

27 March 2019

PRESENT

Anthony Alonzi AA
Adrian Canale-Parola ACP
Stephanie Chettle-Gibrat SC
Janet Gilbert JG
Colin Goodier CG
Mark Grady MG
Sandy Marley SM
Charlotte Marten CM
Anand Pophali AP
Peter Reaney PR
Shakeel Saghir SS
Rachel Street RS
Gideon Walters GW
Paul Cartmell (Clerk)
Susan Heinink SAH (Minutes)

APOLOGIES

Michael Moran MM
Lee Williams LW (received post meeting)

All present introduced themselves to Joanne King, a new parent governor, and Paul Cartmell, the new Business Manager.

18.26 QUORUM:

The meeting was deemed quorate.

18.27 DECLARATION OF PECUNIARY INTERESTS

There were no declarations of pecuniary interest.

18.28 MINUTES OF THE MEETING HELD ON 11 DECEMBER 2018

Following two corrections, these were agreed and signed by the chair.

Janet Gilbert and Stephanie Chettle-Gibrat joined the meeting.

18.29 MATTERS ARISING

a) Item 18.20 - CIF Application – PC reported that the result was expected in April.

18.30 MINUTES FROM STANDING COMMITTEES HELD SINCE 11 DECEMBER 2019

Finance

It was noted that the minutes were not yet approved by the committee. The minutes would be returned to the next Governing Body meeting once the committee had approved them and to include the document referred to with regard to the numbered points.

a) **Finance Report** (filed with minutes) – PC explained that the detail in the report was limited as he was still reviewing the situation. Part of March was shown and demonstrated that much less money was being spent since all spending had to be approved by Charlotte Marten. SM asked if there was still problem with supply cover. MG and CM were doing a lot of teaching. PC said the

school had a very capable Cover Manager who did everything possible to reduce the costs. She had carried out an exercise on the cost of cover for trips and this indicated that the main cost of cover was for long term sick cover rather than trips. It had been ascertained that it was not permitted to build the cost of cover into the price of a trip. The ski trip could be moved into half term. ACP asked about the running costs of the minibus and PC said it was not a great amount but that at present the vehicle was leased.

AP joined the meeting.

The graph showed an overspend but PC said that experience showed that this would flatten out over time. The cost of supply should come down in the next term due to study leave. PC said that the extra funding shown would have to be spent on capital items. Some would be spent on staff laptops and any left on student updates.

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

b) Policies for ratification:

- Lone Working
- Minibus
- Medical
- Health and Safety

In future changes to policies would be indicated.

Acceptance of the policies was proposed by Adrian Canale-Parola, seconded by Colin Goodier and all were in favour

QAC

a) Curriculum Plan – CM explained that the aim was to come to an agreement on a way to deliver a curriculum that the school could afford. The plan had been considered at SLT, QAC and by a wider group of leaders in the school as well as AA who prepared the timetable.

Staffing costs were increasing considerably. Some would be funded by government grants but this would be based on student numbers and the school had an atypical staff profile. It was, therefore, necessary to be careful about curriculum spend. There was also uncertainty about Sixth Form numbers as if there were fewer than 150 students there would be a financial shortfall. CM was also concerned about 27 students who had been offered a place in Year 7 but had not yet accepted. CM had written to admissions to inform them to offer those places to others on the waiting list.

KS3 - It was expensive to offer Food and Textiles because of the necessary smaller classes but due to the importance of this subject for students' ongoing health it was decided to find the money to continue to offer this skill to students by maintaining the status quo. The carousel would be restored in Year 8.

KS4 – There would be only a single group for Drama and some subjects with small numbers would not be offered. PR said it was a balance between cost and offering students the subjects they wanted to study. CM said it might be possible to do some textiles work in Art. ACP said that QAC had been through the plan thoroughly and stated that it offered the best that was possible whilst still making a saving. He added that it maintained the ethos of the school. RS thought that it was a

“good job” in the circumstances. CM said it had been decided to continue to offer Latin as it was important and offered something different for students in the language experience. AP asked if it was possible to share lessons with LSS but CM explained that this was not possible due to their two-week timetable and the fact that RHS had a lot of part-time staff.

KS5 – Some subjects with low numbers would not be running. An estimate of likely final numbers was made using data from previous years to indicate how many would turn up. With regard to the three Latin students there was confidence that they would stay as they could only take the subject here or at an independent school and if the school purchased the Cambridge Latin Course and offered three supervised lessons a week for them this should be acceptable. It was explained that the Cambridge course was a good quality distance learning project. Where courses were not running current schools had been checked to help with the decision and this was particularly relevant for PE and Music. It was noted that in Art it was possible to mix Year 12 and 13 students. JG asked if LSS offered Latin and was informed that Rugby High was the only Warwickshire grammar school offering it. JG asked why Rugby High offered it and was informed that it made the school different and it was a unique selling point. CM said she was confident that the three students wouldn’t stay at the school if it did not offer Latin in which case the school would lose £12000. ACP emphasised that it was not just a financial consideration but maintained the ethos of the school. It also helped to obtain places for students into Cambridge University. AP asked if girls in the lower years showed an interest in Latin and CM said that all girls studied the subject but it would always be a small number wishing to take it at A level.

The Curriculum Plan was proposed by Rachel Street, Seconded by Sandy Marley and all were in favour

b) Approval for website oversight to be put on the job description of new PA – It was agreed that it needed a named person to be in charge of updating documents. AP asked if it should be Paul Cartmell as Business Manager. It was clarified that the Leadership Team were responsible for the look and policy for the website but that the PA’s replacement would have knowledge of and access to policies and other documents and could be responsible for keeping these up to date. It was not a technical responsibility. **This was proposed by Adrian Canale-Parola, seconded by Janet Gilbert and all were in favour.**

c) Policies for ratification:

Exclusion

Exams – It was noted that the exams disability policy was new. CM believed that governors needed to understand and be familiar with the rules. The policies had been updated in line with JCQ regulations.

The policies were proposed by Colin Goodier, seconded by Adrian Canale-Parola and all were in favour

Personnel

Governors had received the public minutes and had no further comments.

18.31 REPORTS

a) Head’s Report (report received with agenda) – A marketing meeting had taken place. There was a plan in place to keep in contact with potential Sixth Form students. CM and PR were still dealing with an admissions objection for which the LA were being helpful. Governors

would be informed when it was resolved. The objection was about the fixing of the automatic score and the numbers awarded in each category. The report contained information about Y11 and 13 mocks.

The Y11 group was expected to be weaker than the previous year as a few students were unwell and had not been in school for long periods. They were unlikely to sit exams. Another student would be sitting exams at home. A lot of support had been given to another girl and others were doing less than 8. It was decided that it was more important that their mental health was looked after.

There was discussion about grades required for the Sixth Form. MG said there were six or seven students who wouldn't get eight. CM said that the decision about whether or not to enter students would be left as late as possible. RS asked if more could have been done for these students and ACP responded that he was assured that all was being done that could be. AP asked how other students were doing and MG said Progress8 was likely to be about 4 but it was difficult to predict. RS said governors understood and could explain why.

b) Safeguarding – MC said the document set out the position as it was a week ago. Since then there had been one more referral to MASH and some new concerns. The document showed that mental health and well-being were the top concerns. Cyber bullying was quite a small percentage. Recent cases had been reviewed to see if they could have been dealt with differently. CM said that bullying could change from a small incident into a massive one in a short period of time and sometimes the small concerns that had not been shared were from some time ago. Sometimes the school only saw the tip of the ice-burg. SM said it was a shame to read about these issues as the girls always reported a very supportive and friendly environment. MG said there was sometimes a difficulty knowing what students meant by bullying. CM said that social media didn't help and the problems often happened outside school and often not with our students. ACP said that MyConcern showed what was being reported and made it a lot easier to pick up patterns more quickly. JG asked what was being done ongoing. CM said that the school had a Cool to be Kind week, on-line behaviour was dealt with in PHSE and in the curriculum in Computing. Year 7 also focussed on diversity. SQ did an assembly on the subject of on-line safety. AP asked about self harming and CM said the school would establish the extent and who else was aware eg the parents or GP. It covered many things and a wide range. PR asked if there was a lack of parental support for on-line issues and CM said that parents were usually supportive once they understood the situation. MG said there was a restorative approach on every occasion and SM was told that it did not always involve an apology as the victims often didn't want any further contact. It was noted that MASH stood for Multi Agency Safeguarding Hub and involved all the services that work with young people including the police and children's services.

c) Exclusions – There were none and CM said they had reduced in Warwickshire as Heads were trying to keep students in school. PR said that Warwickshire would be setting up a new provision.

18.32 ANY OTHER BUSINESS

a) Support Staff National Pay Award – PC reminded governors that they had adopted the NJC pay point scheme. The second part of a two-year deal had been awarded recently. Last year the deal had been for approximately 2% with higher rises for the lower grades. It was the same for this year but was complicated by the scheme changing from a 50-point scale starting at point 6 to re-align the grades to start at number one and missing out some points and inserting others. To assimilate this into the school pay bands would be a lengthy exercise and all support staff had been written to to explain the delay and were informed that when approved it would be backdated to 1 April. PC would present a proposal to the next Finance Meeting and that would then need to be approved by the Full Governing Body.

b) Finance and Administration Team Restructure – PC reminded governors that there had been a consultation started before he was appointed which had been paused for PC to look at the situation. He had reviewed the Finance Officer role and the document set out his findings. He felt that the FO role had been positioned very high and the job evaluation indicated where it should be placed. He added that there was no requirement for accountancy skills. In his experience PC thought that pensions responsibilities should be given to the payroll provider. He

had proposed this to MAGMA so it would no longer be in the FO role. The salary point proposed was a midway position. RS asked what would be the cost of MAGMA doing the extra work and PC said there could be a slight increase in their charge. He added that the Finance Assistant did a lot of first aid and this had partly informed her increase in hours.

PA to Head – PC had discussed this with MG, CM Jo and Yvette. It was decided that a Headteacher’s PA was not required but rather admin support to the leadership team. PC would take on the advice role of HR but there would still be a need for HR admin. The different payroll instruction would mean this responsibility would decrease. Specialist HR support would be provided from a legal firm. Admissions would remain in that role and the Census would be taken out to be offered to a suitable person with wide-ranging SIMS expertise. PC had carried out a job evaluation and this came out lower than the current post due to the reduced duties. Office Management would be offered separately and there was likely to be several internal candidates. PC said that a significant overlap with Susan would be desirable.

There would be a consultation on the Finance Structure and it would be brought back to Personnel. AA said the consultation needed to make it clear what the payrise was (not including the on-costs). AA asked if the person was promised more pay when she achieve the accountancy qualification and was told this was not the case. It was also noted that the MAT would have had an effect on the original plan.

The Financial Restructure Consultation and Proposal for the replacement of the PA role was proposed by Adrian Canale-Parola and seconded by Gideon Walters. It was agreed by all governors with one abstention by AA.

18.33 ANY OTHER BUSINESS

a) **Governor Training** – PC would send an email of a scan of the booklet.

b) **Planning Application** – SC declared an interest. PC reported that no one had responded to the application for an extension to a house in Cymbeline Way.

Rachel Street left the meeting

c) **Electricity and Gas** – this was provided through ESPO and it was coming up to the end of the contract. PC asked governors if they wished to renew it and added that it was underwritten by the government. PR said governors needed to know that it was the best deal and PC would email the result of investigations into other providers.

d) **The School Drive** – PC had received three quotes of less than £1000. PR asked SC about the ownership of the section outside the front of the school and she reported that she was still investigating and would report back. It was noted that the school might need permission to do that section. It was agreed that PC should accept the quote with an extra £50 would to do the car park pot holes and a 10 year guarantee. They had also offered to do the drive in front of the caretaker’s bungalow for an extra £500. This was agreed and would hopefully be done at Easter.

18.34 *The meeting closed at 7.50 pm*

Signature of Chair of Governors



Date: 26/5/19