

# fortismere

**Minutes of the Governing Body Meeting  
Monday 18<sup>th</sup> June 2018 at 5.30pm  
Conference Room, South Wing**

**Governors present:** Mark Chapman (*Chair*), Jo Davey (*Co-headteacher*), Pat Dugdale, Peter Fawcett, Zoe Judge (*Co-headteacher*), Alan Johnson, Nigel Linton, Ian Macaulay, Jan Monsen-Elvik, Wendy Sloane

**Also present:** (potential governors): Neil Amin-Smith, Harry Dodd, Megan Sullivan

**Staff present:** Karen Allaway, Florence Fineberg, Sue Karp, Andy Ward, (*Assistant Headteachers*), Kirsten Sullivan (*Deputy Headteacher*) Michael Egunjobi, Anne Keogh (*Business Managers*)

**Clerk:** Sam Murray

**1. Welcome and introductions** were made.

**2. Declaration of interests**

There were no meeting specific declarations of interest made by Governors present. Governors were reminded to inform the Clerk of any changes.

**3. School vision and values**

Governors received a document setting out a revised vision and values statement for the school and the Co-headteachers led a group discussion on this. Governors and SLT staff discussed the core principles set out in the document and the language and terminology needed to get the ethos and spirit of the school across in a clear concise way. Governors **agreed** with the core principles set out in the vision document. Governors **agreed** that the Co-headteachers should work on a final document for use on the website and in relation to school marketing and fundraising.

**Action: Co-headteachers to produce a final vision and values statement for publication.**

*Governors agreed to vary the order of the agenda*

**4. School Improvement Plan Update**

Governors received a copy of the School Improvement Plan (SIP) 2017-18 and a summary document setting out the four key priority areas. A traffic light system was used to report on progress against the targets. Governors discussed behaviour and attendance where progress showed as red. Co-heads outlined plans to give more support to tutors and middle leaders to deal with student behaviour and attendance. Co-heads explained that areas that remain red or amber will be included on the SIP for the following academic year.

Governors asked if the red/amber areas match the Co-heads own analysis of where the school is and where they want it to be. Co-heads confirmed that the review of SIP had not produced any surprises.

Governors asked about plans to improve attendance. Co-heads explained that tutors will have a role during VT time and in their free VT period. Deputy Heads of College will include attendance as an item in their regular monthly meetings. Communication of attendance issues is also being explored as part of the pastoral review.

Governors asked how staff across the school are involved in the SIP. Co-heads outlined how Departmental/College Improvement Plans feed into the SIP through the relevant SLT leads and then on to Co-heads. All staff are involved at some level.

Governors discussed developing a three to five year improvement plan and how progress could be tracked on a short-term basis. A longer term plan will allow SLT to plan and forecast more easily.

Governors will become involved in the specific areas through the committee meetings and working groups. Governors agreed that some specific improvement areas should be assigned to individual governors to enable the GB to develop a deeper understanding.

#### **5. Membership update**

Governors received a document setting out the current membership of the GB and noted the vacancies. The governor recruitment group had met with a number of potential new governors who had expressed interest in the vacancies. The recruitment group **recommend** that the following are appointed to the GB as governors on the basis of their skills and experience:

- Neil Amin-Smith (Co-opted governor)
- Harry Dodd (Co-opted governor)
- Megan Sullivan (Partnership)

Governors **agreed** all the appointments for four-year terms of office.

#### **6. Governor training & development**

MC had recently attended training on the Ofsted Inspection framework and shared details of the training with governors. IM had attended exclusions training arranged by Haringey.

New governors were made aware of the importance of attending induction training as soon as possible. An in-house induction will also be arranged for new governors.

Governors were reminded to share any training material with the Clerk for circulation. Governors were reminded to check the Haringey governor website for details of training courses and briefings.

#### **7. Minutes of the last meeting held on 12 March 2018**

The minutes were agreed as an accurate record and signed by the Chair.

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

Actions completed or passed to committees for action.

## **9. Co-headteachers' report**

Governors had received a copy of the Co-headteachers' report. The report sets out current contextual data on student numbers and groups. Governors discussed the report contents including:

**Attendance figures** and update on persistent absence (PA) – Co-heads explained some of the situations behind the data and the support and corrective actions in place. A home-school support role will work with the PA students and their families to improve attendance.

**Staffing update** – current staffing numbers show that eleven teaching staff and seven support staff have been lost as part of the deficit recovery plan. Co-heads have worked hard to avoid redundancies and any negative impact on students.

**Staff absence** – comparative data shows a decrease in staff absence overall. Reasons for LOA absence will be monitored going forward. Resources committee will receive termly updates on staff absence.

**Staff training & CPD** – the proposal to improve the CPD offer by adapting the timetable on Wednesdays from Sept 2018 onwards has been presented to the Resources Committee in May 2018 and to staff. The staff consultation on the change is almost complete. Governors **agreed** the proposal as presented.

**Key stage 5 review** – the final report and recommendations will be shared with the Curriculum Committee at the next meeting.

**Exclusions** – figures show a reduction in fixed term exclusions and zero permanent exclusions this year.

**Standards** – data has been explored at the Curriculum Committee in detail and the potential outcomes look positive.

**SEND provision** – a new staffing model to include a reduction in TAs has been implemented and a new SENCO appointed from Sept 2018.

**Staff survey** – the survey group have agreed a final survey that will be launched in July 2018. The survey will also include the governor questions used last year. Feedback on the results will be shared with governors at the Resources Committee next term.

## **10. Site development update**

MC gave feedback to governors on the public meeting held in May to share details of the project with the local community. About 70 people attended the meeting and the general feeling was support for the project. Any concern seemed to be around the density of any housing developed as part of the project.

MC had prepared and circulated to governors a briefing setting out the current position regarding the sixth form rebuild project and the next steps. Support and up front funding from Haringey are essential as any funds from land sale will not be received until much later in the project. Governors are driving the project where they can but still need Haringey's full support to be formally confirmed. Governors are lobbying and engaging local politicians to maintain interest in the project. There will be further updates at Physical Resources Committee meetings and GB meetings.

## **11. Resources committee report**

The chair gave a verbal report as per the minutes of the meeting held on 24<sup>th</sup> May 2018 circulated to governors including:

- Staff resignations – numbers were in line with normal expectations and no departments were feeling unbalanced re leavers/new staff.
- Staff recruitment was on-going with some areas proving more challenging.
- Proposal to change school timetable to allow for more staff CPD was considered and supported by the committee.

### **11.1 Budget approval**

Resources committee had discussed the draft three-year budget in detail and are confident that it is a robust, achievable budget that keeps the school on track with the deficit recovery plan. Governors asked AK about assumptions on staff pay and national funding. Assumptions are based on detailed conversations and contact with Haringey. Governors discussed parental voluntary contributions and **requested** that AK explore introducing direct debit/standing order payments as this could increase income from this stream.

**Action: AK to explore use of DD/SO payments for collecting voluntary contributions**

The Resources committee **recommend** approval of the budget by the full GB. Governors **agreed** the budget as presented.

### **11.2 Teacher Pay policy**

Resources committee had reviewed the Pay policy and **recommend** approval by the full GB. Governors **agreed** the Pay policy.

### **11.3 Teacher Appraisal policy**

Resources committee had reviewed the Appraisal policy and **recommend** approval by the full GB. Governors **agreed** the Appraisal policy.

## **12. Curriculum committee report**

The chair gave a verbal report as per the minutes of the meetings held on 28<sup>th</sup> March 2018 and 23<sup>rd</sup> May 2018 circulated to governors.

The focus of the March meeting was an update on SEND and LINC changes. Revised policies were considered and agreed by the committee.

The May meeting considered the outcomes from the College Review and pupil progress data for year 11 students. The annual Behaviour report was presented to the committee.

### **13. Policy review: GDPR documents**

Governors considered a number of GDPR documents based on models provided by Haringey. Governors discussed the documents and **agreed** the following:

- GDPR policy
- Privacy notice for students
- Privacy notice for school workforce
- Privacy notice for parents and carers
- Privacy notice for governors and volunteers

### **14. Dates of meetings 2018-19**

Full GB and committee meeting dates will be circulated by the Clerk before the end of term

*Part One Meeting closed.*