



MEDEN SCHOOL
MEMBER OF THE
TORCH ACADEMY GROUP

MEDEN SCHOOL GOVERNING BODY

Autumn Term 2015 meeting
Held at the school on Monday 28th September 2015
at 5.30 pm

Minutes

Attendance:	Membership Type	Name
	Parent	Mrs S Clay
	<i>Vice Chair</i>	Mr C Savage
	<i>Chair</i>	Mr A Goddard
		Mr K Gray
	Community	Mr R Green
		Mrs H Fairweather
		Ms M Carr
		Mr R Burton
	Staff	Mrs J Brashaw (HoS)
		Mrs P Kennedy
Apologies		Mr J C-Volpato
		Mr C James
In attendance		
<i>(Minuting)</i>		<i>Mrs S Edyvean</i>
Item	Subject	
1.	<p>Apologies: Mr Green (harvest); Mr Crowley-Volpato (resignation), Mr James, EHT (work); Mr Gray (traffic).</p> <p>The Governors resolved to consent to the absences. Mrs Brashaw advised that Mr James hoped to attend the next themed meeting.</p>	
2.	<p>Declarations of Interest:</p> <p>The Governors were asked to complete and return declarations for annual update of the register.</p> <p>The Governors noted the requirement in the 2015 Academies Financial Handbook for the publication on the Trust website of the Register of Interest</p>	

	for all local governing bodies.
3.	<p>Membership issues: Membership List (pre-circulated):</p> <p>The governors noted the resignation of Mr J Crowley-Volpato from the staff: the Head undertook to hold an election in the school for a teaching staff governor.</p>
4.	<p>Previous Meetings: 15th June 2015 Minutes: The governors resolved to approve the minutes for signature by the chair. Matters arising:</p>
5.	<p>Elections: Determination of Term of Office for Chair & Vice Chair (<i>currently 1 year</i>) Election of Chair Mr Goddard undertook to act as chair and was duly elected unanimously to the chair. Election of Vice Chair Mr Savage was nominated by the headteacher seconded by Mr Goddard and was duly elected unanimously to the chair.</p>
6.	<p>Delegations: The governors resolved to approve the 2015/16 Decision Planner which had been previously circulated TAG Structure & Scheme of Delegation of Powers The Governors resolved to adopt the revised Scheme of Delegation of Powers.</p>
7.	<p>Link Governor roles: <i>any requests for changes to pre-circulated list; Link visit record (pre-circulated).</i></p> <p>i) Pupil Premium Link Governor: Ms Hind kindly volunteered to take the link role. Mr Savage agreed to take the Safeguarding/Child Protection link role.</p>
8.	<p>Governor Training: <i>Training Record (pre-circulated)</i> Ms Kennedy alerted governors to other training courses attended and undertook to update the record of training attended for the 2014-15 year.</p> <p>Ms Kennedy advised the governors that she would circulate the new self-audit form to governors in the Spring Term.</p>
i)	<p>Constitutional & Legislative matters:</p> <p>Admission Arrangements: 2017/18 Arrangements – consultation needs?</p> <p><i>Governors to discuss consultation including process and timetable.</i> Review of 2016/17 arrangements; confirmation of 2016 PAN (HoS): The HoS confirmed a PAN of 240.</p>

<p>ii)</p> <p>iii)</p>	<p>Term dates (revisited): The governors noted the revised term dates.</p> <p>Policies: Whole School Safeguarding & Child Protection Policy reviewed July 2015 n.b. inclusion of Radicalisation wording: the governors resolved to approve the 2015 Safeguarding & Child Protection Policy.</p> <p>TAG EAL model policy: the HoS undertook to adapt the EAL Policy for Meden’s context and to bring the policy back to the Spring Meeting.</p>
<p>9.</p>	<p>Trust update: <i>CEO/Head of School/Chair of Governors</i> <i>Directors were not present.</i></p>
<p>10.</p>	<p>Head of School’s Report:</p> <p>The HoS presented her report including:</p> <p>The Enrichment Programme had been developed and got off to a very good start. Governors were invited to visit the school on Wednesday afternoons 2.30 – 3.45 pm to observe the 30 different activities including sports, allotments, film club, debating society, drama, ceramics, social science, first aid. The HoS commended the staff for their enthusiastic involvement in the activities which had captivated, motivated and energised the children’s participation. In response to a question the HoS said that children could change their options if they wished.</p> <p>The HoS drew attention to the Progress Board which provided a common scheme of curriculum and assessment across Key Stage 3. This initiative was in the early stages of development and she voiced her confidence in the long-term impact to the benefit of children.</p> <p>The HoS advised that the budget balanced this year. Finance would need care in future years but the school had ‘hit the bottom’ of the falling rolls and this year had increased by 14 children, and larger numbers were expected for the following year. In-year transfers had taken place. Governors discussed making approaches to primary schools. The HoS said that visits to the school were Meden’s strongest selling point and asked governors to encourage parents to visit the school. The HoS emphasised that all marketing stated that parents could visit the school at any time. Some primary schools had invited Meden in to present to parents; some had declined to circulate materials. Governors discussed attendance at open evening and noted that some flyers had arrived late.</p> <p>The HoS advised that the site was undergoing refurbishment and governors would receive an invitation to a formal opening of Post-16 and the library next year. In response to a question the HoS confirmed that all scheduled items were complete. The IT system upgrade was to cost £135k plus asbestos removal (£50-70k) which had held up works. The balance would enable upgrades but perhaps not the entire desired refurbishment.</p> <p>The School had undergone a whole school review last week, unannounced,</p>

whereby every member of staff was observed for typicality. The next monitoring day, performed by TAG, would be notified 24 hours in advance. The Whole School Review had shown an increase in Outstanding teaching. Where teaching required improvement, that was a matter of new staff who had shown where they needed support. Half-termly meetings were then held with teachers and CPD planned. These were linked to the QA system; there were 9 NQTs in school. A host of teacher training events were scheduled through the year. The first cohort of TAG-trained SCITT students was to visit Meden School shortly. It was hoped that these would provide future teachers for the school.

The HoS drew attention to minor changes to the curriculum, including increased numbers of study periods (1 to 3) which was beginning to pay dividends. The HoS invited governors to visit the study periods on the final period of Mondays, Tuesdays and Wednesdays. The aim was to train the children to produce quality homework, which was assessed by the tutor. Once the child had produced 8 satisfactory pieces of homework they were awarded a House Point.

The School roll was currently at 700+. Attendance had significantly improved on the previous year which had been affected by sickness. The HoS praised the diligence of the Attendance Team who contacted parents when attendance went below 90% (19 days' absence in a year). Persistent absence stats were due to rise because of the raising of the threshold. The year's attendance target was 95%. The HoS was hoping to set a realistic but aspirational target for Persistent Absence.

Behaviour had shown a significant improvement with the introduction of the Consequences system. Low level disruption had decreased. Governors were invited to visit the school to walk round and witness the difference; the governors confirmed witnessing an improvement in behaviour. The HoS commented that the system was about helping children to learn from their mistakes. The HoS referred to fixed-term exclusions in Year 9 during the previous year. The school worked with Targeted Support, alternative packages and Social Services and permanent exclusion was only used when all other support to manage a child's behaviour had been essayed and failed. In response to a question the HoS advised that the school understood the drivers of poor behaviour but had to consider the welfare of the other students.

The Head referred to her Bullying report and described measures put in place to address cyber-bullying.

Achievement at KS3 had been measured by the first round of the Progress Boards whereby papers were marked at other TAG schools, and Meden marked the other TAG schools. The system had produced an accurate reflection which gave the school a realistic and honest reflection of a child's achievement which would improve target-setting.

The HoS advised governors that the first themed meeting would address the KS4 results. She commented that regional comparisons had placed the results

	<p>into a realistic context. There had been no reason to expect the English results to decrease from 72 to 58 which had impacted on EM. The monitoring had always been carried out by Toot Hill School and had been accurate. Maths predictions had been very close (62) against results (61). Most schools had experienced a similar disparity. The HoS undertook to conduct close scrutiny of the results and of Levels of Progress. The HoS advised that the big challenge was boys' achievement.</p> <p>Areas for focus included High Achieving Girls and lower levels at Maths. The HoS planned to personally oversee this year's Year 11 Achievement and was in the process of interviewing every Y11 child with their parents. After half-term she would get the first progress check. Then mock exams would take place.</p> <p>The school would meet with key heads of department on pupil premium data.</p> <p>Post-16 results showed improvement at A2 including Maths, Biology, Sociology, Applied Psychology. AS results were an area for concern across the board. The new Head of Post-16 had reviewed and analysed the results in detail and put a detailed programme of support in place. Governors were invited to visit the Post-16 area and to note the new working environment. New A Levels would require support for the staff concerned.</p>
11.	<p>Dates of future meetings: Meeting Calendar</p> <p>The governors noted the Meden LGB planner and the chair drew attention to the themed meeting dates.</p> <p>The chair invited governors to attend the Achievement Evenings.</p>
12.	<p>Confidentiality: (<i>Data Protected items</i>) No data-protected items had been recorded.</p>

Related documentation:

Agenda

Governors' Membership List as at Sept 2015 emailed

Declaration of Interest form

Previous meeting minutes

HoS Report to Governors

Meden lgb calendar of meetings and training/monitoring evenings

Meden Decision Planner

LGB Code of Practice

Link Role list 2015/16; Link Visit Record;

Governor Training Record

Updated Safeguarding & Child Protection Policy

Signed Date

Mr A Goddard (Chair of governors)