

fortismere

Minutes of the Governing Body Meeting held on 29 June 2016 at 6pm Conference Room, South Wing

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

Staff attending: Andy Ward, Ansley Webster, Anne Keogh, Florence Fineberg, Karen Allaway, Michael Egunjobi, Sue Karp, Zoe Judge.

Also attending: Joe Ejiofor

Clerk: Sam Murray

1. Welcome and apologies

Introductions were made around the table.

2. Declaration of interests

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

3. Membership update

MC introduced Joe Ejiofor who had met with the Governor Recruitment Panel. JE left the room during the discussion. The Recruitment Panel recommended that JE be appointed to the GB as a Co-opted Governor on the basis of his skills and experience. Governors **agreed** the appointment.

4. Minutes of the last meeting held

Agreed as an accurate record and **signed** by the Chair.

5. Matters arising from the last meeting

5.1 German – a message had been communicated to parents in the newsletter as agreed. A Governor asked if German could be taught using volunteers like Latin. PD explained that the exam board has designed the Latin course for one lesson a week over 2 years. No such course exists for German. A Governor suggested looking at options such conversation classes or a language café run by volunteers. ZJ agreed to explore.

Action: ZJ to explore opportunities for German using volunteers.

5.2 All other matters completed or agenda items.

6. Headteacher's report

Governors had received a report showing progress against the Balanced Scorecard. **Reputation** – Governors discussed the quality of teaching and learning. Latest review shows that 97% of lessons were good or outstanding. Governors discussed the various methods of assessing this including key stage reviews, marking and

assessment reviews and feedback. HG highlighted work in this area carried out by FF and the New River Teaching Alliance.

Inclusion – Governors discussed attendance which currently stands at 96%. HG confirmed that the target of 97% would remain. Governors received data on exclusions for the term. One permanent exclusion was not upheld. Twenty eight fixed period exclusions had been issued – nineteen to boys and nine to girls. HG confirmed there will be a focus on boys and behaviour next term.

Standards – Governors had received progress data for key stage 4 and key stage 5. The Curriculum Committee have scrutinised the data in detail. The progress data for the vulnerable groups of students also looks promising and the gaps are closing.

Every child progressing and enriched – Budget pressures have led to changes to enrichment. Parents have been informed of the changes. Year 7 will have a tailored enrichment programme.

Structures – Governors received data on complaints. There were no formal complaints since the last meeting. Two Freedom of information requests had been received and responded to.

7. Draft Balanced Scorecard (BSC) 2016-17

A number of Governors had attended an SLT meeting to discuss the draft BSC for the next academic year. A draft for approval had been circulated. Governors discussed the targets. A Governor asked if there was a key stage 3 indicator on the BSC as it is important for the GB to monitor outcomes in this area. HG **agreed** that SLT will look at a key stage 3 indicator and report to the Curriculum Committee. Subject to a key stage 3 indicator, **Governors approved** the BSC for 2016-17.

Action: HG/SLT to explore a KS3 indicator and report to Curriculum Committee.

8. Communications update

Governors had received a report from Jo Westley outlining work and progress in this area. Governors discussed results of the Parent Survey summarised in the report. Outcomes show some areas for improvement. The Chair **proposed** creating a working group to look at parent communication and suggested that WS chair the group. Governors **agreed** that the working group (led by WS) should identify proposals, based on JW's report, for agreement by the full GB meeting in October 2016. MC, PD, AJ to also join the group. Jo Westley and an SLT rep to be invited. SM to organise and administer the group. **Agreed** that the working group will meet before the end of term.

Action: Parental communications working group to meet as outlined above.

9. Staff engagement update

A report by AW had been circulated to Governors. AW highlighted recent activity including open SLT meetings. AW reported that attendance at these has been low. Changes to Go 4 Schools and Isolation have been made in order to support staff to manage BfL. A new role covering the visual environment has been created. Many staff have taken a reflection day but providing cover for this has been costly and will need to be reviewed.

Governors asked about workload. AW advised that FF was addressing workload in relation to marking and assessment and was exploring Department for Education advice and research. ZJ advised that line management meetings with teaching and

learning responsibility (TLR) holders were addressing how SLT can support them to manage their workload. A Governor asked about areas other than marking and what was being done in relation to workload. ZJ advised that impact assessments would be carried out on new initiatives. A Governor asked about the impact of budget cuts and extra admissions on staff. AW was confident that the work of the QTL team and line management and faculty support would allow staff to manage the changes effectively. Governors want to monitor the impact of the extra admissions on staff and **agreed** that the next updated action plan should cover this explicitly. Governors agreed that the action plan circulated to the meeting should also be shared with staff.

Action: AW to share action plan with all staff.

Action: HG/SLT to include impact of extra admissions in the staff engagement action plan.

9.1 Annual staff survey

The annual staff survey had been carried out as planned. Results from the survey will be shared with Governors at the next full GB meeting.

Action: HG to share staff survey results at next full GB meeting

10. Finance planning working group

CW updated Governors on the work of the group. A further meeting is scheduled for later this term. JS mentioned a DfE invest to save fund that may be worth exploring in relation to changes to school funding.

10.1 Voluntary contributions

AK had circulated a paper to Governors on progress made to introduce voluntary contributions. Notice had been sent to parents of the school's plans. Arrangements for receiving payments from parents are being developed with ParentMail. Further details will go to parents early next term. Income received will go into the budget for departmental capitation. Governors stressed the importance of telling parents how the money is being spent. Clerk advised that the Charging and Remissions policy should be reviewed in light of the changes. Governors **agreed** that the process and the income should be monitored and reviewed in a year.

Action: HG/SLT to review voluntary contributions and report to GB in summer 2017.

SLT left the meeting. ZJ remained. Chair and Governors said farewell and thanked AW for her contribution to the school.

11. Resources Committee feedback

Governors had received the minutes of the last meeting. The Chair gave a verbal update on the work of the committee and the current budgetary position. CW reported that internal audit by Haringey will be carried out on 11 July. The committee had made a number of recommendations for approval by the full GB as follows:

11.1 Full GB approval of budget 2016-17 & 3 year budget plan – budget circulated and **approved by GB.**

11.2 Full GB approval of licensed deficit application – application document circulated and **approved by GB.**

11.3 Full GB to note approval of Haringey finance regulations by committee – **approval noted by GB.**

11.4 Full GB approval of the Fortismere Pay policy – policy circulated and **approved by GB.**

12. Curriculum Committee feedback

Governors had received the minutes of the last two meetings. The Chair gave a verbal update on the work of the committee. Meeting one had focussed on special educational needs. Data on lower attaining and middle attaining students had been reviewed. A data working session with relevant staff had taken place. Meeting two had focussed on KS4 data and headlines from the KS3 review. Exam access arrangements were also discussed. The Committee had reviewed the Behaviour policy and recommend approval by full GB.

12.1 Full GB approval of Behaviour policy – policy circulated and **approved by GB.**

13. Physical Resources Committee feedback

Governors had received the minutes of the last meeting. The Chair gave a verbal update on the work of the committee.

14. Admissions Committee feedback

Governors had received the minutes of the last meeting. The Chair gave a verbal update on admissions and appeals. Address checking procedures will be reviewed in the autumn term as part of the annual review of the admission arrangements.

15. Management Union Consultative Forum update

ZJ reported to governors that MUCF meetings have been reinstated at the request of the NUT. Recent meetings covered workload, class sizes, an email protocol and discussion of an NUT Appraisal policy currently being developed. The NUT are carrying out a staff survey.

16. Governor Development

Governors who had attended training reported back to the full GB.

JS attended new Governor induction training.

AJ and JME had also attended a Haringey Governors briefing.

17. Any other business

RC informed Governors that he had decided to resign from the governing body but would be willing to be part of the site development group. SD thanked RC for his contribution to the GB. SD would discuss with RC his continued involvement.

17.1 RC suggested setting up a Fortismere Governor Alumni to enable past Governors to keep links with the school. Governors **agreed** to explore the suggestion.

Action: Clerk to explore setting up a Governor alumni.

18. Date of next meeting

Clerk to circulate dates of meetings for 2016-17.

Part One meeting closed.