

# fortismere

## Minutes of the Governing Body Meeting held on 19 October 2015 at 6pm Conference Room, South Wing

**Governors present:** Mark Chapman, Robert Chess, Pat Dugdale, Stephen Dunmore (*Chair*), Peter Fawcett, Helen Anthony (*headteacher*), Alan Johnson, James Skuse, Gill Ward, Cara Williams

**Staff attending:** Ansley Webster, Anne Keogh, Michael Egunjobi, Jo Davey, Zoe Judge, Sue Karp, Karen Allaway, Florence Fineberg, Andy Ward

**Also attending:** Jo Westley (Communications). Sixth Form Student Leadership Team

**Clerk:** Sam Murray

### 1. Welcome and apologies

There were no apologies. Introductions were made around the table.

### 2. Declaration of interests

There were no meeting specific declarations of interest made by governors present.

### 3. Register of business interests

Governors completed an annual entry in the register. These were retained by the clerk. Information will be published on the website.

#### 4.1 Membership update

The clerk circulated a paper updating governors on current membership of the GB and action taken to recruit new governors. GB membership details have been updated on the website. Parent governor election process has started - an election will be held later this term. Partnership and Co-opted governor vacancies have been advertised on school website, newsletter and SGOSS website.

#### 4.2 Appointment of LA governor

Governors **ratified** the appointment of James Skuse as the new local authority governor with effect from 19 Oct 2015 for a four year term of office.

### 5. Governor Code of Conduct

Governors **agreed** to adopt the Code of Conduct. The updated version was based on a model Haringey document.

### 6. Annual review of GB delegation planner

Governors **agreed** the revised delegation planner. The revised document had been updated to reflect a number of new statutory duties.

## **7. Annual review of committee membership and terms of reference**

These have been reviewed and agreed in the Curriculum, Resources and Physical Resources committee meetings this term.

### **7.1 Appoint governors to the Admissions committee**

Current membership is Peter Fawcett, Headteacher and two vacancies. Mark Chapman and Pat Dugdale **agreed** to join the committee. The committee membership **agreed** Peter Fawcett as Chair of Admissions Committee for this year.

### **7.2 Sixth Form Student Leadership Team presentation**

The leadership team fed back to the governors on their achievements to date including charity events, new societies, activities with younger students, and their plans for the future. A key theme for their work has been increasing participation and engaging with students lower down the school. HA praised the team for showing good strategic leadership skills and really understanding their role. Governors thanked the students for their presentation.

*Note: Student Leadership Team left the meeting.*

## **8. Minutes of the last meeting held 15 June 2015**

Agreed as an accurate record and signed by the Chair.

## **9. Matters arising from the last meeting**

Teacher contracts (item 9) – standard Haringey teacher contracts are now in place and used by the school.

Other matters are completed or agenda items.

## **10. Communications update – Jo Westley**

JW presented a report updating governors on communications and outlining the plans for the year ahead for internal and external communications, social media and VIP visits. JW also outlined some current issues with the website and areas to develop during the year. Governors discussed communication with parents. JW suggested areas for improvement including branding/creating a fortismere style as well as adopting a more streamlined approach and the use of new technologies. Governors asked about the outcomes of any parent surveys and **requested** that JW explore how this could be shared with governors. Governors thanked JW and were positive about the progress made in this area.

**Action:** JW to explore sharing parent survey outcomes with GB.

*Note: JW left the meeting*

## **11. Staff engagement plan – Helen Anthony & Ansley Webster**

Governors received a report outlining the background, achievements and plans for the future. The report highlighted the key issues identified by the first staff survey (June 2014) and changes that have been put in place to address the concerns raised by staff. The outcome of the second staff survey (June 2015) showed a positive shift in many areas. Developments include the creation of a Staff Association and a lunchtime drop-in surgery hosted by Jo Davey – staff feedback on these initiatives has been positive. The report outlined the areas that have been identified as key actions for the year ahead including – open and transparent decision making,

working as one team, managing change and staff well-being. Governors discussed workload and asked how staff with middle leadership responsibilities are supported to carry out their roles. SLT feedback on training opportunities provided, CPD and work with the New River Teaching Alliance. GB will monitor progress against the Action Plan at GB meetings.

The NUT had carried out a staff survey in March 2015 and findings were shared via the MUCF meetings. The NUT has requested that the findings are shared with all governors. Governors confirmed that their focus will be on the school's own staff survey findings.

**Action:** Circulate NUT survey findings to all governors.

## **12. Academic progress targets 2015-16 – Helen Anthony & Sue Karp**

Governors received a report summarising key stage 4 and key stage 2015 results in terms of attainment and progress. The report outlined the new accountability measures in place from 2016 and identifies successes and areas for improvement and monitoring. Key performance indicators 2015-16 for attainment, progress, behaviour and attendance were presented. Governors asked if the targets were realistic. SLT felt that the targets were fair but certainly challenging. Governors discussed the impact of the new accountability measures. Training is offered by Haringey Governor Services on the changes. Governors **suggested** adding KPIs for Key Stage 5 value added progress and attendance targets for vulnerable groups and pupil premium students. Governors **agreed** that the targets presented (plus additions) will be monitored by GB meetings.

**Action:** Additional KPIs to be added and targets monitored by GB meetings.

## **13. Site development plans 2015-16 – Helen Anthony & Michael Egunjobi**

ME presented a document outlining improvements needed to internal/external buildings, school site and capital projects including sixth form and dining facilities. A Haringey condition survey underpins the plans for site development. ME working with the Physical Resources committee to agree a vision statement for the school site. Further updates will be provided to future GB meetings as work progresses.

## **14. Headteacher's report**

Governors had received a copy of the Headteacher's report. HA highlighted key parts and governors discussed including: 95% of teaching and learning at Good or Outstanding; Attendance at 97% since start of year; and use of Behaviour Panel meetings to identify students at risk of exclusion and support them to improve behaviour. Governors had attended behaviour panel meetings and gave positive feedback on the approach taken by the school. MUCF meeting had taken place recently with JD chairing and supported by KA. Governors discussed carrying out a parent/carer survey next term. HA **agreed** to conduct a survey in Jan/Feb.

**Action:** Parent/carer survey to take place in Jan/Feb.

## **15. Curriculum committee report**

The chair of the meeting gave a verbal report as per the minutes of the meetings circulated to governors. Highlights included: praise for staff and students in light of the positive GCSE, AS and A level results achieved in the summer. Many schools saw results dip so the achievement is very pleasing. The final key stage 4 review was considered and provided extensive data and information for the committee to

use. An assessment and marking policy was reviewed and agreed. The committee will focus on behaviour and attendance at its next meeting. The committee chair **agreed** to invite CW (PHSE governor) to a future meeting where promotion of british values as part of the curriculum is considered.

#### **16. Resources committee report**

The chair of the meeting gave a verbal report as per the minutes of the meeting circulated to governors. The committee continue to carefully track income and expenditure in an increasingly challenging financial environment. Extra pupil admissions into year 7 had increased income. The committee had reviewed CPD for staff. Only 21 requests for CPD - out of a total of 424 - were declined. The committee had discussed and suggested setting up a staff workload working party.

#### **17. Physical Resources committee report**

The chair of the meeting gave a verbal report as per the minutes of the meetings circulated to governors. Chair highlighted that the committee had agreed to explore local community involvement in the school and ensuring that we were getting maximum benefit to the school. The opening of the school nursery in September was very positive.

#### **18. Governor development**

MC had attended the Haringey Governors Conference topics covered included successful governance and new accountability measures. MC found it very useful feedback to governors.

JS will attend new governor training with Haringey.

#### **19. Date of next meeting**

Monday 7 March 2016

*Meeting closed.*