session. This was an annual requirement. ACP asked what was meant by the "school" and "staff" as it doesn't refer to what is expected of governors. **CM would add a clause that included governors on page 13 in the second bullet point.** SA asked about Prevent training and asked if the PSO visits had reduced. CM said she was trained to deliver Prevent training and would offer this later in the year. It was not essential to train all staff although all were trained initially and it would be offered again. **Governors were encouraged to respond to the invitation for safeguarding training on 17th October** as governors were required to take part in this. PR added his plea to this. It was noted that GEL and HAYS on-line training were available.

e) Managing Allegations against Staff – the changes reflected the change to the name of the regulatory body.

f) Recruitment – references to the Keeping Children Safe had been updated.

g) Social Media Policy – This had been reviewed but was not revised.

h) Staff Behaviour – Code of Conduct – **The Warwickshire logo would be removed from the top and the RHS one added.** Following staff feedback this had been changed slightly for staff who have children at the school and were members of friendship groups in the local community with parents of other students. They would not be restricted as long as they did not talk about school business and informed of any special events such as sleepovers. MM was informed by CM that teachers at the school couldn't tutor a child who attended the school for monetary gain. This was in their

contract too.

i) **Whistleblowing** – This had had minor updates to ensure the references were correct.

All 9 policies (with minor corrections agreed) were proposed by Lee Williams, seconded by Sara Anstee and all were in favour.

18.09 REPORTS

a) **Pupil Premium** – This report was not yet available as data was needed from Allen Kerr who was on holiday. The report would be about how the school gives support to these students. In a lot of cases the help has been effective in keeping the performance gap to a minimum. CM said it would become more important as time went by as the school takes in more pupil premium students into Year 7. **The report would be sent out by email.**

b) **Equalities Report** – **SAH would send out the SEND report which was on the website.** There had been a comment from a parent who had said that the school was very European centric so in the future the focus would be on other areas such as India. Students were also going to Tanzania so there would be events centred around that trip.

Adrian Canale-Parola left the meeting

c) **Preliminary Exam Report** – MG said that QAC would go through this in detail and this was a precis for governors. The A level A* results had improved. It was a good and secure rise. There were no longer any AS exams. The key GCSE headline was very good. Grade 9 had been an unknown quantity and the school had achieved 24.5% level 9s and had maintained the levels in the rest of the grades. AA commented that it was the first year of 120 students. CM added that a 73.7% pass rate was excellent. The Science percentage for Combined Science was very good and these were generally the weaker science students. The rest of the report gave subject comparisons. CM said she was expecting that when the final data was published the school would be well above average for Progress 8. SA commented that this was fantastic. CM said that the quality of feedback to students was a big factor in the success. MM pointed out that the difference compared with Ashlawn and LSS was good. PR would write to staff. MM asked about giving the results information to parents and was informed that it had been in the newsletter. LW felt that stronger self promotion was needed and CM would do this when the final published data was available.

18.10 ANY OTHER BUSINESS

a) **Report on CIF Project** – It was noted that the project was behind and the contractors were rather slow and unorganised. **RS asked about compensation and AK would be asked to investigate.** PR asked what happened if the totals were less than the grants and was informed that the funding could only be used on related work.

b) **Report on Student Numbers** – These were good as there had been successful recruitment into the Sixth Form. There were six boys at Rugby High and six girls had gone to LSS. MM asked if the balance in the Sixth Form between new students and Rugby High students had changed and **CM said it had not changed significantly but she would send out a percentage and detailed analysis.**

AA said there was a bigger Rugby High School cohort due to Year 11 being 120 for the first time.

c) **Teachers' Pay Rise** – The Secretary of State had recommended the payrise for teachers of: 3.5% for Main Scale, 2% for Upper Pay Scale and 1.5% for Leadership. Acceptance was proposed by Sara Anstee, seconded by Rachel Street and all were in favour.

Gideon Walters left the meeting

d) **New Floor in Bungalow** – MM felt that it should not be up to the tenant to bring the matter to governors’ attention and there should be an annual visit to keep on top of the condition of the premises. SM agreed. The new floor in the bungalow as described in the supporting document was proposed by Michael Moran, seconded by Rachel Street and all were agreed. **It was agreed that the Finance and Premises Committee would discuss an annual check.**

e) **Art residential** – The Art Department was proposing a trip to Devon, the same as in past but with a change of accommodation. The cost would be £320 and it would be for 30 GCSE and A level students. This was agreed.

f) **Year 7 residential** – this was a repeat of the previous year’s trip and would cost £224. This was agreed.

g) MM asked what the process was if a governor wanted to raise an issue at a meeting. PR said that governors should inform him beforehand and for a sub-committee they should contact the Chair of the committee.

Charlotte and Mark Grady left the meeting

18.11 APPOINTMENT OF HEADTEACHER

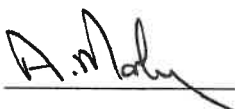
PR also announced that Susan Heinink was retiring at the end of the academic year after 25 years’ service at the school.

PR outlined the situation and said that the appointment of a Headteacher was a major event for the school and it was important that the governors got the process right and that it was well-planned. He said that professional assistance would likely be needed and that the timing was crucial as some applicants would be on two terms’ notice. The appointment would need to be made by the end of the current term. PR suggested a smaller group of governors to form a recruitment and selection committee was needed. The group would look at all the issues including job description and the person specification. Governors would need to commit a lot of time to it. From previous experience PR said that shortlisting took a long time and there would be two days of selection procedure. LW suggested the shortlisting could be done by professionals but PR did not think this was appropriate. AA said that staff were very anxious and he felt that they would rather have an advisory professional input rather than them doing the first sift. RS and LW both thought it was beneficial to have a professional organisation to do the sifting. There was discussion about this. SC felt it would be helpful for the recruitment agency to do the “donkey work” as the time was so tight. SM said that they needed to be a company who knew the local situation. It was noted that for a previous Headteacher appointment it had had to be advertised twice and there was a gap of a term before the new Headteacher started when the deputies had been in charge of the school. AA agreed that external help of some kind was needed. **PR would email all governors to ask if they would like to put themselves forward for the small group and that group would decide on the process.** MM asked about CM’s role in the process and was informed that although she could advise it was usual for the current Head to be somewhat removed from the process. SM said all governors were involved in a meal last time

18.12 NEXT MEETING – Tuesday 11 December.

The meeting closed at 8.25 pm

Signature of Chair of Governors



Date: _____