

# MEDEN SCHOOL GOVERNING BODY

**Summer Term 2016 Meeting**  
**Monday 6<sup>th</sup> June 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
	Staff	Mrs J Brashaw (HoS)
		Mrs P Kennedy
		Ms A Hind
		Ms L Ellis
		Ms F Kirk
Apologies	Community	Ms M Carr
DNA		Mr R Burton
In attendance	EHT	Mr C James
<i>(Minuting)</i>		<i>Mrs S Edyvean</i>
Item	Subject:	
	The chair advised that Amber Melling, Year 10 – President of Student Voice, would present at the next themed meeting.	
1.	<b>Apologies:</b> Ms Carr - personal matters. Mr Burton was not present. The Governors resolved to consent to the notified absences and to review Mr Burton's absence at the next meeting.	
2.	<b>Declarations of Interest:</b> There were no new declarations of interest.	
3.	<b>Membership issues:</b> Membership List (pre-circulated): Staff Governors: The governors noted the resignation of Mr J C-Volpato; forthcoming retirement of Mrs P Kennedy. <i>ref. recent email proposing appointment of 2</i>	

	<p><i>staff governors.</i></p> <p>The governors considered whether to appoint both interested staff governors given Mrs Kennedy’s impending retirement and resolved to agree the appointment of both members. In response to a question the HoS advised that both were senior staff members and could bring experience to the membership. There was no conflict of interest in the membership of an SLT staff governor. Any perceived <i>ad hoc</i> conflict of interest would need to be raised at the time. The two governors, Mrs Louise Ellis and Ms Fiona Kirk, joined the meeting and introduced themselves. In response to a question the HoS confirmed that the staff governor vacancy had been duly circulated to all staff. The clerk advised that Mr Gibbon could check ID and eligibility data.</p> <p>The governors discussed the possible appointment of a community governor and resolved to appoint Mrs Kennedy as a community governor. Mrs Kennedy resigned as a staff governor and took up the appointment as a community governor.</p> <p>The clerk advised that following her retirement Mrs Kennedy would need to complete the DBS process.</p> <p>Resignation of Mr K Gray (see below).</p>
4.	<p><b>Previous Meetings:</b> (Governors’ meeting 1<sup>st</sup> February 2016)</p> <p>Minutes: The governors resolved to approve the minutes for signature by chair.</p> <p>Matters arising: The chair advised Mr Gray’s resignation, tendered prior to the Spring Term meeting.</p>
5.	<p><b>Policies:</b></p> <p>i) Updated Meden Health &amp; Safety Policy (<i>circulated by TG</i>)</p> <p>The governors confirmed receipt of the policy and noted that the Policy would require amendment following Mrs Kennedy’s retirement. <b>The governors resolved to approve the updated policy.</b></p>
6.	<p><b>Admissions:</b></p> <p>To consider admission arrangements for Sept 2018 and whether there is any requirement to consult over changes next term (<i>Consultation would need to commence on 2<sup>nd</sup> October if Meden was to be included in the Local Authority consultation system</i>).</p> <p>The HoS advised that no changes were planned to the PAN or other admission arrangements.</p>
7.	<p><b>Governor Training &amp; Development:</b></p>

	<p>Report from Mrs Kennedy on Governors' Self-Evaluation exercise (<i>Spring Term</i>)</p> <p>Mrs Kennedy reported 3 anonymised returns from the Self-Evaluation exercise. She undertook to circulate the responses which were mostly positive and planned to extrapolate training needs from the collated.</p> <p>Governor Training Day at UNIP Monday 4<sup>th</sup> July re: Assessment new framework.</p> <p>The clerk advised that a full day of presentations on the new assessment frameworks, at all key stages, would take place and governors from across the trust, partnership and new academies were to be invited. The CEO hoped that secondary phase governors would also attend Key Stage 2 sessions and that primary phase governors would attend Key Stage 3 sessions. Luncheon would be provided.</p>
8.	<p><b>Governor Links &amp; Visits to School:</b> <i>matters arising from previously circulated reports</i></p> <p>Mrs Kennedy undertook to circulate the governor visit reports to those governors who had not noted receipt.</p> <p>Governors reported verbally on further visits undertaken and attempts to contact their link staff, which might be easier after exams finished.</p> <p>The chair proposed a Student Voice link governor to liaise with Amber Melling. <b>Ms Ellis kindly undertook to perform the role.</b></p>
9.	<p><b>Constitutional &amp; Legislative matters:</b></p> <p>The clerk advised that the new assessment framework would be set out for governors on July 4<sup>th</sup> as described above. There were no other issues for discussion at the present time.</p>
10.	<p><b>Trust update:</b> <i>EHT Verbal Report</i></p> <p>Mr James brought the governors' attention to the recently concluded consultation on the merger of 4 trusts resulting in an enlarged and renamed trust. The process of merger was complex and a transition working group were working towards the merger, whose outcome was currently inconclusive. Mr James assured governors that the trust would not proceed if the merger was not in the interests of children in the trusts.</p> <p>The EHT reported the sad death of Toot Hill School, TAG Trustee. DLT Trustee and transition working party member Mr Martin Suthers OBE.</p> <p>The EHT reported the satisfactory conclusion of the trust's support of Alfreton</p>

Grange Arts College. A new academy was now supported – The Newark Academy – which would be transferred into the TAG Trust. Mr James and Mr Rahman were working to support the school. He noted that many students from Newark travelled to Toot Hill but, in view of planned housing development in the THS catchment, would be less able to access admission in the near future.

Mr James reported progress with a planned Free School in Newark and added that the trust was to acquire a second primary academy, Riverside Primary School in Nottingham.

Mr James advised that Mrs Brashaw would leave Meden School later in the year to work with Newark Academy. He reported the appointment, advertised internally, of Ms Emma Sims, currently TAG Strategic Director. The Chair and Vice Chair of Meden local governing body had attended the interview and Ms Sims had been appointed Head of School at Meden. Mr Goddard expressed his enthusiasm at Ms Sims' commitment to Meden School. Mr James added that Ms Sims had been invited to the meeting but was unable to attend, having a trust meeting elsewhere with Mr Tomasevic. In response to a question the HoS expressed the hope that Ms Sims would deliver her interview presentation to staff at the earliest opportunity. Mr James referred to the work 'Deep Learning', used by many schools, which had been authored by Ms Sims, who was a Mansfield resident.

The EHT reported that Ms Sims would attend Meden School on Wednesdays to work with the school as an integration strategy.

In response to a question Mr James named the academies in the TAG Trust, the academies that would join TAG in September 2016, and the academies in the wider partnership that would join the enlarged Nova Trust. He explained the link between the Samworth academies in that they shared sponsorship from the Samworth Foundation but were not in the same trust.

In response to a further question about the Nova group, Mr James advised that the Torch Trust would endure but with its name changed to Nova. The other three trusts (DLT, NUSAT and NUAAT) would possibly all come into the Nova (TAG) Trust.

In response to a question the EHT advised that the announcement of Ms Sims' appointment had been timed to fit with Ms Brashaw's announcement of her impending departure.

In response to a question Mr James advised that the HoS contract would carry a 12-month probationary period.

The chair notified governors of interviews for the post of Deputy Head which was fixed-term for one year. The governors discussed the role of the pastoral lead. The chair advised that he would attend the interview.

The clerk drew governors' attention to the Scheme of Delegation of Powers

	<p>and Decision Planner and <b>undertook to recirculate the document</b>, which was sent to governors each September and which had been re-written in the summer of 2015.</p> <p>Governors discussed the possibility of a governors' portal on the website.</p>
11.	<p><b>Head of School's Report:</b></p> <p>The HoS presented her report and drew attention to the following:</p> <p>Pupil numbers: admissions to Year 7 were currently 134. 22 were to come from King Edwin Primary School and it was critical that they received a good transition experience. The HoS had visited the school to present on Meden and inform parents about the Open Door Policy. The HoS would link with Ms Sims on transition and marketing.</p> <p>Budget: the budget had been presented at the Spring Term themed meeting and following savings effected would balance for the current year. A significant sum had been saved from the staffing budget and an underspend of £180k was predicted. The HoS outlined improvements to Science including air conditioning. Mr James reported on proposals for changes to the school cleaning regime. Discussions could commence in the following week and a saving of around 50% of current costs was envisaged. The governors discussed the relative merits and challenges of benchmarking. A former reduction to the site team was discussed. The governors agreed that the restructure should be in the best interests of the school. Mr James commented that Mr Gibbon had taken 6 months to produce a very thorough restructure of the system, a SMART system which would be more flexible.</p> <p>The HoS drew attention to Leavers and Starters and advised a further appointment of a Community Cohesion coach at 3 days per week. The HoS advised that many of the leavers were the terminations of temporary contracts and the departure of CLA staff who were moving into the profession elsewhere.</p> <p>The HoS recorded her thanks to Mrs Kennedy for her many years of service to the school as a staff and governing body member, and expressed her pleasure that Mrs Kennedy had agreed to continue as a governor.</p> <p>Curriculum: the HoS drew attention to the Year 8/9 curriculum model and advised that uptake for Computer Science had been only 7 pupils so was dropped on grounds of cost effectiveness. Year 9 could take up the subject from scratch at A Level if they wished for a career in the subject; there was also a computer club after school. Taster lessons would be delivered to Year 7 and ICT skills would continue to be taught. A governor queried the position of History and Geography on the option blocks in relation to her own child's preferences and those of his peers, and the matter was discussed including BTECs.</p> <p>The HoS reported on site improvements including Post-16 and the School</p>

	<p>Library. The governors discussed receipt of the Library Opening invitation</p> <p>Attendance: the HoS reported a whole school figure this year of 95.3%. She drew attention to Pupil Premium statistics.</p> <p>Behaviour: the HoS drew attention to the more detailed breakdown of exclusion statistics including gender and Pupil Premium.</p> <p>The HoS drew attention to Behaviour for Learning areas for development taken from a series of Learning Walks, which was appended to her report.</p> <p>Achievement: the HoS drew attention to the new points system for KS3. Ms Ellis explained the system and described the challenges of its introduction. Next year a tracking system would be run across all the schools in the group that were working together. The HoS gave a verbal report on KS4 predicted headlines. Her prediction for 5+A*-C(EM) was 55 or better and she credited the industrious attitude of the Year 11 students towards their exams. The governors agreed that many of the students, especially boys, would not have attended their exams at all some years ago. Progress 8 looked positive at 0.22. The HoS gave her view that the teachers had put in maximum effort to motivating students.</p> <p>The HoS described the new GCSEs in English and Maths to be taken by Year 10 plus the European Driving Licence (an IT course) which taught skills students would use in jobs. In response to a query Mr James recorded Ofsted's advice that the exams would 'gradually get harder' and explained how the grades would differ. The schools would also be assessed on grades.</p> <p>The HoS advised that Post-16 achievement was looking positive according to Heads of Department. In response to a query the HoS advised that the numbers were less but the school was attracting the right students for what it could offer and deliver well. She and the EHT were very aware of Post-16 numbers.</p> <p>The HoS recorded her view that the improvement of the school over past years was significantly due to having been sponsored by the Torch group, together with the commitment of the staff.</p> <p>The governors agreed to record a note of thanks to Mr Mountain for his service to the school.</p>
12.	<p><b>Dates of future meetings:</b> <i>tba.</i></p> <p>The governors noted the themed meeting on 4<sup>th</sup> July.</p>
13.	<p><b>Confidentiality:</b> (<i>Data Protected items</i>) No data-protected items recorded.</p>

Related documentation:

*Governors' Membership List as at June 2016 emailed*

*Previous meeting minutes emailed  
HoS Report to Governors to follow*

Signed ..... Date .....  
Mr A Goddard (Chair)