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| Expect More. Achieve More. | **Chamberlayne College for the Arts****Full Governing Board****27th February 2020****Minutes** |

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| **Name** | **Attending** | **Apologies** | **Absence** |
| Phil Hand “PHA” (Co-opted) Chair | ✔ |  |  |
| Peter Nicol Harper “PNH” (Co-Opted) Vice Chair | ✔ |  |  |
| Wyn Jeffery “WJE” (Co-Opted) Chair of Pay Committee | ✔ |  |  |
| Mark Jennings “MJE” (Co-Opted)  |  | ✔ |  |
| Jane Marker “JMA” (Co-Opted) Pupil Premium link, Finance link, Health and Safety link; Pay Committee | ✔ |  |  |
| Susie Johnson “SJO” (Co-Opted) Attendance link; Pay Committee | ✔ |  |  |
| Stuart Ramsay “SRA” (Co-Opted) Safeguarding Governor | ✔ |  |  |
| Dawn Brown “DBR” (Parent) SEN link; Pay Committee | ✔ |  |  |
| Nadia Martin “NMA” (LA) Data link; Careers link | ✔ |  |  |
| Rachael Adams “RAD” (Staff) Pupil Premium link | ✔ |  |  |
| Nick Giles “NGI” (Headteacher) | ✔ |  |  |
| **Also attending** |
| Karen Harrison – Clerk | ✔ |  |  |
| Emma Church - for item 20/16 | ✔ |  |  |

**Quoracy - 6**

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| **Outstanding Action list:** |
| **27.02.20** | **20/13 Parent Governor - arrange for vacancy to be advertised.** | **NGI** |
| **27.02.20** | **20/16 Provide a summary of how the school dealt with the school based CP issue in Year 11.****20/16 Show the attendance data without the chronic cases.** | **ECH****ECH** |
| **27.02.20** | **20/20/01 Careers leader to present to governors in the Autumn term.** | **NGI/KH** |
| **27.02.20** | **20/20/01 Email suggested visit dates to governors.** | **NGI** |
| **27.02.20** | **20/20/01 Helen to present to governors about The Base in the summer term.** | **NGI/KH** |

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| **Item** | **Minutes** | **Actions** |
| **20/12** | **Welcome, apologies and declarations of business and pecuniary interests.** |  |
|  | Apologies were received from Mark Jennings. The meeting was quorate. There were no declarations of interests declared for this meeting. Governors reported on the manners and friendliness of the children at CCFA. This evening there was a Parents Evening and pupils had welcomed governors and directed them to their meeting.  |  |
| **20/13** | **Governor Vacancies.** |  |
|  | Tomorrow the terms of office would expire for Mark Jennings (Co-opted governor) and Dawn Brown (Parent governor). Governors asked Dawn whether she would be prepared to become a Co-opted governor and she agreed. This would leave a vacancy for a parent governor, which NGI agreed to action. Mark was considering whether he wished to serve another term. | **NGI** |
| **20/14** | **Approve minutes of previous meeting, 9th January 2020.** |  |
|  | The minutes were approved and signed by the Chair, along with the amended minutes of 7th November. |  |
| **20/15** | **Matters arising/Outstanding actions.** |  |
|  | 19/41/1 PHA had contacted Hampshire Governor Services regarding a training session and was waiting to hear back.The action regarding attendance was on this evening's agenda. |  |
| **20/16** | **Attendance Update.** |  |
|  | Emma Church (ECH had produced a data sheet for governors and highlighted the following:* Attendance since September - 89/9%. The aim was to be over 90%, but this time last year it had been 89.1%.
* Year 11 attendance is 86.7%. The year group has seven looked after children and a high level of PP.
* SEN and PP attendance across the school was slightly lower than last year.
* In 2018/19 there had been 160 (50.8%) persistent absentees (PA); this had been halved to 24.8%, which was significant.
* Pupils with attendance below 50% was 4.5% (21 pupils). 12 of them were on reduced timetables so could not have attendance over 50%. EWS had 11 active cases and two were improving. More effort was being put into this category. There was also a very difficult school based CP issue in Year 11.

**Q: Without giving all of the details, could you provide us with a summary of how the school has managed the kind of CP issue you have outlined?****A: Yes, we can do that. Another local school has had a similar case. I think we have managed it really well as one of the pupils is very keen to return to school.****Q: Could you remove the really chronic cases from the data and show us what that looks like?****A: Yes, that could easily be done.****Q: There seems to have been a drop off in Year 7 attendance?****A: They started the year at 98.5%. It is a big year group with a higher number of disadvantaged pupils and lots of new starters as CCFA is the only secondary school in the city with spaces. By half term niggly friendship issues had set in, but the Head of Character and Culture was now getting these sorted out quicker.** **Q: Is it worth looking at attendance after the registers close at 9.30, particularly due to the travelling distance for some pupils?****A: I would prefer to stick to the deadline of 9.30 as then we can celebrate the true victories when they happen.**ECH said staff sometimes went out to homes, but some parents had started to rely on them giving their children a lift to school, so that had been scaled back.ECH had given governors a list of all the interventions being used and highlighted three:* Weekly texts. This had just started and was hoped it would stop the occasional days off every few weeks. The texts include the pupil’s attendance figure for the week and was specific about any work missed. This had worked well, with some pupils emailing teachers to request work if they knew they had a medical appointment etc. Research showed this had most impact with disadvantaged pupils. It was being used inconsistently across the staff and this was being tracked.
* Mentoring. Eight pupils in Year 10 were mentoring eight pupils in Years 7&8 who were struggling with attendance. It was a small scale project but a useful “listening tool”.
* Star Badges. Pupils love badges and these had been launched in assemblies this week and caused some excitement. Gold - 97%+; Silver - 95%+; Bronze - 93%+. Two thirds of students should get a badge. The system would start afresh every half term.

NGI reported that the City was currently focusing on home educated children so some had joined this term. They usually started on a reduced timetable and the school did not receive any funding for them until the following academic year. | **ECH****ECH** |
| **20/17** | **Resources Working Party - feedback.** |  |
|  | JMA had circulated notes of the meeting. Main points:* H&S Audit. The school was working through the outstanding actions but some were on hold due to the refurbishment.
* SFVS. This had been agreed and would be signed by the Chair this evening.
* The Base. The WP had visited and been impressed by the well thought out physical environment. Individualised programmes would help get children back into lessons and should save the school money on PRU placements.
* The future of the school had been discussed in detail, but the situation was changing all the time.
* Staffing. NGI reported that expected numbers for September were 179. Staff leaving - Head of English, Maths teacher, ICT teacher and a cover supervisor. New staff - Assistant Head responsible for teaching & learning and Maths; Head of Character & Culture/Maths teacher; Food Tech teacher; Science teacher. They would also look to take in some more Teach First staff. NGI said he felt buoyant about recruitment and retention. The posts of Head of Maths and Head of English were advertised.
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| **20/18** | **Budget Update.** |  |
|  | JMA advised that a financial budget statement now had to be brought to governors six times a year. She assured governors that the Resources WP had gone through the budget line by line.**Q: Is there any significant expenditure that may knock the budget off course?****A: No.** NGI added that eight cookers had been purchased to allow the school to offer Food Tech GCSE from this September.  |  |
| **20/19** | **Visit Feedback.** |  |
|  | PHA had done a learning walk with NGI. They had visited two Science lessons, two Maths lessons and talked to pupils in a Performing Arts lesson. PHA reported that he had been impressed with the management of the children in class and felt that the culture and climate had been calm and studious. There had been a pocket of children out of lessons, but it was clear staff had been aware.Several governors had visits into school booked for this term. |  |
| **20/20** | **Headteacher’s verbal update.** |  |
|  | **20/20/01 School Development Plan**. Copies were circulated to governors, showing progress on each priority:* **Valuing Education.** NGI said that was a long term, hard fought priority to meet.
	+ Middle leaders were looking to make the curriculum progressive and of interest to students.
	+ There was a stronger extra curricular offer this year and research showed that children who were involved got more value from their education.
	+ The careers curriculum would dovetail into the main curriculum - NGI suggested that the careers leader present to governors in the Autumn term. Action - agenda item.
	+ Summer term focus on getting parents into school. NGI was working on a strategy.

NGI asked governors to take away a consultation about changing the timings of the school day from September. The school would close 30 minutes earlier every Wednesday to allow for co-planning time in departments. It was also proposed to make the break shorter and just provide healthy snacks and lunch break longer to give pupils longer to eat and attend clubs. **Q: How does the early closure on Wednesdays fit in with local primary schools?****A: It supports it by us finishing earlier. There will be an extended Homework Club for those children that want/need to stay.*** **Knowledge acquisition.** There had been significant impact in some subject areas. Homework was now based around knowledge and assessment had vastly improved with lots of low stake quizzing. Homework and extra curricular provision had improved significantly. It was agreed that VKE could present the data to governors but NGI felt that governors should undertake some visits into school first; he agreed to email some suggested dates.
* **Enjoyment of Reading..** NGI said this had to improve and was currently a risk for governors to be aware of. The Second In English would be focusing on this after Easter. Pupils were not hearing good reading so Tutors would be reading to them every tutor time.

**Q: Do you use mentors for this?****A: We have Reading Leaders but it is quite a small number and we need to be doing something more significant.****Q: Do you set reading homework?****A: This is a secondary school issue, as the children have to be motivated to read. We are working on a detailed reading strategy.*** **Vulnerable Students.** The Base had now opened and six pupils were currently based there.

**Q: How many can it take?****A: That depends on the pupils using it, but probably 12.** Governors asked that Helen present at a Governors meeting in the Summer term; Action - agenda item.NGI said that the high level of SEN in the school should be of concern to governors. 10-15 students needed EHCP’s and NGI had asked the City’s SEN team whether he could second a member of staff to help to write them. **20/20/02 Behaviour Update.** NGI reported that he did not envisage any further permanent exclusions. The plan was that pupils would be in The Base for around 18 weeks (it would not be limited, but would not be long term). All pupils in The Base apart from 1, are currently from Year 8. Early indications are that students who have previously been habitual truants are now learning and accessing some mainstream lessons. | **NGI/KH****NGI****NGI/KH** |
| **20/21** | **Future of the School.** |  |
|  | There would be an article in tomorrow night's Daily Echo about the City Council having promised Chamberlayne a much needed £8 million refurbishment last year. The DfE had been pushing academisation and it should now get the go ahead again. Unfortunately due to the delay, the works would clash with the predicted cohort of 240 joining the college in September 2021 meaning the hire of several portable classrooms. The plan was to become an Academy in July or possibly September. |  |
| **20/22** | **AOB** |  |
|  | **SLA’s.** NGI read out the list of SLA’s that the school wished to subscribe to. The total cost was £53,503. Once the college became an Academy, a proportion of the money would be reimbursed. Governors approved the list. |  |