



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

Thursday 14<sup>th</sup> December 2017

**GOVERNORS' FULL GOVERNING BODY MEETING**

**Governors Present:** Phil Hand (Chair), Nick Giles (Headteacher), Peter Nicol-Harper, Rachael Adams, Jane Marker, Dawn Broomfield, Mark Jennings

**Apologies:** Pamela Davies, Wyn Jeffery

**Absent:**

**Also attending:** Victoria Keyse (Associate Headteacher), Billy Toone - BTO (Assistant Headteacher) Abby Shacklock (Clerk)

Item		Action
<b>Training Item</b>	<p>BTO was welcomed to the meeting and spoke to his presentation, "Governors Training" circulated during the meeting. The training was on Prevent with particular reference to the systems in place within the School.</p> <p>BTO took questions throughout the training and <b>governors confirmed that they understood what was expected of them should they have any Prevent/safeguarding concerns.</b></p> <p>Jane Marker, who has recently undertaken a governor visit to the School, commented upon how impressed she was with the safeguarding culture and ethos at Chamberlayne. <b>Governors agreed that, as well as the required 'tick boxes' and policies being in place, there was clear evidence of safeguarding and prevent being embedded in the culture of the school.</b></p> <p><b>Governors expressed general concerns around how young people use snapchat.</b> It was confirmed that at Chamberlayne work is done with students raising their awareness about the risks of such apps. An example was given of a student who recently became concerned following an online incident that he was involved with. The incident was serious but, because the School has worked with students advising them of what to do if they have concerns, it was resolved appropriately.</p> <p>The Chair thanked BTO for the training.</p> <p>As part of his presentation, BTO also provided governors with an update on current refinements to managing <b>attendance</b> and <b>behaviour</b> at the School. <b>The Chair asked that Behaviour and Attendance be discussed while BTO was in the meeting.</b></p>	
<b>Attendance</b>	<p><b>Attendance</b></p> <p>The Headteacher and BTO stressed that attendance is still a key priority. While it is an improving picture on last year, it needs to improve further.</p> <p>BTO and the Headteacher reminded governors of attendance initiatives underway at the moment such as:</p> <ul style="list-style-type: none"><li>• Focus groups for SEN and PP students, and attendance 'passports'.</li><li>• Weekly briefings for staff focussing upon attendance, behaviour and safeguarding.</li></ul>	



	<ul style="list-style-type: none"> <li>• New, efficient procedures in place for home visits and cold calls.</li> <li>• New family liaison officer in place with specific focus on poor attendance and behaviour.</li> </ul> <p><b>The Chair asked the Headteacher if there was anything further he would like to add regarding attendance from his Headteacher's report (previously circulated to governors).</b> The Headteacher added that staff mentors have been assigned to students with poor attendance. For 51% of persistently absent SEND students, this has had a positive impact. The remaining students have been referred to EWS. He advised that initiatives in place to tackle attendance are in line with those in place in other schools. However, the impact at Chamberlayne was not yet what he would hope for and there is more work to do.</p> <p><b>Governors discussed the impact of intervention from the EWO.</b> The Headteacher advised that one of the next priorities for the School was to fully assess the EWO's impact to ensure value for money as a service.</p> <p><b>Governors discussed the coding of student absences.</b> Jane Marker, following her recent governor visit to the School which focussed on attendance, queried if other schools coded in the same way as Chamberlayne – the way the School is coding is in line with our EWO's expectations but is perhaps not in line with how other schools code and this could be making Chamberlayne's attendance figures look weaker in comparison. The Headteacher advised that discussions are ongoing in this regard.</p> <p><b>Jane Marker observed that the updates on attendance provided in this meeting mirrored what she had been told by staff members when she looked at attendance as part of her visit to the School. Governors agreed that this consistency was encouraging.</b></p>	
<b>Behaviour</b>	<p>BTO discussed with governors refinements being made to the behaviour system, including introducing a two-tiered approach to internal exclusions. Currently, regardless of the misdemeanour, students sent to IE are sent there for a whole day. Now, students will either be sent for 2 lessons or a whole day, dependent upon the severity of their actions.</p> <p>The Headteacher drew governors' attention to the relatively high number of fixed term exclusions. There was discussion around whether this figure related to 33 different students or incidents. BTO confirmed that within that figure there were repeat offenders who accounted for more than one entry. BTO is hopeful that, with the introduction of the two tiered approach to IE, fixed term exclusions will reduce: one of the reasons for fixed term exclusions is refusal to attend IE – it is hoped that a system that is perceived as more equitable will have a positive impact here.</p> <p><b>The Chair thanked BTO for all his work done to date.</b></p> <p><b>BTO and VKE left the meeting.</b></p>	
<b>001</b>	<p><b>Welcome, Apologies and Declarations of Interest</b></p> <p><i>The full governing body meeting commenced at 1735</i></p> <p>The Chair welcomed all to the meeting.</p> <p>The Clerk advised of apologies (Pamela Davies and Wyn Jeffery).</p>	



	The Chair declared his interest in Newport Education Training. There were no further declarations of interest.	
002	<p><b>Approve Minutes of Previous Meetings and Matters Arising</b></p> <p>The minutes of the FGB on the 19<sup>th</sup> October were agreed as a true reflection of the meeting.</p> <p>The minutes from the Pay Committee on the 19<sup>th</sup> October were agreed as a true reflection of the meeting.</p> <p>The minutes of the EGB on the 6<sup>th</sup> December were agreed as a true reflection of the meeting. It was agreed that the agenda item minuted under, 'confidential item' should be in the public domain and could be incorporated into the body of the main minutes. <b>Action: Clerk to amend minutes for Chair to sign.</b></p>	
003a	<p><b>School Improvement – Headteacher's report</b></p> <p><b>Governors confirmed that they had received a copy of the report prior to the meeting and asked for updates on the priority areas.</b></p> <p><b>Outcomes for year 11s.</b> The cohort is showing an unusually large gap between boys and girls. Currently, progress 8 for girls is at 0.0%. For boys, it is nearly a whole percentage point lower at 0.9%. Pupil Premium versus non Pupil Premium is not showing a gap – it is the gender gap that is the biggest cause for concern.</p> <p>The Headteacher explained to governors that, unfortunately, 11 students who are performing incredibly well will not be included in this years' progress 8 figures. They will, however, be included for attainment 8.</p> <p>Even with the above observations, the Headteacher advised that Senior Leaders are currently predicting an improvement on last year's progress data and they are still all aiming to achieve an aspirational P8 target.</p> <p><b>Governors discussed that, given previous reports, there were 'no surprises' with the predictions for this cohort, and that in fact the predicted improvements were very reassuring and appeared to be built upon solid, consistent and sustainable progress.</b> The Headteacher agreed with governors' observations, and confirmed that currently data for year 10 and 9 is much stronger still.</p> <p><b>Governors asked for information on how underperforming year 11 students are being supported.</b> The Headteacher advised that each has been assigned a mentor from the Senior Leadership Team. <b>Governors asked if staff are finding the time to meet with students.</b> The Headteacher confirmed that they are.</p> <p><b>Governors asked for the data in the table on page 4 of the Headteacher's report to be further explained.</b> The Headteacher explained the data and <b>governors confirmed that they understood it.</b></p> <p><b>Attendance</b> This was discussed previously (see "Attendance" above). The Headteacher re-iterated that this remains a major concern and focus, but that hopefully the actions explained by BTO would yield positive improvements soon.</p>	



	<p><b><u>Pace of Learning</u></b> The Headteacher explained that, while he would like to see improvements happening even faster, things are changing quickly. In particular, the pace of change at leadership level is encouraging, with Middle Leaders engaged in driving positive changes to teaching and learning that is already reaping rewards. <b>Governors asked if Middle Leaders are all at the same stage in their development.</b> The Headteacher advised that they are at different stages and that a member of the Senior Leadership Team is working closely with each of them to support. Training and support has been focussed upon student outcomes rather than developing generic leadership skills. The school is investing time, money and energy into this in order to secure appropriate outcomes for students</p> <p>The Headteacher also advised governors that <b>Ofsted</b> will most likely be revisiting the school early next term to conduct their next Section 8 monitoring inspections.</p>	
003b	<p><b>School Improvement – Behaviour and Attendance</b></p> <p>This was discussed under, “Attendance”, “Behaviour” and “003a – Attendance” above. <b>Governors confirmed they had no further questions.</b></p>	
003c	<p><b>School Improvement – Update on SEN</b></p> <p>The Headteacher advised that the current SENCO, who is due to retire at the end of 2017, is currently signed off sick. She therefore will not be returning to the school. The newly appointed SENCO recently had a very positive visit to the school which included forming part of the panel that recruited an internal candidate for the position of Assistant SENCO. The new SENCO will start in January, and will be in school once we return after the Christmas Break.</p> <p>The new SENCO is going through a rigorous training programme. The Headteacher will take on the role of SENCO while this training programme is completed.</p> <p>The Headteacher confirmed that the new SENCO is very clear on how she wants to move the department forward, and existing staff are also very excited to have her on board. <b>Governors confirmed that this sounded encouraging.</b></p> <p><b>Governors discussed the vacant position of SEN governor. Governors agreed that Dawn Broomfield would take on this position with immediate effect.</b></p>	
003d	<p><b>School Improvement – Actions from Pupil Premium Working Group</b></p> <p>On the 30<sup>th</sup> November Phil Hand and Jane Marker came in to the School to discuss Pupil Premium with the Headteacher. In particular, governors provided review and challenge to the Headteacher on the 2017/18 Pupil Premium statement strategy document that is currently available on the school website. <b>The Working Group confirmed that in their opinion the document and strategy is sound.</b></p> <p>The Headteacher advised that as per the Ofsted inspection report in February, the School has now commissioned an external review of Pupil Premium. This is due to take place on Friday 5<sup>th</sup> January. <b>The Chair and Jane Marker confirmed that they would be able to be present for this review for 30 minutes at 1pm on the 5<sup>th</sup> January. Action: Headteacher to circulate programme and ensure it reflects governors’ availability.</b></p>	
003e	<p><b>School Improvement – Review the SIP</b></p> <p>The Headteacher explained to governors changes made to the SIP that had been circulated prior to the meeting. The SIP now also contains a more detailed action</p>	



	<p>plan. <b>Governors confirmed that this looked very useful for school leaders, and also made their job in providing review and challenge easier.</b></p> <p><b>Governors asked if the SIP has been costed.</b> The Headteacher agreed that this wasn't clear on the SIP and that he would address this. <b>Action: Headteacher to include costings on the SIP.</b></p> <p><b>Governors discussed how the outcomes of the External Review of Governance should now be recorded and tracked via the SIP. Action: Headteacher to ensure the SIP reflects the external review of governance to allow governors to track progress.</b></p>	
003f	<p><b>School Improvement – Outcomes of external reviews</b></p> <p><u>External review of governance</u> as per 003e above, actions from the review will now be incorporated into and tracked via the SIP. Creating a programme of visits is a priority. As per the report, governors request that Alan Taylor Bennett is invited into an FGB so they can discuss issues, concerns, and positives with him face to face. <b>Action: Clerk to arrange for ATB to attend the FGB in spring 2.</b></p> <p><b>Governors also discussed capacity building. Given the current pace of change, it was agreed to not spend time revisiting the existing constitution of the governing board. This time last year, the Local Authority was keen that the governing board was far more streamlined than it had been previously. However, given the outcomes of the external review of governance, and the capacity of existing governors, the Chair is going to continue with recruitment of between two and three new governors. Action: Chair to press on with recruitment drive.</b></p> <p><u>Local Authority School Improvement Officer review</u> The Headteacher advised that that Alan Taylor Bennett is due in tomorrow (15 12 2017) to conduct his regular review of the School The Headteacher anticipates having a report available to circulate to governors prior to the Christmas Break. <b>Action: Headteacher to circulate the report once it has been issued.</b></p> <p><u>Visit by the School Improvement Partner</u> The School has a new improvement partner who recently conducted a visit looking at teaching and learning. The verbal feedback raised no surprises. The Headteacher will circulate the report to governors as soon as it is available.</p> <p><u>External review of Pupil Premium</u> This was discussed under 003d</p> <p><u>Budget review visit from the LA</u> This is discussed under 004a 'resources' below.</p>	
003g	<p><b>School Improvement – Governor Visits</b></p> <p>Jane Marker, who had visited the school to look at attendance and the school website, spoke to her visit report issued prior to the meeting. She re-iterated that she was very reassured that all of her observations during that visit were mirrored by the information shared by the Headteacher and Senior Leaders.</p>	
004	<p><b>Resources</b></p> <p>The Headteacher updated governors on a meeting held today (14<sup>th</sup> December 2017) with the LA. The LA had requested this meeting and was focussing upon the</p>	



	<p>debt recovery plan. They disagreed with some of the figures provided and the School is now providing further information.</p> <p><b>Jane Marker (governor who has been working closely with the Business Manager) advised there are numerous mails demonstrating scrutiny work that has taken place around finances. Action: JM to forward these mails to the Headteacher.</b></p> <p>The LA left the meeting re-assured by the School's attitude towards reducing the deficit. The Headteacher did stress to the LA the tension between having to rapidly raise standards for students, which requires upfront investment and therefore has cost implications, and reducing a deficit. He also noted that the School is reducing the deficit and raising standards without having any additional funds made available to it, such as a SIP fund, by the LA.</p> <p>The Headteacher advised that the School is investigating revenue generation opportunities such as hiring out the Acorn facility as a conference room.</p> <p>The Headteacher advised that the School is predicting a deficit at the end of the financial year of -£410,000. This is a reduction of £33,000.</p> <p>The Local Authority predicts the School will have a deficit of -£460,000.</p> <p><b>Jane Marker reminded governors that in the February FGB governors will be looking at benchmarking. Action: Governors to advise JM what they would like to look at as part of the benchmarking exercise.</b></p> <p>The Headteacher's PMR was discussed. The Pay Committee is going to undertake this review. <b>Governors voted to elect Jane Marker to join the pay committee along with Phil Hand, Peter Nicol-Harper and Wyn Jeffery. Action: Chair to arrange PMR meeting for January.</b></p>	
005a	<p><b>Governance and Clerking Matters – Review constitution and vacancies</b></p> <p><b>Governors agreed to not revise the constitution at this point in time, and to progress with recruiting to fill some of the existing vacancies.</b></p>	
005b	<p><b>Governance and Clerking Matters – Discuss and agree delegation of policy approvals</b></p> <p><b>Governors agreed the proposed policy review schedule circulated prior to the meeting.</b></p>	
006a	<p><b>Policy Reviews – approval of SEND information review</b></p> <p><b>Governors confirmed they had received the most up to date SEND information review and agreed it in the meeting.</b></p>	
006b	<p><b>Governance and Clerking Matters – Complaints procedure and Data protection (advisory only)</b></p> <p><b>Governors confirmed they had had sight of the updated complaints procedure and data protection policy</b></p>	



007	<b>AOB</b>  <b>Governors discussed future plans for Chamberlayne. This included key dates for the spring term, the current position regarding academisation, and the SET.</b>  <b>Governors agreed to meet for an Extraordinary Governing Board meeting on Monday 8<sup>th</sup> January at 4pm. Action: Clerk to arrange EGB.</b>	
	The meeting finished at 1920	