



FINAL MINUTES OF THE MEETING HELD AT  
**CHAMBERLAYNE COLLEGE FOR THE ARTS**

Thursday 19<sup>th</sup> October 2017

**GOVERNORS' FULL GOVERNING BODY MEETING**

**Governors Present:** Phil Hand (Chair), Nick Giles (Headteacher), Peter Nicol-Harper, Rachael Adams, Wyn Jeffery

**Apologies:** Pamela Davies, Jane Marker, Dawn Broomfield, Mark Jennings

**Absent:**

**Also attending:** Victoria Keyse (Associate Headteacher), Elaine Pearson (Business Manager), Stephen Smith (Raising attainment), Abby Shacklock (Clerk)

Item		Action
001	<p><b>Welcome, Apologies and Signing of Register of Business Interests</b></p> <p><i>The meeting commenced at 1700.</i></p> <p>The Chair welcomed all to the meeting.</p> <p>The Clerk advised of apologies (Jane Marker, Dawn Broomfield, and Mark Jennings). Pamela Davies is currently on an approved leave of absence.</p> <p>The register of business interests was circulated for signing. The Clerk reminded governors of what constitutes a pecuniary interest.</p> <p>There were no declarations of interest for agenda items for the Full Governing Body meeting.</p>	
002	<p><b>Budget Revision/Approval</b></p> <p>Elaine Person (EPE) was welcomed to the meeting and <b>governors confirmed that they had received the previously circulated 'Expenditure' and 'Suggested Revised Budget' papers.</b></p> <p>EPE explained how the deficit had been reduced and that the figures incorporated voluntary redundancy payments. The Headteacher explained that the members of staff who had elected voluntary redundancy had requested to leave their roles earlier than December 31<sup>st</sup>. After consulting with HR it has been agreed that they can leave their posts from the 20<sup>th</sup> October 2017, which has generated a cost saving that is roughly one third of the voluntary redundancy payments due.</p> <p>It was explained that the school is currently on track to be in surplus by 2019/2020.</p> <p>EPE and the Headteacher explained money saving activities as follows: changes to the ordering process; natural wastage of staff; and reducing support staff numbers.</p> <p><b>The Chair commented that he felt this was very encouraging, and that the figures suggest that the school is on track to deliver to the LA what it has promised.</b></p> <p>The Headteacher asked that governors note that the financial restraints do make school improvement more of a challenge, however taking these actions now makes the school more sustainable in the medium to longer term.</p>	



	<p>EPE advised governors that the school has not received some of the services it has bought in from Southampton Education Services. She will be speaking to Jane Marker (governor) upon JM's return for holiday to see if they can negotiate a refund for services paid for but not received.</p> <p><b>Governors agreed the revised budget as follows:</b>  Original agreed deficit: -£419,209  Revised agreed deficit: - £383,132</p> <p><i>EPE left the meeting.</i></p>	
003	<p><b>Discuss and Agree student performance and attainment targets</b></p> <p><i>Stephen Smith (SSI) joined the meeting</i></p> <p>The Chair welcomed SSI to the meeting. Governors confirmed that they had received the paper 'GCSE Results and Trends' prior to the meeting.</p> <p>SSI outlined the positive headline figures as follows:</p> <ul style="list-style-type: none"> <li>• There was an 11% improvement in the top grades achieved in English and Maths.</li> <li>• The progress 8 score was up to -0.4. This is a significant improvement on last year, although there is still a way to go.</li> <li>• In Bucket 3 Performing Arts, PE and ECDL all performed well.</li> </ul> <p>SSI explained the current position with the 2017/18 year 11s as follows:</p> <ul style="list-style-type: none"> <li>• English and maths grade 9 – 4 are predicted to be well below national average. The school is looking to convert more grade 3s, and is using PiXL, who collaborates with the school, to provide external CPD solutions and to help structure precise actions.</li> <li>• Set 2 maths will be closely monitored to make sure they progress quicker. SSI is awaiting the outcomes of the mock exams after half term for a clearer indication of how things are progressing in this regard.</li> <li>• After school intervention activities are already in place, with 70% of students choosing to attend these. <b>Governors asked if certain students are selected to attend, or if all students are encouraged to go.</b> SSI advised that all students are encouraged to attend.</li> <li>• In Bucket 2 science remains a big focus and progress and attainment in Humanities and MFL are also important. <b>Governors asked for more information on 'buckets'.</b> SSI provided more information on buckets 1, 2 and 3. He explained that the school has struggled with bucket 2, particularly science. The Headteacher advised that a strong candidate for Second in Science was recently recruited. It is anticipated he will start in January. SSI stressed that the data for bucket 2 is not currently where the school would like it to be. Again, the school is awaiting the outcomes of mocks to form a clearer picture of actual progress to date, and the school is engaging with PiXL on science.</li> <li>• SSI advised that MFL remains a concern and that it is important that predictions are accurate and that interventions are happening.</li> <li>• SSI advised that if all the interventions in bucket 2 subjects have the desired effect, overall attainment and progress will improve.</li> </ul> <p>SSI moved on to discuss sub-sets of students:</p>	



	<ul style="list-style-type: none"> <li>Boys remain a concern, with the gap between boys and girls being wider than in last year's year 11 cohort.</li> <li>Higher and lower bands need attention to ensure they progress as well as they should.</li> <li>A mentoring scheme has been set up to support the more vulnerable students. Ten internal mentors meet with two students each on a fortnightly basis. This covers approximately half the year group.</li> <li>Higher achieving students are being assigned to external mentors, sourced via EBP.</li> </ul> <p><b>Governors asked if lower student numbers in the year groups means higher teacher:student ratios.</b> The Headteacher advised that no, it did not and noted that only 50 students in that year group count towards the progress 8 score. The Headteacher commented that the year group is maturing, and is engaging.</p> <p><b>Governors noted this is positive, and stressed that at the heart of what matters is the individual children.</b></p> <p>SSI asked that it be noted that the school is not delivering the ECDL qualification in bucket 3 this year. This is something that students have performed well in in the past – other bucket 3 subjects now need to 'step up'.</p> <p>The Headteacher and SSI confirmed that the accountability meetings are taking place after half term, and templates have been produced to guide the meetings.</p> <p>SSI also asked that it be noted that SENK students are still a problematic group and need appropriate support and interventions.</p> <p>NGI summed up by explaining that the school had set a target of -0.45 for the progress 8 score, and had achieved -0.41. A large part of this success is down to the work that SSI has led. <b>Governors thanked SSI. Action: SSI to present back to the FGB in January 2018, post the next data collection.</b></p> <p><i>SSI left the meeting.</i></p>	CoG 08 02 17
004	<p><b>Approval of previous minutes and matters arising</b></p> <p>The minutes from the FGB on the 14<sup>th</sup> September 2017 were agreed as a true reflection of the meeting.</p> <p>Actions were updated as follows:</p> <ol style="list-style-type: none"> <li>1. Arrange governor attendance at accountability meetings in Autumn 1. <b><i>The Headteacher advised of the autumn dates and confirmed that they would be recirculated to governors via email. Closed.</i></b></li> <li>2. Clerk to ensure governors are invited to whole school training on Prevent. <b><i>The Clerk explained that she has accommodated this in the 'schedule of meetings' due to be discussed under agenda item 7. Closed.</i></b></li> </ol>	
005a	<p><b>School Improvement – Headteacher's report</b></p> <p>Governors confirmed that they had received the 'Headteacher's Update' document circulated prior to the meeting. The Headteacher noted key points as follows:</p>	



- Under, 'Strength of Leadership' – this continues to show improvement. In the recent monitoring visit from the LA, Alan Taylor Bennett noted that this has now moved from a category '4' to '3'.
- Under the priority, 'Continue to Improve Outcomes for year 11', there is now a much closer focus on pupil premium children. **Action: The Headteacher will bring the updated PP strategy to the next FGB. (This was superseded by a later action). Closed.**
- Under the priority 'Improve Attendance', the Headteacher feels this is one of the biggest issues currently facing the school. The Headteacher has been posing questions to Senior Leaders such as, "Are we robust enough?", and "Are we being clear enough?" **Governors asked how many penalty notices the school issues.** The school has issued three so far this academic year, which is more than last year. This shows intent but is not sufficient on its own as a strategy. The Headteacher advised a free breakfast club has recently been introduced for all students, and PCSOs are now working with the school to do attendance sweeps. PCSOs have asked all Police Officers to help with this and to keep an eye out for children who may be truanting.
- **Governors advised that they had looked at attendance when they recently visited the school. Governors feel that when the school is in a better financial position, this is something where money should be invested.** The Headteacher advised that Emma Church, a member of staff who is due to return from maternity leave after half term, will be working with the attendance officer to go out to students/families each morning. Attendance is improved on this time last year but it is still very weak.
- Under the priority, 'Increase Pace of Learning', the Headteacher asked the Associate Headteacher to update governors. The Associate Headteacher gave an update on activities to date which includes: Two days CPD focussing upon TEEP; the Training and Learning (T&L) strategy which includes both quick wins and long term ideas; Wayne Cardy (member of SLT), taking a very proactive role with T&L via creating resources, spaces for staff to share best practice, and identifying TEEP champions.
- The Associate Headteacher explained that bespoke training will be offered to staff where required, and that this will be tailored to individual needs. Staff have recently self-audited their own skills.
- The Associate Headteacher stressed that there is no quick fix, but momentum is building and there is now a real 'can do' attitude.
- The Headteacher advised that, once training and support has been provided, staff with performance that does not improve will be offered further, structured support to ensure that they reach the required standards if they are able. If it becomes clear that a member of staff may not be able to reach the required standard, appropriate next steps will be looked into as a matter of priority.
- **Governors referred to their recent visit to the school. While they stressed that they are not experts in teaching, they observed that it seemed teachers were not simply teaching to a script but were taking ownership of their own lessons.**



	<ul style="list-style-type: none"> <li>The Headteacher advised that an external consultant has commented on the strength of teaching in English. The Headteacher also advised that progress in maths last year was almost at national average. Students engage massively in performing arts, <b>and governors confirmed this matched with their observations.</b> Science remains a weakness.</li> </ul>	
005b	<b>School Improvement – review SEF</b>  <b>Governors confirmed that they had received a copy of the SEF prior to the meeting and felt it was fit for purpose</b> The Headteacher also noted that the LA has stated in their most recent draft report that the SEF is ‘secure’.	
005c	<b>School Improvement – approve SIP</b>  <b>Governors confirmed that they have received a copy of the SIP prior to the meeting and felt it was fit for purpose.</b> The Headteacher reminded governors that in their most recent monitoring visit, Ofsted were also of this view. <b>Governors approved the SIP.</b>	
005d	<b>School Improvement – Outcomes of external reviews, including Ofsted</b>  <b>Governors confirmed that they had received the most recent Ofsted monitoring inspection report.</b> The Headteacher explained the two options Ofsted has available to them when judging the school’s current position, and that Chamberlayne had received the positive judgement. <b>Governors agreed.</b>  The Headteacher updated governors on the LA’s recent monitoring visit to the school. <b>Action: Headteacher to circulate report to governors.</b> In summary, the observations from the LA are that: the school is still inadequate, but improving; significant ground has been covered since Ofsted visited; leadership is improving; there is still a way to go but leaders know what needs to be done.  <b>Governors discussed how the information provided in the LA’s monitoring visit, the Ofsted monitoring visit, their recent visit to the school and all the paperwork provided by the Headteacher told a similar story, which is very reassuring.</b>	NGI 30/11/17
005e	<b>Governor Visits</b>  The Chair circulated paper copies of the report detailing the governors’ recent visit to the school, and provided an overview of its content. <b>Governors noted that their observations supported what they were being told in Full Governing Body meetings, that it was a great morning, and that students were, ‘a joy’.</b>	
006a	<b>Resources – Headteacher’s report</b>  This was discussed under previous agenda items.	
006b	<b>Resources – Update on redundancies/staffing</b>  This was discussed under ‘budget revision/approval.	
007a	<b>Governance and Clerking Matters – appoint members of pay committee</b>  <b>The FGB appointed Phil Hand, Wyn Jeffery and Peter Nicol-Harper to sit on the pay committee.</b>	
007b	<b>Governance and Clerking Matters – appoint Headteacher’s performance panel</b>	



	The FGB agreed that the pay committee would also conduct the Headteacher's performance review.	
007c	<p><b>Governance and Clerking Matters – agree FGB priorities, and schedule of meetings and agenda items for 2017/18</b></p> <p>Governors confirmed they had received the document created by the Clerk, that it was a sound document, and should guide the agendas for the remainder of the year.</p> <p>Governors discussed the importance of reviewing pupil premium plans in detail. <i>Action: Governors to attend an additional meeting at 5pm on the 29<sup>th</sup> or 30<sup>th</sup> November to discuss pupil premium (date to be agreed).</i></p>	All 30 11 17
007d	<p><b>Governance and Clerking Matters – agree policy reviews for 2017/18</b></p> <p>The Clerk advised that she has created a proposed schedule but that she and the Chair felt it would be useful if a governor could come into the school separately to review this thoroughly. <b>Governors agreed. Action: Peter Nicol-Harper to assist the Clerk.</b></p> <p><b>Governors delegated policy approval powers to PNH where statutory requirements dictate it is appropriate for an individual governor to perform this function.</b></p> <p><b>Governors agreed that where we follow an LA Policy, they would authorise the school's policy changing in line with any changes made by the LA. i.e. the school will always follow the most up to date LA policy.</b></p>	PNH 30 11 17
007e	<p><b>Governance and Clerking Matters – Appoint key governor roles</b></p> <p>The Chair of governors agreed to remain as Safeguarding governor.</p> <p><i>Action: The Chair of Governors to approach suitable candidates to fill one of the vacancies on the governing body to ensure sufficient resource to secure a suitable chair for the Pay Committee, an appropriate succession plan for the current vice chair, and a SEN link governor.</i></p>	CoG 06 12 17
007f	<p><b>Governance and Clerking Matters – Agree external review of governance</b></p> <p>Governors confirmed they had received the proposal from the external provider and agreed to instruct this provided to undertake the review. <i>Action: Chair of Governors to instruct the review to commence.</i></p> <p><i>Action: Governors to be invited to attend a meeting on the 6<sup>th</sup> December to discuss the draft report with the external reviewer.</i></p>	CoG 20 10 17 CoG 06 12 17
008a	<p><b>Approve Terms of Reference for the Pay Committee</b></p> <p>Governors approved the terms of reference that they had received prior to the meeting.</p>	
008b	<p><b>Approve Terms of Reference for the Headteacher's performance panel</b></p> <p>As per 008a – it is the same terms of reference because the pay committee will also form the Headteacher's performance panel.</p>	
009	<b>Approve Pay Policy</b>	



	Governors confirmed they had read the pay policy circulated prior to meeting. It was approved by the FGB and signed by the Chair.	
010	<b>AOB</b>  Complaints made by residents concerning the use of the school's playing fields were discussed. <b>Action: The Headteacher to ensure the pitch nearest residents is only used if there is no other option.</b> <b>Action: Chair of Governors to contact residents to discuss their concerns.</b>	NGI 20 10 17 CoG 30 11 17
	The meeting finished at 1815	