

**Minutes of the Full Governing Body Planning Meeting
held in The Walter Knibbs Dining Room
on Tuesday 6 November 2018 at 7.00pm**

Present:

Dr J Powell (Chair)	Mr J Bilson
Mr I Colling (Headteacher)	Dr M Pobjoy
Mr C Clapham	Mr N Arnold
Mr D Garratt	Mrs S King
Mr M Roberts	Dr N Dixon
Mr C Harte	

Apologies: Dr B Naylor
Mrs A Gomes dos Santos

In Attendance: Mr T Hollis (Deputy Head)
Mrs H Tudor Price (Assistant Head)
Mr I Horner (Assistant Head)
Mr W Jakeman (Assistant Head)
Mrs J Creasey (Business Director)
Mrs W Willie (Clerk)

ACTIONS:

1.	Finalised School Improvement Plan and Self-Evaluation Form to be made available to all governors	Mr Colling/ Mrs Willie
2.	Appointment of Parent Governors to be investigated	Mrs Willie
3.	Amendment of Trust Articles to be an AGM agenda item	Mrs Willie
4.	Foundation Governor vacancies to be advertised	Dr Pobjoy
5.	Individual governor emails to be distributed	Mrs Willie

1. Welcome & Apologies

Dr Powell welcomed everyone to the meeting. Apologies as noted above which were accepted. Mr Cooper and Mr Redman were noted as absent. The meeting was quorate.

Governors were informed that Mr Redman had been reappointed as a Foundation Governor effective 15 October 2018. Mr Russell, Parent Governor, had resigned on 31 October 2018.

2. Declaration of Governors' Interests

None.

3. School Improvement Plan (SIP) 2018–19 & 4. Self-Evaluation Form (SEF)

Documents School Improvement Plan 2018-19 Version 3 and Draft SEF dated September 2018 had been circulated prior to the meeting. It was proposed that governors work in groups with a senior staff member to review the key improvement

areas in the SIP, together with the SEF which feeds into the SIP, to establish if governors feel the content is correct. Governors were also asked to identify any governor visits from the documents. If no major changes are proposed to the SIP Mr Colling asked that governors approve the SIP this evening. Governors worked in groups with the following feedback provided:

Pupil Outcomes & Sixth Form Provision (Mr Hollis/Mr Bilson)

Mr Bilson reported he was generally happy with the SEF, the content of which was recognisable.

It was felt the SIP covers areas discussed at committee level and at FGB. Two areas had been explored in more detail, firstly the need to reduce the number of U grades in the Sixth Form, with targets in place relating to tracking students to address this. The second area was the need to collect and monitor data, with Mr Bilson wanting to see this around the more vulnerable groups. Mr Hollis added they had also discussed the progress of disadvantaged students proving stubborn to shift as noted in the SEF.

Personal Development Behaviour & Welfare (Mrs Tudor Price/Mr Harte/Mr Arnold)

- Mr Harte said generally behaviour is good. Behaviour and low level disruption and what is being done to address these areas was discussed. It was felt the information tallied with what governors had seen and been told in the past. Mr Arnold highlighted that during any governor visit, governors could be mindful of behaviour. Suggested governors visit when assemblies are held which focus on bullying.
- Internal and external exclusions and how these are being addressed, despite the low numbers, were discussed.
- Attendance is good but it was noted absence is higher for DSEN students. Strategies in place to help improve attendance were discussed.

Curriculum (Mr Horner/Dr Powell/Mr Roberts)

- It was felt the school was underselling itself in the SEF and should, for example, expand on the extended learning days.
- The curriculum is purposeful and designed to the students' needs.
- The SIP was judged as good and very accurate. Dr Powell had questioned the cost that was 'time for staff' and had been informed this is part of directed time.
- Mr Roberts felt that additional information could be included relating to work experience and the Duke of Edinburgh award, for example, including the number of students taking part, and that a modified curriculum is provided for students at the end of Year 11.

Teaching & Learning (Mr Jakeman/Mr Garratt/Dr Dixon)

- It was agreed the content of the SEF was what was largely discussed by governors.
- The quality of teaching and learning is already good and there should be a focus on how we move on from there.
- CPD should be seen as a joined up programme, using feedback from observations to improve practice. Mr Roberts commented he felt this area was doing well, explaining it is about trusting the people who are observing and knowing that feedback will help with development not be held against someone.
- Mr Garratt suggested a governor visit to focus on the faculty Heat Maps to monitor how these develop over time.

Business Management (Mrs Creasey/Mr Clapham/Mrs King)

- It was felt that the key strategies around fundraising might be putting too much on the Friends of MCS, as their membership is currently very low. It was suggested that the key strategies be more general.
- ICT is being reviewed with it known what the final solution would ideally be. The speed at which technology changes and keeping up with those changes had been highlighted. Mr Colling suggested developing a vision for ICT.
- The governors were satisfied that actions and issues were reviewed at committee level.

Leadership & Management (Mr Colling/Dr Pobjoy)

- Within the SEF it was felt there was evidence to support scrutiny.
- The safeguarding audit undertaken by Mr Clapham as Safeguarding Governor is to be included, together with the fact that the school's Safeguarding Policy reflects the DfE Keeping Children Safe in Education guidance.
- It was suggested that the parent and student surveys could be included in the SIP.
- Developing leadership had been discussed with the necessary strategies in place.

Mr Colling asked with the feedback provided and amendments noted by senior staff, whether governors were happy in principle to approve the School Improvement Plan. All governors agreed to adopt the School Improvement Plan. It was also agreed that the final plan be circulated to governors, with governors to advise if they wished to suggest any further minor amendments to the final draft. **Action: Mr Colling**

4. Self-Evaluation Form (SEF)

It was clarified that in terms of governors monitoring the SEF, the discussions and feedback which had taken place under item 3, evidence that this has been undertaken by governors.

5. Parent Governor Vacancies/Expressions of Interest

Following formal expressions of interest being submitted by three parents, Mr Colling and Dr Powell are meeting with these parents over the next few weeks.

Mrs Willie reported that another Multi-Academy Trust was able to appoint Parent Governors without holding parent elections and will look into this further.

Action: Mrs Willie

It was agreed that the Articles be discussed with the Members at the forthcoming AGM. It was noted that feedback had also been obtained from Browne Jacobson in relation to amending the Articles.

Action: Mrs Willie

Dr Pobjoy was asked to move forward with filling the Foundation Governor vacancies.

Action: Dr Pobjoy

6. GDPR – Governors' Email

Governors were informed that they would be provided with an MCS email address. Clarification of individual addresses and instructions on using the system will be sent out. Once this is set up all governor business must go through the MCS email system.

Action: Mr Colling/Mrs Willie

7. Any Other Business

None.

8. Dates for your diary:

- Thursday 8 November 6.00pm – 6th Form Open Evening
- Thursday 6 December 7.30pm – School Christmas Concert
- Friday 7 December 6.00pm – FOMCS Advent Fayre
- Wednesday 19 December 7.00pm – Carol Service
- Thursday 20 December 7.00pm – Presentation Evening (Years 11 & 13)

9. Date of next meeting – Tuesday 4 December 2018 6.30pm

- FGB & Auditors Presentation 6.30pm
- AGM 8.10pm

There being no further business the meeting closed at 8.30pm.

Signed..... (Chairman)

Dated.....