

fortismere

Minutes of the Governing Body Meeting held on 7 March 2016 at 6pm Conference Room, South Wing

Governors present: Mark Chapman, Pat Dugdale, Stephen Dunmore (*Chair*), Peter Fawcett, Helen Anthony (*headteacher*), Alan Johnson, Jan Monsen-Elvik, James Skuse, Wendy Sloane, Cara Williams

Staff attending: Ansley Webster, Anne Keogh, Michael Egunjobi, Jo Davey, Zoe Judge, Sue Karp, Florence Fineberg

Also attending: Sixth Form Student Leadership Team

Clerk: Sam Murray

1. Welcome and apologies

Apologies were received from Robert Chess. Introductions were made around the table.

2. Declaration of interests

There were no meeting specific declarations of interest made by governors present. Governors noted the declarations flowchart circulated for information.

3. Membership update

Governors had received a paper updating them on the current membership of the GB and its sub-committees.

3.1 The new elected Parent governor and elected Staff governor were welcomed to the GB. Jan Monsen-Elvik was **appointed** to the Physical Resources committee. Wendy Sloane was **appointed** to the Physical Resources committee and the Admissions committee.

3.2 The reappointment of Stephen Dunmore as a Partnership governor was **ratified** by the GB.

3.3 Governors discussed the composition of the governing body in light of the fact that some of the potential governors interested in joining the GB as Co-opted governors are also parents. The preference is to balance out membership and to ensure there are sufficient governors with no parental connection to the school. However, the right skills and commitment to the role are most important. Governors **agreed** that skilled individuals who are also parents could be appointed as Associate members to relevant committees to allow the GB to benefit from their contribution.

4. Minutes of the last meeting held 19 October 2015

Agreed as an accurate record and signed by the Chair.

5. Matters arising from the last meeting

Communications update (item 10) Parent surveys – There was no update available on this item. Governors **requested** that this item be followed up.

6. Student leadership team

The sixth form student leadership team updated governors on recent activities. Work with younger students had focussed on a lunchtime common room project which had been very well received. Charity and fundraising events had been successful and they have worked closely with the new Key stage 4 student leadership team. Elections will take place soon to find the next sixth form leadership team. The team had set out to include all Fortismere students in their work and not just sixth form students and were pleased with what they had achieved. The Chair thanked and congratulated the team on their contribution to the school.

The student leadership team also wanted to express their concern that German was not being offered next year. They are aware that not many schools offer the subject and believe that Fortismere should do so. ZJ responded that decisions have to be made on the viability of courses. Parents have been informed at year 9 options meetings and sixth form meetings. A governor suggested that there may be ways of continuing to offer the subject if parents could pay for the lessons. Governors **agreed** that ZJ should explore any alternative methods for providing german lessons and that all parents should be made aware of the decision through the Newsletter.

Action: ZJ to explore alternatives for offering german

Action: ZJ to communicate decision to all parents through the newsletter.

7. Headteacher's report (ZJ)

Governors had received a report from the acting headteacher outlining progress against the key indicators in the Balanced Scorecard. Governors noted the report and discussed attendance currently at 95.5%. ZJ advised that interventions by Deputy Head of Colleges had led to an increase. A more consistent approach to following up absence is being adopted by Deputy HOCs. Governors noted the data for fixed period exclusions which had increased. Governors asked if there were any themes or trends showing in the reasons for the exclusions. ZJ responded that there were no significant trends but there seemed to be some problematic relationships between certain students that were leading to behaviour incidents.

8. Strategy for improving student performance (ZJ)

Governors had received a paper outlining the first steps in planning a strategy for improving the performance of all students at Fortismere. The rationale identifies that although on the whole students make very good progress there are some significant gaps where improvements could be made. The paper outlines gaps in attainment and progress based on the 2015 results and how these can be addressed. A data dashboard had also been circulated to governors. The aim is to agree a clear vision for academic performance and a common language and currency of data across the whole school. All staff should understand what the strategic vision is in relation to improving students' outcomes. The paper outlined a vision statement and aims. Governors discussed the next steps including developing a 5 year plan with annual

targets and sharing the vision and plan with staff. Governors asked what was new in the framework. ZJ confirmed that this isn't a new initiative but a refocus of what is happening already. Governors asked about staff awareness of strategic priorities in relation to improvement. ZJ responded that at a departmental level there is very good awareness of improvement targets. This work will improve awareness of whole school targets.

Governors agreed the following Actions:

- the framework including the strategy, vision and next steps as outlined in the document
- that the Curriculum committee should work with SLT to take this work forward.

9. Communications update

Jo Westley had provided a written report to governors outlining progress in relation to website improvements, increased social media activity, communications with parents and VIP visits to the school. Governors were pleased to see the range of work being undertaken. Governors asked for feedback at the next meeting on the recent parental survey.

Action: Feedback on parental survey at next full GB meeting (HA)

10. Staff engagement update (AW)

Governors had received a written report outlining progress against the staff engagement action plan. AW highlighted that the Staff Association is up and running. A Workload Group has been convened and initial meetings have taken place. Governors **requested** a report back on the progress made by the group. The next staff survey will take place in the summer term.

Action: Report back on Workload Group at next full GB meeting.

11. Site development update

Governors had received a written update from ZJ and ME. There is much discussion going on between the school, Haringey and a range of consultants. The project is currently at the feasibility stage. The next project board meeting is scheduled for 23 March. RC will attend.

12. Complaints policy

The policy had been reviewed in light of updated advice from the Department for Education on best practice. Minor changes had been made and were highlighted to governors. Governors **agreed** the revised policy.

13. Admissions Committee feedback

Governors had received the minutes of the last meeting. The Chair gave a verbal update on admissions and appeals.

13.1 Admission arrangements for Sept 2017 entry

The Admissions Committee **recommend** that the full GB ratify the admissions arrangements for Sept 2017. No changes are needed from the 2016 arrangements.

Governors agreed the arrangements.

14. Curriculum Committee feedback

Governors had received the minutes of the last two meetings. The Chair gave a verbal update on the work of the committee. The focus of the November meeting had been behaviour and attendance. The February meeting had looked at outcomes data and benchmarked this against local and national figures. Data from recent mock exams was also scrutinised. Future meetings will consider the key stage 3 review, safeguarding and careers advice and information.

14.1 Approval of the Behaviour policy

The policy was reviewed and revised for the start of the academic year. The committee had suggested adding a statement on searching and confiscation in light of DfE advice to schools and at the following meeting **recommended** ratification by the full GB.

Governors agreed the policy.

15. Resources Committee feedback

Governors had received the minutes of the last meeting. The chair gave a verbal update on the work of the committee and the current budgetary position. An internal audit will take place this year. Governors had attended training with Haringey and reported back to the full GB. The committee is tracking progress against the staff engagement action plan. The Pay Committee had met in October to consider recommendations for pay progression.

15.1 Schools financial value standard (SFVS)

The committee had reviewed and revised the SFVS and **recommend** approval by the full GB. JS had completed a finance skills matrix.

Governors agreed the SFVS

15.2 Scheme of delegation

The committee had reviewed and revised the Scheme of delegation and **recommend** approval by the full GB. Small revisions had been made to reflect changes to procedures.

Governors agreed the Scheme of delegation.

16. Physical Resources Committee

Governors had received the minutes of the last meeting. In the Chair's absence, ME gave a verbal update on the work of the committee.

17. Governor Development

Governors who had attended training gave feedback to the full GB as follows:

Governors Health and safety training – Pat Dugdale

Internal Audit and Insurance – Cara Williams

New governor training – James Skuse

PHSE Link governor (CW) had met with ZJ and AW to discuss PHSE.

18. Date of next meeting

Monday 20 June 2016 at 6pm

Part One meeting closed.