

**Minutes of the Full Governing Body Meeting
held in The Walter Knibbs Dining Room
on Tuesday 25 September 2018 at 6.30pm**

Present:

Dr J Powell (Chair)	Dr B Naylor
Mr I Colling (Head Teacher)	Mr N Arnold
Mr N Russell	Mrs S King
Dr N Dixon	Mr C Clapham
Mr J Bilson	Mr H Cooper
Mr C Harte	Mrs A Gomes dos Santos
Dr M Pobjoy	Mr M Roberts

Apologies:

Mr T Redman
Dr A Martinho
Mr D Garratt

In Attendance:

Mrs W Willie (Clerk)
Mr T Hollis (Deputy Head)
Mrs J Creasey (Business Director) (left at 6.55pm)

ACTIONS:

1.	Mr Clapham/Mr Bilson to provide a governor visit report re lunchtimes	Mr Clapham/ Mr Bilson
2.	Mr Harte to complete a report following his SEN visit	Mr Harte
3.	Mrs Willie to follow up with Mrs Wright to obtain a governor visit report re GDPR visit	Mrs Willie
4.	Mr Redman to confirm if he wishes to stand for another term of office	Mr Redman
5.	Keeping Children Safe in Education Part 1 to be circulated to all governors	Mrs Willie
6.	All governors to read Keeping Children Safe in Education Part 1	ALL
7.	EPM Safer Recruitment Level 1 online training link to be circulated	Mr Colling/ Mrs Willie
8.	All governors to complete Safer Recruitment Level 1 online training	ALL
9.	Pecuniary Interest Forms to be completed	Mr Redman/ Mr Garratt
10.	Mrs Willie to update all documents relating to governor positions	Mrs Willie
11.	Governors to confirm their availability to attend ad hoc sub-committee meetings during the day	ALL

1. Briefing on Building Plans/Tour

Mrs Creasey briefed on the proposed building plans and governors were given a tour around the school. There is a consultation day for staff on 8 October, with the plans available to the public in the evening. The project manager and architects will be present during the evening. It is hoped a planning application will be submitted by the end of October.

Mrs King and Mr Roberts met with Mrs Creasey and Mr Colling as members of the working party. Mr Colling advised that all governors are welcome to attend the working party meetings and to notify Mr Colling or Mrs Willie if they wish to attend.

Mrs Creasey was thanked for her presentation and left the meeting.

2. Welcome & Apologies

Dr Powell welcomed everyone to the meeting. Apologies as noted above, which were accepted.

Governors were informed that Dr Martinho, Foundation Governor, had resigned effective 9 October 2018 as he is relocating to Australia. Dr Pobjoy had been re-appointed as a Foundation Governor effective 22 July 2018.

3. Declaration of Governors' Interests

The four staff governors declared an interest in a confidential discussion to be held regarding teachers' pay. All school staff were advised they would need to leave the meeting during these discussions. Mr Cooper declared an interest as a governor of Waynflete Infants' School.

4. Election of Vice Chair

One nomination was received for the position of Vice Chair of the governing body from Dr Naylor. Dr Naylor left the room whilst voting took place. Governors voted unanimously in favour of Dr Naylor taking the position of Vice Chair with immediate effect. Dr Naylor re-joined the meeting.

5. Minutes of the meeting held 3 July 2018 & matters arising

Dr Pobjoy highlighted an amendment on page 202 that the updated Keeping Children Safe in Education guidance had been published prior to its implementation in September 2018. It was stated that all governors are required to read Part 1 of the guidance. Mrs Willie to circulate the guidance to all governors. **Action: Mrs Willie**

With this noted the minutes having been distributed and read were agreed and signed by Dr Powell.

Matters Arising

Actions from the minutes were reviewed with actions carried over detailed in the table above.

6. Master's Report/Review of Examination Results

A report dated September 2018 had been made available prior to the meeting. The following was highlighted and questions raised.

Mr Colling is awaiting completion of the data checking exercise for examination results. A report has been prepared by Mr Hollis for the Education & Welfare committee meeting on 2 October.

The School Vision has been revised and Mr Colling believes this has had a positive impact so far.

School Improvement Plan (SIP)

Mr Colling asked governors to approve the priorities in the SIP, which have been slightly amended. Following approval of the priorities the SIP will be finalised for approval by the Full Governing Body (FGB).

Mr Roberts asked about unconditional offers in connection with the U grades.

Mr Colling said he had undertaken some analysis of those students with unconditional offers, for which outcomes were mixed. Some students had maintained their grades and some had 'taken their foot off the pedal'. None of the students with unconditional offers got a U.

Mr Russell asked about priority 4 related to the curriculum to 'Improve pupils' contextualisation of knowledge through history and ensure Key Stage 3 is a foundation'. Mr Colling explained this relates to the level of knowledge students are expected to acquire, recognising facts and building knowledge. Contextualisation of knowledge is one area disadvantaged students struggle with, as often they have not had exposure to some elements of life. An historical timeline is to be created to help with students' understanding. Mr Roberts added that Mr Hollis had raised this with the English Faculty, who have been inspired and are keen to move this forward.

Mr Bilson asked if something specific is needed in the SIP to address motivation and increase pupils' aspirations, particularly with students studying for their GCSEs over three years. Mr Colling said he does not feel motivation is an issue in Key Stage 4. Time will tell how the first Year 9 students, now in Year 10, move forward with their GCSEs. One to one interviews will start with Year 10 students, with students feeling that earlier interviews were more beneficial. **Mr Bilson asked if aspiration is more of an issue.** Mr Colling briefed on looking at student destinations and that it had been identified that university choices are very clustered, which raises the question of why students pick their courses.

Mr Bilson asked about continuing to look at individual cohorts, such as SEN, which was an area of focus on last year's plan. Mr Colling clarified that monitoring of individual groups is now part of normal practice, so does not need to be a priority going forward.

Mr Arnold asked why A-Level results are not reflecting the same positive results as the GCSEs. Mr Colling advised that improvements for GCSEs and A-Levels are in the SIP. Mr Colling explained that the school is currently working on estimated outcomes. It was stated that some other Heads had indicated a similar picture with regard to results and that national data is awaited. Mr Colling wants to reserve judgement until further information is received. Mr Hollis added that the data is complex and shifting and briefed on factors which affect the data, such as students leaving during the year.

With no further questions raised, it was proposed that the SIP priorities for 2018-19 be approved. All governors voted in agreement with the proposal, motion carried.

Mr Colling commented that the eight priorities in the SIP should form the basis of governor visits.

Self-Evaluation Form (SEF)

The following governor links to key areas were agreed:

1. Pupil Outcomes – **Mr Bilson**
2. Quality of teaching, learning and assessment – **Mr Cooper**
3. Personal development, behaviour and welfare – **Mr Harte/Mr Arnold**
4. Curriculum – **Mr Roberts**
5. Leadership and management – **Dr Pobjoy/Mr Russell**
6. Provision in the sixth form – **Mr Bilson/Dr Naylor**

Premises Update

Confidential discussion held, please refer to confidential minute.

Numbers on Roll

Pupil numbers are not as high as expected. Mr Colling had visited the new Radstone Primary School which has 56 pupils on roll this year.

Sixth form numbers have continued to be around 100 students. It was hoped numbers would be higher this year, which has impacted on planning and the options offered. This will also affect projections in next year's budget.

Mr Harte asked how many children didn't join the school from the feeder primaries. Mr Colling confirmed that most children came to the school from the feeder schools. A large number of pupils are continuing to come from outside county which is very positive. **Dr Naylor asked if the reduction in pupils expected to join the school is usual.** Mr Colling said that 256 students were expected to join in September, however this materialised into 234. Dr Dixon added that 9 out of the 11 highest attaining students from Year 11 have remained at Magdalen.

Mr Bilson asked if the advert on Facebook helped to fill spaces in the sixth form. Mr Colling said this wasn't known, however, the French course was advertised on Facebook and there are now three students on this course, which is above initial estimates.

7. Chairs' Committee (18 September 2018)

Minutes of the meeting were available on GovernorHub and were taken as read with no questions raised.

The Terms of Reference (TOR) had been reviewed by the committee with no amendments proposed. The FGB agreed that the TOR continue as presented.

8. Governance

a) Governor Self-Evaluation

A self-evaluation form had been circulated to governors at the end of last term with only a few forms completed to date. Dr Powell briefed on why the form had been sent out and that it was particularly important to know governors' availability, in order to approach people who are available to take part in sub-committee meetings. Dr Powell asked that all governors confirm their availability during the school day. Dr Powell asked that governors also highlight if they have a skill set which is not being utilised by the governing body. **Action: ALL**

Mr Arnold raised the issue of providing training for governors in areas such as exclusions. Mr Colling agreed it would be beneficial for a pool of governors to be trained in specific areas.

Level 1 Safer Recruitment Training

Mr Colling recommended that all governors undertake the Level 1 online training through EPM. Governors agreed this would be beneficial. Training link to be circulated. **Action: Mr Colling/Mrs Willie**

b) E-Safety Governor Vacancy

Mr Dawe had previously held this position which is now vacant. Further to discussion it was agreed that e-safety now falls under safeguarding, with a separate governor link no longer required.

c) Training & Development Needs

Discussed under item 8a).

d) Year 7 Parents' Evening – 1 November 4.00pm – 7.00pm

Governors to advise Mrs Willie if they are able to attend the parents' evening.

e) Open Evening for Year 6 pupils – 26 September 6.15pm

Governors to advise Mrs Willie if they are able to attend the open evening.

f) Pecuniary Interest Forms

Forms for this academic year were completed by all in attendance. Mr Garratt and Mr Redman to complete a form at the next meeting. **Action: Mr Garratt/Mr Redman**

g) NGA Governors' Code of Conduct – annual adoption

The 2018 Code of Conduct was adopted as presented.

h) End of Terms of Office

Mr Redman, Foundation Governor, 14 October 2018

Mr Redman to confirm if he wishes to undertake another term of office.

Action: Mr Redman

Mr Garratt, Parent Governor, 19 November 2018

It was proposed that Mr Garratt be appointed as a Community Governor effective 19 November 2018 for another term of office. All governors voted in agreement with the proposal, motion carried.

Action: Mrs Willie

Dr Powell, Community Governor, 1 December 2018

It was proposed that Dr Powell be re-appointed as a Community Governor effective 2 December 2018 for another term of office. All governors voted in agreement with the proposal, motion carried.

Action: Mrs Willie

i) New Governors

A letter issued to parents inviting expressions of interest, particularly for people with experience in the building industry, had generated 8 expressions of interest which Mrs Willie had responded to. Governors discussed placement of governors in light of the 2 Foundation Governor vacancies, 2 Parent Governor vacancies and 1 Community Governor vacancy. Mr Harte offered to move into a Foundation or Community Governor position to enable parents to join the governing body, as he no longer has children at the school.

9. Health and Safety

No concerns were raised or issues reported. Mrs King confirmed that the committee are due to meet next week.

10. Any Other Business

a) Notification of Policies Adopted

Governors were informed that two policies, the Appraising Performance Policy and Pay Policy, had been adopted by email by the Finance, Resources & Personnel Committee to enable staff appraisals to move forward.

Mr Colling, Mr Hollis, Mrs King, Mr Roberts and Dr Dixon left the meeting.

b) Teachers' Pay Review September 2018

Confidential discussion held, please refer to confidential minute.

Mr Colling, Mr Hollis, Mrs King, Mr Roberts and Dr Dixon re-joined the meeting.

c) Proposed Building Works

Mr Cooper raised the issue of receiving objections from neighbouring properties in relation to the proposed building work and measures to help traffic management. Mr Colling explained that the school is not at its maximum capacity. The number of pupils on roll is around 1300, however, this has been at 1500 in the past.

d) Duke of Edinburgh (DofE) Bronze Award

The bronze DofE is taking place this weekend in Oxfordshire. Dr Dixon advised he is able to provide governors with further information on this if they require it.

11. Date of next meeting – Tuesday 6 November 2018 7.00pm

There being no further business the meeting closed at 8.05pm.

Signed..... (Chair)

Dated.....