

# fortismere

**Minutes of the Governing Body Meeting  
Monday 12<sup>th</sup> November 2018 at 6pm  
Conference Room, South Wing**

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

**Staff present:** *Headteachers*), Kirsten Sullivan (*Deputy Headteacher*)

**Clerk:** Sam Murray

*Kirsten Sullivan delivered a training session for governors on safeguarding and child protection policy and procedures before the meeting started.*

**1. Welcome and apologies**

All governors were present. MC welcomed Lauren Overs (co-opted staff governor) to the governing body.

**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 and actions to recruit new governors.

**4.1 Appointments**

Governors agreed to appoint Lauren Overs to the governing body as a co-opted staff governor for a four-year term of office from 3 July 2018.

**4.2 Resignations**

Peter Fawcett has decided to step down from the governing body at the end of the year. The Chair and the Co-headteachers thanked Peter Fawcett for his long commitment to the school and for being a valued member of the governing body.

Jan Monsen-Elvik has decided to step down from the governing body. This creates a vacancy for the elected staff governor. All staff will be contacted for nominations. If there is more than one member of staff interested in the vacancy an election process will be held.

#### **4.3 Current vacancies**

Partnership governor – Currently advertised externally with governor recruitment websites.

LA governor – Chair has been in touch with Haringey governor services to discuss recruitment.

Staff governor – Election process to begin.

#### **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.

#### **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 sub-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. Governor training & development**

All governors had attended Safeguarding training led by KS at the start of the meeting.

New governors were reminded to book on induction training led by Haringey governor services.

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

#### **10. Minutes of the last meeting held on 18 June 2018**

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

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

Item 3 School Vision and Values – Co-heads had produced a final statement which has been published on the website and used as the basis for a number of documents and conversations. A governor had recently attended a sixth form event and felt that the vision came through clearly in the speech by the Co-headteachers.

Item 11 Resources Committee feedback – More work is needed before direct debit can be offered to parents as a way of making voluntary contributions. The Resources Committee will continue to monitor progress with this action.

All other actions completed.

## 12. Co-headteachers' report

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

- **Current student numbers** across year groups. Vacancies are filled from the waiting list as they arise. The home to school distance cut-off for the September 2018 Year 7 intake was 0.58 miles, which was shorter than the previous year.
- **Current student profile** by key groups including Free School Meals, looked after children, ethnic groups and SEND groups.
- **Attendance data** was shared and showed a small improvement on the previous year. Governors received an update on the current procedures used to track and monitor attendance concerns. An additional responsibility post will be introduced to focus on the attendance of pupil premium students and to develop a whole school attendance strategy.
- **Current staffing numbers** were shared with governors and an update on current vacancies was provided including posts in science, drama and music.
- Data on the **appraisal cycle and pay progression** was provided to governors. The pay committee had met and agreed pay progression recommendations made by the Co-headteachers.
- Governors received an update on **Staff CPD and training** accessed in the previous academic year including numbers and cost of training. The recent introduction of CPD Wednesday has started well. A key focus of staff training and CPD this academic year is behaviour management and the introduction of the Pivotal approach and leadership coaching for middle leaders and SLT staff.
- The next **Management Union Consultative Forum** meeting is scheduled for December 2018.
- Governors received feedback on new developments in relation to **partnership working**. This is a key improvement area for the school and partnership with the NRTA has been strengthened particularly in relation to recruitment across the alliance. Engagement with local primary and secondary schools is taking place through the Muswell Hill Network Learning Community (MHNLC) and the school is taking an active role in the Haringey Education Partnership (HEP). Ongoing partnerships with the local safer schools police and the NHS continue. Governors asked how the school would benefit from partnerships specifically. Co-headteachers reported that benefits to recruitment and staff training had already been felt as a result of closer working with NRTA. The Fortismere music department had also benefitted from partnership work with Latymer School.
- Governors received an update on the current **whole school review cycle**. This year will see two extensive reviews of the curriculum and pastoral support. The Curriculum committee will monitor and receive updates on the reviews through the year prior to the full reports.
- Figures for **fixed term exclusion, permanent exclusion**, Isolation and C60 detentions were shared with governors. The figures show an increase in FTEs, Isolation is reduced but C60s have increased. A governor asked if analysis of detentions was undertaken. Co-headteachers confirmed that data is monitored at different stages by different staff. Increased figures for C60 detentions show that it is not changing behaviour as intended and detentions can quickly escalate and alienate students. The pastoral review and the pivotal approach will address

issues with the use of detentions. Reduced figures for Isolation mean that less in class learning time is being lost so that is a positive change.

- Governors received headline data on **standards for GCSE and A level results** summer 2018. The Curriculum Committee considered detailed data in September. Results are very pleasing but there are certain groups that will be a focus for school improvement.
- **Exam analysis** had taken place and Co-heads reported to governors on the key groups causing concern including: high prior attaining boys; disadvantaged students; and students receiving SEN support.
- An increased BTEC and vocational offer is being explored by the Curriculum review and through consultation with current year 11 students interested in studying at Fortismere. Co-heads want to ensure that we can provide suitable pathways for as many of our students who want to stay on post-16 as possible. Governors discussed the importance of communication with parents and students in terms of BTECs and progression to higher education.

Governors thanked Co-headteachers for their detailed update and report.

*All those present at the meeting agreed that Jo Davey could record the next part of the meeting as part of a DfE qualification being undertaken.*

### **13. School Improvement Plan: Review 2017-18 & Update 2018-19**

Governors had received a copy of the **SIP 2017-18** following a final review of the school targets. The only area highlighted as red (target not met) was Attendance. Governors discussed the areas highlighted as green/amber in the document.

JD highlighted the areas for development following the final review of the SIP including: Reliability of assessment data; Impact of line management at middle leader level; Quality of vertical tutoring; Rewards system; and Parental engagement. Conversations have already started and JD outlined a number of actions already introduced.

ZJ outlined an overview of the **SIP 2018-19** including key improvement priorities and a draft SIP. ZJ highlighted some of the headings for the year ahead including:

**Standards** – Attainment 8 at 6.2 and Progress 8 at 0.5. Governors discussed the targets and if they were set at the right level. Governors discussed setting progress targets for a high prior attaining cohort. Governors discussed strategies for improving performance of boys in various groups.

**Progress of groups** – Focus on disadvantaged students and HPA boys and looking at how CPD supports our target groups.

**Curriculum review** – to ensure the curriculum supports target outcomes.

Effective classroom teaching – to ensure that effective teaching supports rapid student progress for all and where it doesn't to put teacher support plans in place.

**Attendance** – target is 96% which is ambitious but realistic.

**Community Cohesion and partnerships** – strengthening trust between Leadership, Parents and the Staff communities

**Sustainability** – This will be a key theme through the SIP as a way of managing resources and engaging students.

Governors discussed the draft SIP circulated and asked if there were sufficient resources to deliver the SIP. Co-heads reported that they are confident that the

budget deficit recovery plan is on track and will lead to a surplus budget next financial year as planned. Governors discussed the National Funding Formula and the continued uncertainty around school funding in general. The Chair reported that he is considering DfE Benchmarking data on school spending.

Governors were pleased to see the SIP review cycle embedded in school and governor practices. Governors look forward to the development of a three-year SIP as reported by Co-headteachers.

#### **14. Resources committee report**

The chair gave a verbal report as per the minutes of the meeting held on 10 Oct 2018 circulated to governors including:

- Update on income/expenditure and progress against the deficit recovery plan – financial situation is looking slightly better than projected.
- School has secured a regular weekend letting for a large section of the school.
- Financial regulations scheme of delegation has been updated to reflect a number of changes to processes – **committee recommend approval** of the document by the full GB. **Governors agreed the revised scheme of delegation**

#### **15. Curriculum committee report**

The chair gave a verbal report as per the minutes of the meetings held on 11 July 2018 and 26 Sept 2018 including:

- Annual safeguarding report received and considered by the committee – governors received a detailed report and update from the school on policy and practice.
- Exam results data was scrutinised – outcomes were very positive. The committee will benchmark the school's performance against the national picture next term.

##### **15.1 Safeguarding policy**

The Safeguarding policy was updated and reviewed by the committee in July 2018. Approval by the full governing body is recommended. Governors **agreed** the policy.

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

The chair gave a verbal update on the recent meetings of the committee including decisions related to applications for places at the school (address of convenience cases, medical-social applications). The school continues to work closely with Haringey.

**16.1 To admit above PAN** (to 270) for entry in Sept 2019 – **governors agreed** to admit 270 students. Haringey will be informed so that offers can be made on offer day.

**16.2 To consult on changes to the Admissions policy** – to consider changes to the sibling link in the sixth form and to clarify wording in relation to fraudulent/misleading applications. The committee will follow the statutory consultation process required.

## **17. Physical Resources committee report**

The chair of the meeting gave a verbal report as per the minutes of the meeting held on 11 Oct 2018 circulated to governors including:

- Update on works completed and planned across school site.
- Health and safety annual update report.
- Proposal to install solar panels.

### **17.1 Site development project update**

There is no progress to report. Letters have been sent to key personnel at Haringey seeking an update on progress and a commitment to support the project. There is currently a borough wide survey of all education estate taking place. The DfE also condition surveyed the school recently as part of a national survey. The school are not in a position to move the project forward without external support. The chair hopes to have an update in the new year. There have been offers of advice from parents but there is no capacity currently to undertake the work. The committee will report back at the next meeting.

## **18. Parent Forum feedback**

Governors received feedback from WS on recent meetings of the parent forum. Meetings are generally well attended and there is a core group who come to every meeting. Recent discussions had included: Co-headteacher surgeries at PF meetings and feedback on the website and newsletter was collected. The first school led information evening will cover drugs information. The Chair encouraged all governors to attend a meeting of the Parent Forum and to cover a Governor Surgery.

## **19. Date of next meeting**

Full GB meeting: 11 March 2019

*Meeting closed.*