

fortismere

Minutes of the Governing Body Meeting Monday 17th June 2019 at 6pm Conference Room, South Wing

Governors present: Neil Amin-Smith, Mark Chapman (*Chair*), Jo Davey (*Co-headteacher*), Pat Dugdale, Peter Harrington, Zoe Judge (*Co-headteacher*), Nigel Linton, Ian Macaulay, Lauren Overs, Wendy Sloane, Megan Hanson

Staff present: Darrel Barsby (*Asst Headteacher*), Florence Fineberg (*Asst Headteacher*), Stewart Hesse (*Deputy Headteacher*), Anne Keogh (*Business Manager*), Paul Maloney (*Asst Headteacher*), Madeleine St-Amour (*Asst Headteacher*), Kirsten Sullivan (*Deputy Headteacher*),

Also present: Clerk: Sam Murray

1. Welcome and introductions

The Chair welcomed new staff to the meeting and introductions were made.

2. Declaration of interests

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

3. Minutes of the last meeting held on 17 June 2019

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

4. Matters arising from the last meeting

All matters arising from the last meeting have been completed or appear as agenda items.

5. Co-headteachers' report

Governors had received a copy of the Co-headteachers' report. Governors discussed the report including:

An update on current pupil numbers across the school. Sixth form numbers were slightly lower than desired but were higher than last year.

Attendance data for students and staff was scrutinised by governors, the Co-headteachers did not highlight any concerns.

The timeline for the **Assessment Review** led by Stewart Hesse was presented to governors. SH explained that the review involves feedback from students and parents and staff involvement through working parties and meetings. SH is also visiting other schools as part of the review. The review will develop a consultation document to be shared with staff in spring 2020 ready to go live from September 2020.

In response to a governor question, SH explained that existing data systems were not providing the school with all the information it needed. A new system will give three data points across the year and provide more robust, accurate progress data. SH had also shared information at the recent Parent Forum meeting and published it on the school website.

Governors discussed with staff different ways of reporting progression without using grades. SH described different approaches to this and explained that the Assessment Review will come up with a final model for key stage 3 and reporting progression.

In response to a governor question, SH outlined the progress information that is shared with parents at key stage 3 and 4 and assured governors that every effort will be made to ensure that parents understand the new system in terms of progress and attainment data. All students will have ambitious targets.

A governor asked if a workload assessment would be carried out as part of the review. SH reported that there will be an assessment carried out on any agreed changes and is also confident that workload will reduce.

Standards: Key stage 4 (unvalidated) performance data was shared with governors. The Curriculum Committee had scrutinised the data at its meeting in September. All student groups showed levels of progress above national averages and the data puts Fortismere in the top schools nationally. Progress of disadvantaged students and the gender gap between boys and girls are focus areas for the year ahead.

Standards: Key stage 5 data was also considered by governors. The average grade achieved at A level was a grade B which places the school in line with top private and state schools nationally. Locally, the school has outperformed other sixth form providers.

Behaviour and safety: Governors received an update on implementation of the new behaviour system including development of the behaviour team and training for staff. Pivotal training at the end of last academic year focussed on developing positive relationships within school and the importance of systems to de-escalate incidents of poor behaviour. Students are being supported to take responsibility for improving their behaviour rather than relying on punitive measures that don't have the desired outcome. A School Council is being formed and they will work with staff to develop the rewards system.

Behaviour data: Data on exclusions; intervention room referrals and Co-heads' detentions was considered by governors. Fixed term exclusions (FTEs) have risen since September and although there is work underway to reduce FTEs there is also a conscious decision to use exclusion if the behaviour warrants it. PM outlined how exclusion data will be analysed to develop a therapeutic approach to reducing FTEs and improving behaviour. The aim will be to work closely with LINC and the Behaviour Team to reduce the number of repeat FTEs.

In response to a governor question, PM described the support that could be triggered following an FTE including, counselling, anger management and mentoring. Governors **agreed** that it in order to improve understanding of the use of exclusion that WS should arrange to meet with PM to work through an exclusion case study.

Action: WS to arrange to meet with PM to learn more about the use of FTEs through a student case study.

The Chair confirmed that governors would like to see demographic data for exclusions and that the annual behaviour report to the Curriculum Committee should include this detail.

The number of students referred to the intervention room has declined and the number of detentions has decreased. PM believes this is a result of staff feeling confident in using their training to de-escalate situations.

SEND: Governors considered the update on LINC including the development of inclusion panel meetings, the implementation of provision mapping software and a programme of staff training and parent/carer events.

Community cohesion: Governors discussed parental communication and the role of the school at the Parent Forum. Governors discussed the use of Co-headteacher surgeries as a means of communicating with parents. Governors agreed that the Chair and the Communications governor (WS) would meet to discuss the issue with the Co-heads.

Action: MC, WS and Co-heads to meet to discuss parental comms/Parent Forum.

Governors thanked the Co-heads for their detailed report and for the SLT staff contribution to the meeting.

5.1 Safeguarding update

The Co-heads updated governors on the current staffing team for safeguarding and child protection. Following the Haringey safeguarding audit last term, changes have been made to the Single Central Record. Governors received an update on staff training provided including upcoming Prevent training.

6. Evaluated School Improvement Plan 2018-19

Governors had received a written report summarising the SIP 2018-19. Co-heads reported that the process for the SIP feeding into Dept Improvement Plans (DIPs) was embedded in the school and working well. Highlights included the Pastoral Review, strategic management of attendance, safeguarding and finance.

In response to a governor question, Co-heads advised that the areas that will carry forward include data accuracy, raising attendance levels and improving communication.

7. School Improvement Plan 2019-20

Governors had received a copy of the SIP 2019-20, an Overview and a Commentary document. The SIP is longer than last year but the detail is needed and has been worked on by the whole SLT. The main areas highlighted by the Co-heads included:

Standards: Challenging targets for progress 8 (0.5) and attainment (5.9) have been set and groups vulnerable to under-attainment (BCrb, SEN K, HPA boys, LPA) identified.

Curriculum: Implementation of the review findings and the completion of the assessment review.

Behaviour and safety: Attendance target set at 96%. Further implementation of the new behaviour management system and development of Fortismere alternative provision. Student well-being promoted through sport and music.

Community Cohesion: Effective systems of communication to be developed and continued partnerships with NRTA and HEP.

In response to a governor question about student voice, the Co-heads explained that students do have a voice and give feedback often but that the current approach is ad-hoc and not strategically managed. Co-heads **agreed** to include the student voice in the SIP and to report periodically to the Curriculum Committee.

Action: Co-heads to include the student voice in the SIP.

8. Combined Resources committee report

The chair gave a verbal report as per the minutes of the meeting held on 16 October 2019 circulated to governors including:

- Resources and Physical Resources Committees have merged and agreed terms of reference and membership.
- Update on income/expenditure and budgets on track and closely monitored.
- Staffing update and discussion of maths staffing and recruitment issues.
- Pay Committee had met and agreed teacher pay progression.

8.1 Health and Safety policy

Governors **agreed** the updated Health and Safety policy

9. Curriculum committee report

The chair gave a verbal report as per the minutes of the meetings held on 10 July 2019 and 2 Oct 2019 including:

- Annual safeguarding report was presented in July – lots of background and supporting information was shared with governors to give a detailed overview of the management of safeguarding and child protection. No areas of concern identified.
- Detailed review of exam outcomes in October 2019 meeting.
- Update on the new behaviour management system and discussion of behaviour metrics for reporting to governors.
- Update on the development of the Alternative Provision project was provided.
- Curriculum review discussion. A lot of activity in this area. The Chair stressed to governors the importance of getting to know the school by visiting and seeing the curriculum in action.

9.1 Safeguarding policy

Following recommendation by the Curriculum Committee, governors **agreed** the updated policy.

10. Admissions Committee

The chair gave a verbal update on the work of the committee including:

The Committee had met to consider address of convenience cases and in-year medical/social applications.

The Admissions policy had been discussed and governors agreed to consider whether changes should be made to the oversubscription criteria. The committee will consider the policy in line with the statutory timetable and report to the full governing body.

11. Membership update

Governors received an update on current membership of the GB and noted the vacancies. The process for electing a staff governor has started.

12. Register of business and pecuniary interests

Governors completed an annual entry in the register and were reminded to alert the Clerk to any changes during the year. Signed forms are retained by the Clerk. Information will also be published on the school website.

13. Governor Code of Conduct

Governors **agreed** to adopt the Code of Conduct as received. All governors **agreed** to act in accordance with the Code.

14. Governing Body Standing Orders

Governors **agreed** to adopt the GB Standing Orders as received.

15. Annual review of GB Delegation Planner

Governors **agreed** to adopt the GB Delegation Planner as received.

16. Annual review of committee membership and terms of reference

Terms of reference and membership have been reviewed in the sub-committee meetings this term as recorded in the minutes. Governors **agreed** the terms of reference and membership for all committees.

16.1 Appointment of Clerk to GB sub-committees

Governors **agreed** to appoint the Clerk to governors (SM) as the Clerk to all GB sub-committees.

17. Governor training & development

All governors were reminded to check the Haringey governor website for details of training courses and briefings.

Governor visit week had taken place at the school with governors attending a range of meetings and activities. WS feedback to governors on her meeting with Paul Maloney focussing on behaviour and inclusion. MH feedback to governors on her visit to the sixth form.

18. Chair's action & update

The chair updated governors on any actions completed or ongoing since the last meeting. There were no items to report.

19. Policies for approval: Behaviour policy

Governors had received a copy of the new Behaviour policy. Curriculum committee governors had reviewed the policy and given feedback to the Co-heads. The policy is radical change to the previous policy.

Governors discussed a statement of principles to underpin the school's policy and **agreed** that the front page of the policy captured their core behaviour principles.

Governors discussed the appendices linked to the policy especially in relation to exclusion from school. In response to a governor question, Co-heads confirmed that the policy was based on a Pivotal behaviour policy and had been reviewed by Haringey legal department.

Governors **agreed** the Behaviour policy and requested that the policy is reviewed and evaluated in a years time.

20. Date of next meeting

Next meeting 16 March 2020.

Meeting closed.