



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

Tuesday 13th June at 5pm

GOVERNORS' FULL GOVERNING BODY MEETING

Governors Present: Phil Hand, Nick Giles, Peter Nicol-Harper, Dawn Broomfield, Rachael Adams, Jane Marker

Apologies: Mark Jennings, Pamela Davies, Wyn Jeffery

Absent:

Also attending: Abby Shacklock (Clerk)

Item		Action
001	<p>Welcome, Apologies and Declarations of Interest</p> <p><i>The meeting commenced at 1702.</i></p> <p>The Chair welcomed all to the meeting.</p> <p>The Clerk advised of apologies (Mark Jennings, Pamela Davies, Wyn Jeffery)</p> <p>The Chair advised that he is currently in the process of writing to Wyn Jeffery as they have been unable to find a time convenient for WJ to attend governor/Chair 1 to 1s.</p> <p>The Chair noted his interest in Newport Educational.</p>	
002	<p>Approval of previous minutes and matters arising</p> <p>The minutes from the FGB on the 11th May 2017 were agreed as a true reflection of the meeting.</p> <p>The minutes from the FGB on the 19th May 2017 were agreed as a true reflection of the meeting.</p> <p>Actions were updated as follows:</p> <p>PH to arrange training with Hampshire. <i>This was discussed under agenda item 3f.</i> Closed.</p> <p>Chair to ensure sufficient time on the agenda to discuss the SIP in July. Ongoing.</p> <p>RAG'd SIP to be circulated to governors by 22nd June 2017. Ongoing. (<i>Yr 10 will need to be provided as an annex in the July FGB.</i>)</p> <p>Governors to prepare questions on the SIP for the FGB on 6th July. Ongoing.</p> <p>Chair to bring back suggestions on Headteacher's update on 11 May 2017. Closed.</p> <p>MJ explained he could help organise engineering trips that could be relevant via his work. Clerk to ask Mr Murell to contact MJ. Closed.</p> <p>Discuss accountability meeting times in the next FGB and arrange attendance at accountability meetings in the last week of the summer term. After discussion, governors agreed that it would be more appropriate to attend these meetings in</p>	<p>Chair 06 07 17 HT 22 06 17</p> <p>All 06 07 17</p> <p>HT/Chair Autumn 1</p>



	<p>Autumn1. Action: Arrange governor attendance at accountability meetings in Autumn 1.</p> <p>Staff survey to be issued after half term. Ongoing.</p> <p>Clerk to email safeguarding document to the Chair for review and ratification in the next FGB. Closed.</p> <p>Clerk to circulate link to online safeguarding training. Closed.</p> <p>The Headteacher will speak to police about public accessing the field and feedback at the next FGB. <i>Discussed under agenda item 004b.</i> Closed.</p> <p>The next FGB to be Tuesday 13th July. Closed.</p> <p>Governors to contact the Headteacher if they are able to help with the interview process for the Associate Headteacher vacancy. Closed.</p> <p>Headteacher to advise governors if VKE accepted the position. <i>VKE accepted the role of Associate Headteacher and is very much looking forward to joining Chamberlayne.</i> Closed.</p> <p>Chair to feedback to governors the outcome of the working party organised by Bitterne Park School ("BPS"). <i>The Headteacher advised that he attended this meeting. The MAT is not currently in place; it is in the process of being set up.</i> BPS has authority from the DofE to set up the MAT. The Headteacher advised that if governors remain interested, the next step is for BPS to present their vision of the MAT to Governors. There was discussion about how governance would work in a MAT, other MATs in the area, and that given the recent Ofsted visit, the LA and RSC will ultimately choose the MAT that Chamberlayne becomes a part of. Action: Headteacher invite BPS to present their vision of the MAT to governors.</p>	<p>HT 30 06 17</p> <p>HT 06 07 17</p>
003a	<p>School Improvement – Chamberlayne Vision</p> <p>The Headteacher spoke to the 'Chamberlayne Vision' document circulated prior to the meeting. Governors confirmed they had seen the document. Governors felt the proposed changes are positive and very important. They stressed the importance of every stakeholder feeling committed to the vision and being held to account. With this in mind, all governors agreed that the proposed motto, "Expect More, Achieve More", was very powerful. There was discussion about how this could cascade down into a visible code of conduct for each stakeholder.</p> <p>The Chair felt the vision document could be used to inform governor training. If governors have a shared understanding of what each key priority means in practice, they can better contribute to school improvements. The priorities can also then be used to structure governor visits. Governors agreed.</p> <p>Governors discussed:</p> <ul style="list-style-type: none"> • The difference between the vision document and the SIP. • The importance of stressing the School's offering to Able, Gifted and Talented students. • The importance of ensuring the Schools's strengths are visible and discussed. 	



	<p>There were no further questions. The vision was agreed in principle. Action: governors to let the Headteacher know of any further queries by 16th June 2017. Closed.</p>	
003b	<p>School Improvement – Headteacher’s report</p> <p>The Headteacher spoke to the ‘Headteacher’s Update’ document circulated prior to the meeting.</p> <p>Governors agreed to focus their discussions around the key risks identified in the update– ‘red’ priorities for improvement.</p> <p><u>Improve Outcomes for yr 11</u> The Headteacher drew governors’ attention to the positive picture shown in the ‘current’ forecast’ table. The Headteacher re-iterated the need for caution with these predictions.</p> <p>Number on role was discussed: the new cohort figures were better than expected. The Headteacher wants a big push on attracting yr 5 students to the School. Governors discussed the year 6 open evening in September and the possibility of year 5’s being invited to attend also.</p> <p>The Headteacher brought to governors’ attention that some members of staff still have the misconception that students come into the School as low attainers: the data proves that this is incorrect. Governors discussed the importance of ensuring adequate interventions are in place to ensure each child makes the appropriate level of progress each year.</p> <p>The Headteacher explained the progress 8 methodology, the School’s predictions and the graphs in the Headteacher’s update. The Headteacher explained the negative impact of the students in the Acorn centre on the progress 8 score: they are not achieving as they should. If Acorn students are removed from the data, the School’s progress 8 score improves significantly. Governors discussed plans to ensure Acorn students achieve as they should.</p> <p>Governors asked if it was possible to see a scatter graph that demonstrates the impact of attendance on progress. The Headteacher agreed that this data would be useful and could be provided. Action: Headteacher to ensure data is provided in the next Headteacher’s report.</p> <p>The Headteacher explained how the School needed to expect more of its higher achievers: they are capable of achieving more. Governors agreed.</p> <p>Governors noted that the data suggests an improving picture.</p> <p><u>Disruption to learning</u> The Headteacher brought to governors’ attention data that points to behaviour improving significantly. This was backed up by the experiences of the many visitors that were in the School during last half term. Governors discussed the importance of zero/very low tolerance of poor behaviour that on the surface may not seem too significant. The Headteacher agreed with this.</p> <p><u>Challenge and pace of learning</u> The Headteacher explained that nearly all lesson observations had been completed last half term. Because this round of observations was purely developmental, staff were able to choose which lesson they preferred to be observed in. From this round of observations, around 90% of teaching was noted as</p>	<p>HT 06 07 17</p>



	<p>secure. The Headteacher stressed that governors should not assume that this means teaching generally is at 90% secure. Governors advised that they understood this.</p> <p>There was a discussion around how only 50% of lessons being 'satisfactory' was a key concern. The Headteacher advised he agreed and understood this and reiterated plans to improve Teaching and Learning during the Summer 2 and Autumn 1 terms.</p> <p><u>Attendance</u> The Headteacher explained that actual attendance will be a whole percentage point below predicted attendance at the end of term, given current figures. The Headteacher is meeting with the LA to see how they can help address attendance. The Headteacher explained that the Deputy Headteacher is focussing efforts on improving this by the end of the year. The focus of the attendance team is on hitting the ground running come September 2017, and ensuring their focus is appropriate. There was discussion around staff in Inclusions going out and about to bring students who were truanting into school. There was also discussion around trialling a free breakfast club to see if this has a positive effect. Action: Headteacher to put these suggestions forward to the attendance team.</p> <p><u>Additional Notes</u> The Headteacher shared the revised proposed staffing structure for next year. He explained that the School is 15 lessons of staff time over requirement: this sounds a lot, but in practice it is still tight. After discussion, governors confirmed they agreed with this statement.</p> <p>The Headteacher updated governors on leavers and joiners. Governors asked if joiners would be released from current posts to visit the School this half term. The Headteacher advised that they would be.</p> <p>Governors asked if there were any risks/issues with staff sickness. The Headteacher advised that this is not currently a problem.</p> <p>The Headteacher advised that the revised structure would mean the restructure process should be more straightforward. He advised governors that the School will have to pay redundancy costs, whereas previously the LA has paid for this. Given this, these costs have not been factored into the existing budget.</p> <p>The Headteacher advised that the School is not able to take on NQTs but can take on Teach First trainees: from September 2017 the School will have 2 Teach First trainees.</p>	HT 06 07 17
003c	School Improvement – Recruitment See agenda item 003b.	
003d	School Improvement – Teaching and Learning Update See agenda item 003b.	
003e	School Improvement – LA & RSC contact The Chair and the Headteacher advised that there are currently no updates from the LA or RSC .	
003f	School Improvement – Governor training The Chair explained that he would like the training owed from Hampshire to take place this term. He proposed Hampshire facilitating a discussion around strengthening the governing body's impact on teaching and learning. Governors agreed that this	



	<p>sounded appropriate. Governors agreed Wednesday the 12th July as the preferred date. The 5th July is the second choice.</p> <p>The Headteacher reminded governors that a review of governance is required 2017/18 as per the action points in the Ofsted report.</p> <p>The Chair suggested it would be very beneficial if a date was set in October for governors to come into the School to conduct a whole governing body visit. The SLT could prepare a programme for governors, with a wrap up session at the end. All agreed this sounded beneficial and the 12th October was agreed as the preferred date. JMA to attend after this date.</p>	
004a	<p>Safeguarding – ratification of audit</p> <p>The Chair gave an overview of the LA safeguarding training that he attended last week. He cautioned against relying solely on tick box exercises when gaining assurance that students are safe.</p> <p>The Chair explained that he had visited the School to look at most elements of safeguarding today (13 June 2017). Pending a change to the name of the safeguarding governor, governors approved the safeguarding report.</p> <p>There was a discussion that Prevent training could be valuable for governors to re-visit. Governors felt they needed to understand the School more before they could feel confident in safeguarding training. Action: Chair to consider appropriate timings for Prevent training.</p> <p>Governors discussed DBS checks and how often they should be renewed. Governors agreed this should remain at every 5 years.</p>	Chair 06 07 17
004b	<p>Safeguarding –public access to fields</p> <p>The Chair stressed how serious the problem of members of the public trespassing on the School fields is, and how it is important that the community is challenged to help protect the students.</p> <p>Governors discussed a community flyer/awareness campaign being distributed into houses around the community.</p> <p>The Headteacher confirmed he had been in touch with police and would consult with them as to the most appropriate way to word fliers, and if the School can film/take photos. Action: Headteacher to progress as a priority and keep Governors up to date.</p> <p>Governors offered help to the Headteacher to address this problem as a priority.</p>	HT 06 07 17
005	<p>Policies – staff discipline, conduct and grievance</p> <p>The Chair discussed the need to have a stand alone staff discipline, conduct and grievance policy that runs separately from a capability policy. Governors agreed to follow the LA grievance policy while a grievance policy tailored for the School is prepared.</p> <p>Action: Clerk to circulate LA grievance policy.</p>	



006	AOB The Headteacher asked governors to review the GLS30 data and if there are any queries to let him know. It was agreed that 'budget monitoring' should appear on the July FGB agenda. The following meeting dates were agreed for the 2017/18 academic year: September 14 th , October 19 th , December 14 th , February 8 th , March 22 nd , May 24 th , July 5 th . <i>The meeting closed at 1835</i>	
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