

# fortismere

## Minutes of the Governing Body Meeting 8 November 2016 at 6pm Conference Room, South Wing

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

**Staff attending:** Anne Keogh, Michael Egunjobi, Jo Davey, Zoe Judge, Sue Karp, Karen Allaway, Florence Fineberg, Kirsten Sullivan

**Clerk:** Sam Murray

### 1. Welcome and apologies

Apologies were received from James Skuse and Joe Ejiolor. 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 and pecuniary interests

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

### 4. Membership update

The Clerk updated Governors on current membership of the GB and terms of office coming to an end during this academic year. Governors noted the vacancy for a Partnership Governor and Parent Governor terms ending in May 2017.

#### 4.1 Election of Chair of Governors

Governors were invited to submit expressions of interest in the role of Chair of Governors - one nomination was received. MC left the meeting and Governors discussed his application. All present voted in favour of the appointment. Governors **agreed** Mark Chapman as Chair of Governors for a four-year term of office.

The Headteacher and SLT staff thanked Stephen Dunmore for his huge contribution to the GB and the school during his time as Chair of Governors.

### 5. Governor Code of Conduct

Governors **agreed** to adopt the Code of Conduct as received.

### 6. Governing Body Standing Orders

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

## **7. Annual review of GB Delegation Planner**

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

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

Terms of reference and membership have been reviewed in the Curriculum, Resources, Physical Resources and Admissions committee meetings this term as recorded in the minutes. Governors **agreed** the terms of reference and membership for all committees. Governors agreed that WS join the Curriculum committee.

### **8.1 Appointment of Clerk to GB sub-committees**

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

## **9. Minutes of the last meeting held on 29 June 2016**

Agreed as an accurate record and signed by the Chair.

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

(Item 5.1) German language opportunities: ZJ had discussed with Head of Languages and agreed that the current priority is mandarin.

(Item 7) Key stage 3 Balanced Scorecard Indicator: to be discussed at the next Curriculum committee meeting.

## **11. Headteacher's report**

Governors had received a copy of the Headteacher's report. HG reported against the Balanced Scorecard including:

Reputation – Teaching and learning observations showed 100% of lessons observed as good or outstanding. Summer exam results were very impressive. The Marking Review led by FF has had a significant impact and provided clear guidance for staff. Fortismere is part of the DfE's Mandarin Excellence Programme of 15 schools nationally.

Inclusion – Attendance is currently at 96.1% compared to the national average of approximately 94%.

Exclusion figures reported: There were two permanent exclusions and twenty three fixed term exclusions (FTE). FTEs involved sixteen boys (three for sixth students) and seven girls. SLT are exploring how to reduce and avoid repeat exclusions.

Standards – Detailed progress and attainment data had been discussed by the Curriculum committee. Head was pleased to report that the results were the best ever. The targets had been aspirational but staff and students had worked really hard to achieve them.

A Governor asked if students were making different option choices in order to study Ebac subjects. Head reported that there were no concerns about the choices and students were naturally choosing the ebac subjects.

Structures – Meetings with Haringey to discuss site development options have continued. Meetings of the Management Union Consultative Forum have also taken place with positive outcomes achieved.

Head reported that there had been no formal complaints received since the last meeting. Three Freedom of Information requests had been received.

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

Governors had received a written report on communications. Work to improve the layout and content of the website had been completed including new information for prospective parents and student information plus a new general enquiry form. JW is currently working with the FSA to make improvements to their website pages. Regular social media work continues and the school now has 683 followers on twitter.

### **12.1 Communications working group feedback – Wendy Sloane**

The Communication working group had met on a number of occasions to discuss ideas for improving home school communication. An action plan with a number of **proposals** was presented to the governing body for discussion:

- Appoint a Communication Governor – **agreed** that Wendy Sloane to take on role.
- Hold Governor Surgeries – to provide an opportunity for parents to meet and speak to governors on a one to one basis - **agreed**.
- Annual governing body report and termly updates – to give parents more frequent feedback on the work of the GB - **agreed**.
- Set up a Parent Forum - to act as a forum for parents to make their views heard and as a way of enabling the school to consult with parents – **agreed**.

Parent Forum: WS had asked parents for feedback on the proposal – 50 positive responses were received. Governors received a timeline setting out a schedule for the organisation of the Forum and its first meeting. Terms of reference and a document setting out the rationale for the proposal were also circulated. Governors suggested some revisions to the documents. Agreed that first meeting of the Forum should discuss the terms of reference and working arrangements. These should be referred to the next GB meeting for approval.

**Action:** Parent Forum meeting to finalise terms of reference and working arrangements and return to the next GB meeting.

## **13. Staff engagement plan & Staff survey update – Zoe Judge**

An update on the current Staff engagement plan was presented to the Resources committee earlier this term. Staff survey dashboards were circulated to governors for information.

A recent staff meeting had been used to discuss the outcomes of the three annual staff surveys 2014-2016. Staff discussed the most popular and least popular staff engagement strategies that had been put in place in response to the surveys. Governors received a document setting out the findings. SLT have discussed the feedback and **propose** that the findings from the staff meeting are used to design a bespoke Fortismere Staff Survey for summer 2017 and to create a new Staff engagement plan. A staff focus group will be set up to support this work. A governor asked if staff had been positive at the meeting. Feedback from staff governors was that the meeting was well received and staff were actively engaging.

**Action:** Governors agreed the proposal and requested an update on progress at next full GB meeting.

#### **14. Financial planning working group**

A meeting took place in September. Government plans for the introduction of a national funding formula have been delayed until September 2018. New figures have been modelled to take the delay into account.

#### **15. Resources committee report**

The chair gave a verbal report as per the minutes of the meeting circulated to governors. The committee had closely monitored the deficit reduction plan and were pleased that the current situation was better than previously projected. The internal audit carried out in July had been very successful with only a few minor recommendations. Governors thanked AK for her input. An independent review of the school's catering company had been carried out and showed that Harrisons continued to provide a good service and value for money.

##### **15.1 Pay policy**

The Resources committee had reviewed the latest Haringey model pay policy and recommend approval by the full governing body. Governors **agreed** to adopt the policy which will apply from now.

##### **15.2 Appraisal policy**

The Resources committee had reviewed the latest Haringey model teacher appraisal policy and recommend approval by the full governing body. As the current appraisal cycle has already started the new policy will apply from September 2017 onwards. Governors **agreed** to adopt the policy which will apply from Sept 2017 onwards.

#### **16. Admissions committee report**

The Admissions committee had met and considered medical/social applications.

##### **16.1 Draft admission arrangements for Sept 2018 entry**

Draft arrangements were reviewed by the committee. There were no changes to the arrangements therefore no consultation was required. Minor changes were made to wording and terminology to update and clarify information including changes to reflect the new grading system for GCSEs in relation to sixth form entry. Further options for evidence of home address were also included. The committee recommend approval. Governors discussed increasing the PAN and **agreed** that staff feedback on the increased student numbers should be sought before a final decision is made. Subject to a decision on PAN, governors agreed the admission arrangements for Sept 2018 entry. Governors **agreed** that a decision on PAN could be reached by email and ratified at the next full GB meeting on 6 March 2017

**Action:** Decide whether to increase PAN before 28 Feb 2017 deadline and ratify at meeting on 6 March 2017.

#### **17. Curriculum committee report**

The chair of the meeting gave a verbal report as per the minutes of the meetings circulated to governors. Detailed exam data was scrutinised by the committee. Highlights included: a record year for progress and attainment and gaps between attainment groups and for pupil premium students were reduced. The committee

was currently reviewing the Anti-bullying policy and looking at staff procedures in relation to application of the dress code through a working party. Next term the committee will focus on developing a curriculum plan and agreeing a key stage 3 indicator for the Balanced scorecard.

#### **17.1 Safeguarding policy**

The Safeguarding policy had been reviewed by the committee who recommend approval by the full governing body. Governors **agreed** the policy.

#### **18. Physical Resources committee report**

The chair of the committee was absent. Governors received and noted the minutes and agreed to direct any questions to the Chair by email after the meeting.

#### **19. NGA Skills audit**

Governors were asked to complete a skills audit and to return completed copies to the Clerk for analysis.

#### **20. Governor development**

WS had attended new governor training with Haringey. WS reported back to other governors on the areas covered. An induction visit for new governors had also taken place at the school.

#### **21. Governor visits policy**

Governors received a draft policy. Governors agreed the policy as presented.

#### **Date of next meeting**

Monday 6 March 2017

*Meeting closed.*