

MEDEN SCHOOL GOVERNING BODY

Spring Term 2016 Meeting Monday 1st February 2016 at 5.30 pm at the School

Minutes

Attendance:	Membership Type	Name
	Parent	Mrs S Clay
	<i>Vice Chair</i>	Mr C Savage
	<i>Chair</i>	Mr A Goddard
	Community	Mr R Green
		Mrs H Fairweather
		Ms M Carr
	Staff	Mrs J Brashaw (HoS)
		Mrs P Kennedy
		Ms A Hind
Apologies	Parent	Mr R Burton
	Parent	Mr K Gray
In attendance	EHT	Mr C James
<i>(Minuting)</i>		<i>Mrs S Edyvean</i>
Item	Subject	
1.	<p>Apologies There were no apologies. Mr Gray and Mr Burton were not present.</p> <p>The governors welcomed Mr C James, Executive Headteacher and a director of the TAG Trust, to the meeting.</p> <p>The clerk was asked to make contact with Mr Gray. <i>(NB Mr Gray's resignation was received by the chair on 2nd February 2017).</i></p>	
2.	<p>Declarations of Interest: There were no new declarations of interest.</p>	
3.	<p>Membership issues: The Governors noted the Membership List (pre-circulated). Following Mr C-Volpato's resignation, it was noted that there was a Teaching Staff Governor vacancy. The HoS undertook to conduct an election.</p>	

4.	<p>Previous Meetings: (<i>Governors' meeting 22 Sept 2015</i>)</p> <p>Minutes: The governors resolved to approve the previous meeting's minutes as a true record for signature by the chair.</p> <p>Matters arising: The HoS advised that the EAL Policy had been adapted for the academy.</p>
5.	<p>Admissions: <i>NB new date for determination of Admissions Arrangements is 28th February.</i></p> <p>To determine admissions arrangements for Sept 2017:</p> <p>The governors resolved to determine the admissions arrangements for September 2017 and agreed that the admissions arrangements including the PAN were unchanged from the previous year. The clerk undertook to advise the Local Authority.</p>
6.	<p>Governor Training & Development:</p> <p>Self Evaluation Exercise: <i>NB it is a DfE/Ofsted New Framework Requirement, against which schools will be inspected, that those with leadership and management responsibilities (including governors) have good skills and knowledge for their role, fulfil their responsibilities effectively and actively promote the well-being of pupils.</i></p> <p>The governors noted that Mrs Kennedy had circulated the Governor self-audit. Governors were asked to return the completed form to Mrs Kennedy. She undertook to assess the returns and extrapolate any training needs so that suitable training could be sourced and provided.</p>
7.	<p>Governors' Links & Visits to School:</p> <p>The governors noted that Mr Savage and Ms Hind had taken the role of Safeguarding Link Governor.</p> <p>The governors confirmed their link roles and discussed proposed visits. The HoS undertook to have the list updated and recirculated; the clerk confirmed that the list was held in school by Mr Gibbon who also held an electronic Visit Report form. Ms Hind undertook to email a copy of the Visit Report form to any governor who required it. The chair encouraged governors to conduct visits and it was noted that employers usually honoured a governor's entitlement to time for conducting link visits.</p> <p>The HoS also encouraged governors to attend the themed meetings when in-depth discussions on school matters were held. The next meeting was Monday 8th February.</p> <p>The governors agreed that governor visit reports could be circulated amongst the lgb once they had been shared with the department.</p> <p>Matters arising from previously circulated reports:</p> <p>Matter arising from PE Link Visit (<i>Ms Fairweather</i>) – use of the school minibus. Ms Fairweather commended the work of the Head of the PE department; the children seemed fully on board with all activities, of which a broad variety were provided. One issue that had arisen was attendance to</p>

	<p>activities in school uniform, which she had raised with her line leader.</p> <p>Ms Fairweather noted the impending arrival of a new minibus. She had discussed its use with the PE department and asked whether reports of usage could be made available to governors. The HoS agreed that they could. Ms Fairweather gave the view that as the PE dept made the most use of the bus, perhaps provision could be made in the departmental budget. The HoS, in response to a question, advised that the mileage system of charging had not changed but she recognised the needs of the department. It was hoped that the new minibus would be much more economic to use. In response to a question the HoS confirmed that the minibus was available for use by the community, who had paid for it, and would be available for all departments who would need to ensure it was cleaned after use. The HoS agreed with Ms Fairweather that the students were very positive about PE. The HoS commended the PE option system that the Head of Dept had put in place.</p> <p>Ms Fairweather advised that she had conducted her ICT visit and would submit the report.</p>
8.	<p>Constitutional & Legislative matters:</p> <p>Updated Notts CC Safeguarding Compliance Checklist <i>completed by Designated Safeguarding Officer for signature by Chair</i></p> <p>The HoS asked the Safeguarding Governors to review the completed form before signature and return to the HoS to be submitted to the LA.</p>
9.	<p>Performance Management of Meden Staff (<i>Ms Brashaw</i>)</p> <p>The HoS reported that PM of staff had been completed in the Autumn Term and brought to the Governors' Pay Committee on 30th November.</p>
10.	<p>Trust update: <i>CEO/Head of School/Chair of Governors</i></p> <p>Mr James introduced himself and described his role as Executive Headteacher at Meden for 2 days per week. He felt that he and the HoS had developed a close working relationship. He had thoroughly enjoyed his role at Meden; his week was shared between Meden and Alfreton Grange. He advised that TAG contract would terminate on 31st August. TAG had raised the school out of special measures and good results were expected in the summer.</p> <p>TAG had also successfully brought NUSA and Djanogly City Academy out of special measures. Birklands School awaited an Ofsted inspection but Mr James expected it to emerge from special measures under the leadership of Ms Helen Duffy. He and Ms Duffy were working on a plan to use Meden School as a northern base for TAG staff training in the primary sector. He and Ms Duffy had visited the primary feeder school to establish their views on academisation; the current feeling was to await developments, but TAG had offered support. The Trust was consulting on its proposed bid to open a Free School in Newark. Many families' children left Newark and travelled to Lincoln or to Bingham to</p>

access their parents' choice over education. If approved the school would open in September 2017.

Mr James drew attention to the TAG Progress Boards, whereby staff in the partner schools could access the best common resources for teaching. He had been given the responsibility of refocusing the work of the Progress Boards in the Trust. Work would be placed on portals for all staff to access. Helen Heath represented Meden as the SLT link.

Mr James had taken the Teaching responsibility across the Trust; Mr Hooker was responsible for Behaviour and Mr Rahman Achievement, to achieve consistency across the Trust. In the Autumn Term an event for all TAG academy staff would be held to give a feel of being part of a greater organisation.

He advised that the chair now represented Meden on the Torch Academy Gateway Trust board of directors.

In response to a question Mr James advised that his time at Meden was spread over the week but he tried always to be present on Mondays.

A governor queried who made decisions about the Meden School budget and asked for information about how Meden was involved in the Trust-wide plan for the future. He asked how funding for building maintenance would be sourced and noted new housing development in the area. He asked whether long-term provision was being made to take Meden into the future. He asked the EHT and Chair to feed his concerns back to the Trust Board.

Mr James acknowledged that whilst finance had not been reduced but the government had frozen budgets against rising costs. He reminded governors that the school had originally been scheduled for BSF. He advised that Mr Tomasevic lobbied the LA and government on behalf of Meden and had raised the possibility of Garibaldi and Meden merging and sharing a new building. In response to a question he advised that Garibaldi was a bigger school than Meden. Funding for a new build, which Meden needed, would have to come from the DfE; there was no such funding held by Torch. Long-term plans were in place to move the school forward and improve the quality of teaching but at present there was no date in sight for a new build.

A governor asked whether Torch would grow continuously or reach an optimum size, in which case what was that size? The governor commented that it appeared that strategic developments were shaped by events. Mr James advised that the DfE considered a number of 20-25 academies to be optimum. It was important for the Trust to have adequate capacity if it was to grow.

Mr Goddard was asked to ensure that the TAG Board were apprised of the impending housing development planned in the area, to ensure that those who took decisions about the future of Meden were knowledgeable about its context. Mr James commented that the DfE would take the view that there was plenty of room in the school to accommodate more students. He assured governors that

	<p>he was based at Meden and he was on the executive team and the chair was on the Trust Board. Mr Goddard undertook to pass on the information to the Trust Board.</p>
11.	<p>Head of School's Report (<i>Ms Brashaw</i>)</p> <p>The HoS presented her pre-circulated report.</p> <p>She highlighted the recently published league tables and in particular the report of how the school performed in comparison with similar schools. Meden had improved its rating from 35 / 55 to 21 / 55 and that was excellent news for the school. Meden had had been the highest ranked academy against its comparators across the Trust. That indicated that students were making good progress.</p> <p>The HoS advised that again there had been 122 first choices for Meden Year 7. A very pro-active team was working to recruit students from in- and outside the catchment, including a successful Astronomy Evening and an evening in March for any student that had not achieved their first choice. The governors discussed the way in which some schools promoted choice of schools amongst their Year 5 and 6 students.</p> <p>The HoS advised that the forthcoming 'themed' meeting would include a detailed study of the budget.</p> <p>A governor asked about Year 12 and 13 numbers and the HoS advised that there had been only 120 Year 11 students and the top 30% only would transit to the sixth form. Provision for those students was however very good indeed. With the college team she would visit students from the Aspire group. Meden's offer was academic and vectored to A-Level and Aspire Students would need to be at a suitable level to benefit from Meden's provision, which would be ideal for them. In response to a question she confirmed that it would be possible to travel to Meden by bus. It was hoped that this might lead to a sustainable sixth form for Meden. In response to a question the HoS advised that a possible pool of 30 students would be suited to Meden's provision. She undertook to keep governors informed.</p> <p>Ms Hind invited Ms Fairweather to visit the Meden sixth form.</p> <p>The HoS invited governors to visit the new Library which was now open. Upgrading to Science was yet to take place and IT upgrade was ongoing over half-term.</p> <p>The HoS drew attention to Attendance and the significant improvement reported in Autumn 2015 against Autumn 14. She described the work undertaken by the pastoral team to Year 10; a high level of deprivation in the Year group underpinned poor attendance and achievement.</p> <p>The HoS reported a recent monitoring visit from TAG which had been very positive. Nothing had been raised that Meden had not previously identified,</p>

	<p>which validated the school's own assessment and QV processes.</p> <p>The governors agreed that the School Concert had been very successful. The HoS undertook to send governors a calendar of events at the outset of the year.</p> <p>The chair raised the rate of exclusions in Year 9, which appeared high. The HoS agreed to ask the Pastoral Lead to inform the chair of the context. Mr Savage noted that pupil premium recipients were outperforming non-receivers and Ms Hind described the intervention including one-to-one that was taking place. The HoS added that the academy was now ensuring that the intervention was being spread across all year groups and this was having an impact.</p>
12.	<p>Dates of future meetings: (<i>Meden planner previously circulated</i>) <i>Themed meeting Mon 8 Feb at 5.30</i> <i>Summer Term Governors' meeting Mon 6th June</i> <i>Summer Term Themed meetings 9th May and 4th July.</i></p> <p>The Clerk undertook to circulate the correct dates.</p>
13.	<p>Confidentiality: (<i>Data Protected items</i>) None recorded.</p>

Related documentation:

- Agenda*
- Governors' Membership List*
- Previous meeting minutes emailed*
- Notts CC Safeguarding Compliance Checklist*

Signed: Date:
 Alan Goddard, Chair of Governors