

# fortismere

**Minutes of the Governing Body Meeting  
Monday 13<sup>th</sup> November 2017 at 6pm  
Conference Room, South Wing**

**Governors present:** Mark Chapman (*Chair*), Jo Davey (*Co-headteacher*), Pat Dugdale, Joseph Ejiofor, Peter Fawcett, Zoe Judge (*Co-headteacher*), Alan Johnson, Jan Monsen-Elvik, Wendy Sloane, Cara Williams

**Staff attending:** Michael Egunjobi (*Business Manager*)

**Clerk:** Sam Murray

**1. Welcome and apologies**

All governors were present.

**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 year. Signed forms are retained by the Clerk. Information will also be published on the school website.

**4. Membership update**

Governors received an update on current membership of the GB and noted the vacancies.

The parent governor election process is underway – there are seven parents standing for two vacancies.

**4.1 Governor recruitment** - governors discussed the balance of parents/non-parents on the GB and agreed that ideally recruitment should focus on appointing Co-opted and LA governors who are not parents/carers at the school. Nominations for a Partnership governor will be sought from parents. Vacancies will be advertised on the Inspiring Governance site.

**4.2 Election of Vice-chair of governors** – Cara Williams is resigning from the GB (7 Dec 2017) and her role as Vice-chair of governors. Wendy Sloane was unanimously elected as Vice-chair to serve a four-year term of office.

Cara will also leave the Resources committee – governors agreed that Pat Dugdale will chair the committee for the rest of the academic year.

Mark Chapman and the Co-headteachers thanked Cara for the vast amount of work she has done for the school during her time as a governor.

#### **5. Governor Code of Conduct**

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

#### **6. Governing Body Standing Orders**

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

**6.1 Virtual attendance procedure** – governors considered the draft procedure and **agreed** the alternative arrangements for governors to participate and vote at GB meetings. Governors **agreed** the procedure 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.

#### **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. School/governor communications protocol**

JE raised a query regarding communication between the school and governors and whether an agreed protocol or procedure exists. Governors discussed how to ensure that up to date information and responses to school issues were shared with the GB in a timely and appropriate manner. Governors discussed the role of the chair and vice-chair in dealing with urgent and non-routine matters. JE **agreed** to draft a document for consideration by governors at a later meeting.

**Action: JE to draft a school/governor communications protocol for consideration at a later meeting**

#### **10. Governor training & development**

Governors gave feedback on recent training attended. WS had attended training on Headteacher performance management.

A training session for the full GB on exclusions will take place during Spring 2018.

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

#### **11. Minutes of the last meeting held on 19 June 2017**

Agreed as an accurate record and signed by the Chair.

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

All matters arising and actions have been completed.

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

Governors had received a copy of the Co-headteachers' report. Feedback on the new layout was positive. Governors found the contextual information useful and reporting against the headings and targets in the School Improvement Plan. Governors discussed the report including:

- Partnership working and the proposed literacy project with the University of Durham that involves testing a new literacy audit tool. Co-headteachers outlined the benefits to the school.
- Feedback on the appraisal cycle recently completed for teaching staff. Governors received data on teacher pay groups within the school
- Reporting on standards in the co-heads' report. Governors agreed that the autumn term report should address the previous summer outcomes and that the spring term and summer term reports should look forward and report on progress against targets. The Curriculum committee will consider detailed Fischer Family Trust data at its meeting later this term.

## **14. School Improvement Plan**

Governors received a copy of the draft SIP and an overview document for consideration. The SIP sets out nine key priorities for the year ahead. Co-heads outlined the development of the SIP and the process for identifying the priorities. College improvement plans and Department improvement plans tie in to the SIP. Governors discussed the priorities including how student voice could be included. Governors discussed staff involvement in the development of the SIP and the importance for staff to see how their college/department level plans fit with the SIP. Sub-committees will visit the priorities and monitor progress against their areas. Governors **agreed** the importance of the SIP as a joint working document for the school and the governing body for the year ahead. Governors are pleased with the SIP and **agreed** they are content with the direction of travel and the document as presented.

## **15. Student progression form Year 12 to Year 13**

Governors received an update on this matter from the Co-heads. Progression from year 12 to year 13 had been raised in the national press in late August. Co-headteachers confirmed that this year all students who wanted to progress from year 12 to year 13 had done so. Individual advice and guidance was given to students who didn't achieve their expected AS grades. Head of Sixth Form is currently looking at the sixth form learning/behaviour contract and will update governors as this work progresses. Progress meetings and learning support are provided for all students and where there are concerns parents are involved at an early stage.

## **16. Resources committee report**

The chair gave a verbal report as per the minutes of the meeting held on 4<sup>th</sup> Oct 2017 circulated to governors including:

- Update on income/expenditure and progress against the deficit recovery plan – these are on track and figures are revised as budget information becomes known.

- Audited voluntary funds were approved by the committee
- Financial scheme of delegation has been updated to reflect online bill payments – **committee recommend approval** of the document by the full GB. **Governors agreed the revised scheme of delegation**
- The TLR restructure has continued and will be effective from January 2018.

## **17. Curriculum committee report**

The chair gave a verbal report as per the minutes of the meetings held on 12<sup>th</sup> July 2017, 27<sup>th</sup> Sept 2017, 30<sup>th</sup> Oct 2017 circulated to governors:

- Annual safeguarding report received and considered by the committee.
- Exam results data was scrutinised – outcomes were very positive. Groups/gaps for monitoring were identified
- Behaviour review – findings and actions were shared with governors.
- Sixth form curriculum offer Sept 2018 onwards – governors agreed to offer 3 linear A levels (no AS levels) from Sept 2018.

### **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. Admissions committee report**

The chair gave a verbal update on the meeting held on 30<sup>th</sup> Oct 2017. Including recommendations to the full GB for approval as follows:

**18.1 To admit above PAN** (to 270) for entry in Sept 2018 – **governors agreed** to admit 270 students.

**18.2 To keep PAN set at 243 for entry in Sept 2019** – **governors agreed** to set PAN of 243 for Sept 2019 entry

**18.3 To agree admission arrangements for entry in Sept 2019** – **governors agreed** (subject to agreed changes to home address terminology and changes to numerical GCSE grades) the admission arrangements for Sept 2019 entry.

## **19. Physical Resources committee report**

The chair of the meeting gave a verbal report as per the minutes of the meeting held on 10<sup>th</sup> Oct 2017 circulated to governors including:

- Term-time only nursery places for children of staff were being explored.
- Insurance policy arrangements had been reviewed and evaluated prior to renewal.
- Lettings policy had been revised to include reference to dogs on the school site.

## **20. Communications working group**

Governors received feedback from WS on recent meetings of the parent forum. A working group is reviewing the school website – there will be further updates as work progresses.

## **21. Date of next meeting**

12 March 2018

*Meeting closed.*