

**Minutes of the Full Governing Body of The Wey Valley School for the meeting held on  
Monday 17<sup>th</sup> October 2016**

**Present:**, Di Day, Les Gardner, Margaret Eaglestone, Paul Quinn , Kelly Bush, Lesley Mellor, Sarah Longdon, Diane Leverton, Sarah-Jayne Garman, Marie Claridge

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**In Attendance:** Rob Cole, Vicky Prior (item1, 2 and 3), Paul Norman (items 1 to 4), Carol Watson (items 1 to 4), Andrew Wilson (items 1 to 5) and Steve Dyer (items 1 to 4)

### **1. Apologies**

Apologies received and accepted from Sara Adams and Julie Harris.

Mrs Day welcomed Miss Claridge to the meeting as the newly elected staff governor.

### **2. Declaration of interests**

There were no declarations noted for the agenda items in the meeting.

### **3. Chesil MAT update**

Mrs Day welcomed Mrs Prior to the meeting.

Mrs Prior informed governors that Headteachers from schools within the proposed Chesil MAT meet weekly on a Wednesday to consider the MAT's vision, ethos, trustees and trustee job descriptions. Mrs Prior noted positive discussions with the Regional School Commissioner's office and the support available to the MAT for the consultation and planning process.

Mrs Prior reminded governors that the Headteacher Board will meet on the 13<sup>th</sup> December to consider the Chesil MAT proposal with consultation expected to start after half term.

Mrs Prior noted the School Improvement Strategy document which will be a key document for the Chesil MAT proposal.

Mrs Day questioned if Wey Valley would receive a MAT conversion grant. Mrs Prior confirmed that as Wey Valley and Chickerell Primary were already stand-alone Academies, there would be no direct grants but a MAT grant to aid conversion costs as the MAT was larger than 5 schools.

Mrs Leverton asked if any consideration had been taken on MAT services and fees and the impact this will have on current school budgets. Mrs Prior confirmed that this issue has yet to be resolved and added that the land and buildings issue will need careful review in light of the current arrangement with ASPECT Trust.

Mrs Prior added that Chesil school governor representatives will be meeting at Wey Valley tomorrow evening to consider the future of the Chesil Partnership and further discussion on Chesil MAT membership.

Mr Cole questioned if it was possible to have the Chesil Partnership running alongside the Chesil MAT in light of inconsistencies over admissions and if all Chesil schools were not part of the MAT. Mrs Prior confirmed that the Chesil Partnership is a soft federation and the Chesil MAT will be a hard federation and all services through Chesil will be considered, in part by the weekly Headteacher group who are formalising the Chesil MAT proposal.

Mrs Prior added that all Chesil school governing bodies will need to confirm their decisions towards the Chesil Partnership by the 29<sup>th</sup> November.

Mrs Day thanked Mrs Prior for the update on the Chesil MAT.

#### **4. Governor and SLT planning workshop**

Mrs Day thanked governors for their feedback on the NGA 20 questions and thanked Mrs Longdon for analysing the results and preparing this evening's presentation.

Mrs Longdon circulated a copy of the presentation to governors.

Mrs Longdon noted the need for a school strategic plan and how this works in conjunction with the School Improvement, Full Governing Body meetings and a governor action plan.

Mrs Longdon noted the role of the governing body; to ensure clarity of vision, ethos and strategic direction of the school; to hold the principal to account for the educational performance of the school and its students and the performance management of staff; and to oversee the financial performance of the school and make sure money is well spent.

Mrs Longdon reported on the eight elements of effective governance and where we as Full Governing Body are in light of the NGA review.

Mrs Longdon also noted the structure of the strategic plan and our priorities:

- Full Governing Body performance
- MAT
- Strategic vision
- School performance

Mr Bush added that the strategic plan requires clarity on the Ofsted grade as well as greater definition on data of where this sits with Ofsted criteria.

Mrs Leverton noted the need to compare with National data but acknowledged that some of this National data may refer to the previous year.

Mrs Watson confirmed the school's Progress 8 target should be at least 0, which is 'Good'; the school's 2015/16 Progress 8 measure was -0.28

Mrs Leverton added that governors must have confidence with all school data and able to question the data.

In light of the Progress 8 measure, governors agreed that a school target should be *'children make more than expected progress'*

Governors noted the political challenge and merits of the MATs and the benefits to Wey Valley. It was agreed that the school's values and expectations need to form part of the MAT with a strong focus on KS2/3 transition. Mr Gardner added that the MAT needs to be financially sustainable with structures that bring confidence and solidarity to the school community.

Mrs Day added that the recent skills audit completed by governors will be presented to the next Full Governing Body meeting to confirm strengths and areas for governor development.

**ACTION – A summary report of the skills audit to be presented to the Full Governing Body meeting on the 5<sup>th</sup> December.**

Mrs Day also noted the benefits of the school being a Gold member of the National Governor Association and reminded governors that the online website has a great deal of information to support governors.

**ACTION – Mr Cole to add Miss Claridge to the NGA database as a new staff governor.**

Mrs Day added that the business of the Full Governing Body is reviewed in advance of the agendas going out, but added that a similar 'Terms of Reference' document would be beneficial for governors.

**ACTION – a draft 'Full Governor Body business cycle' to be presented for review at the next Full Governing Body meeting.**

Mr Wilson queried if the question of the benefit of the MAT to children has been addressed. This questioned was noted and that the school's strategic direction needs to support and influence the MAT.

**ACTION – SLT to feedback to the Full Governing Body the 'MAT benefits for children'.**

Mrs Day noted the need to review the Full Governing Body meeting and to include a dashboard for governors to summarise key performance indicators across the school – this could be added to the top of the agenda or as a separate report.

Mr Cole added that the school's vision for the next 5 years should consider the vision of what we wish to achieve for our current Year 7 who will be at Wey Valley for the next 5 years.

It was agreed that the school vision and mission requires review by Ms Adams and SLT and to report this back to the Full Governing Body.

**ACTION – SLT to review the school's vision and mission and report back to the next Full Governing Body meeting.**

Mrs Day thanked Mrs Longdon for the presentation and thanked colleagues for their feedback.

## **5. Minutes and matters arising from the meeting of the 12<sup>th</sup> September 2016**

The minutes were accepted as an accurate record of the meeting.

The action points were reviewed and governors asked that Action points 1 and 2 are presented at the next Teaching and Learning Committee.

## **6. Safeguarding / Child Protection policy**

Mr Wilson presented the updated policy and noted the procedural part of the policy. Mr Wilson added that the Ofsted review accepted the previous policy.

Mr Wilson highlighted the new elements of this annual policy review in light of the DfE 'Keeping Children Safe 2016' information.

Mr Wilson questioned the accountability of this policy as it states the 'proprietors' are noted in the policy. It was agreed that whilst the ASPECT Trust own the land and buildings, the governors are the employers and should be noted as the proprietors within the policy.

Mr Wilson added that a termly Safeguarding link meeting takes place with Mrs Mellor as well as the annual Safeguarding link meeting.

Governors noted several changes to the policy:

- Page 4 – DSL is Andrew Wilson; Deputy DSL are Lorraine Vass, Carole Martin, Julia Wright and Jan Sear.
- The contact details (appendix 1) on page 16 of the policy should also form part of the policy (page 14).

Mrs Day thanked Mr Wilson for the Safeguarding / Child Protection policy update.

**The Full Governing Body approved the new Safeguarding / Child Protection policy.**

## **7. Governing Body matters**

- Committee membership

It was agreed to appoint Miss Claridge to the Teaching and Learning Committee.

- EFA letter

Mr Cole noted the EFA letter, which had been emailed to all governors (due to electronic links to other EFA sources) with information on academy, accounting officer and governor accountability for public funds. Mr Cole noted that the external audit with Mazars will confirm the school's internal controls and regularity audit aspect of this review.

## **8. Recommendations from Committees**

Mr Gardner noted the recommendation of the Finance & Resources Committee Terms of Reference and confirmed the high number of agenda items for the autumn term and careful planning to ensure appropriate governor review and scrutiny.

Mr Gardner added that the School Uniform policy had been reviewed following Senior Leader focus on shoes and trousers. Mr Gardner added that the committee proposed a new Redundancy and Restructure Policy following review and guidance from Dorset County Council HR. Mr Gardner confirmed the review of the Attendance policy for staff and Fairness and Dignity policy, both with no changes.

Mr Gardner noted that the Pay policy and Performance Management policy have been deferred for recommendation with a further review next half term.

Mrs Eaglestone confirmed changes to the Teaching and Learning Committee Terms of Reference to include Alternative Provision review (item 4) and to include the review of attendance (within item 11).

**The Full Governing Body approved the committee Terms of Reference and the policy recommendations.**

#### **9. School Improvement Plan**

It was agreed to defer this item to the next Full Governing Body meeting in light of the pending Ofsted report.

#### **10. Monitoring Year 11 progress**

Mrs Eaglestone confirmed no update on Year 11 in light of the Ofsted visit when the Year 11 Standards Board were due to meet.

Mrs Eaglestone confirmed that the Standards Board will review all year groups during the term with meetings set up for Year 7/8, Year 9/10 and Year 11. Mrs Eaglestone also confirmed that the membership of the Board is Mrs Watson (core) and Mr Norman (foundation) as they report back to the Board feedback from middle leaders as part of their line management meetings.

#### **11. Academy budget 2016/17 & 5 year budget plan**

Mr Cole circulated a copy of the updated school 2016/17 budget and the 5 year financial projection to 2020/21. Mr Cole added that the financial projection is very much worse-case scenario as with previous projections as some costs can be withdrawn.

Mr Cole confirmed the 2016/17 budget with a surplus of £25,355. This balance has improved since the last budget review following a review of resources and an improved year-end position.

Mr Cole reported an initial curriculum planning meeting with Mr Norman and Mr Mackavoy earlier today to start the process of identifying curriculum need against staffing availability. Mr Cole confirmed that this process along with a review of support staff need will need to be confirmed for the next Finance & Resources

Committee meeting (22<sup>nd</sup> November) when the plans for the 2017/18 budget will be discussed.

Mr Cole noted the projected student numbers to September 2019 with numbers expected to increase to 870; but that the next two financial years will be a challenge with potential higher student numbers but lower funds due to the one year lag in budget funding.

## **12. Governors' Annual report 2015/16 – first draft**

Mr Cole noted a number of changes to the annual report with additions in red and deletions noted with a 'strike through'.

Mr Cole added that the Ofsted outcome and findings can be added to the report as the report will be signed off in December.

It was agreed that governors should email Mr Cole with any comments or changes by the 4<sup>th</sup> November so that a second draft can be prepared for the Finance & Resources Committee.

**ACTION – Comments and changes to the annual report to be emailed to Mr Cole by the 4<sup>th</sup> November.**

## **13. Ofsted**

Mrs Day confirmed that the Ofsted report has not been received for factual review – this is expected later this week. It is expected that the final report will be published on the 1<sup>st</sup> November.

## **14. Diary dates**

Mr Cole reported the following diary dates:

Friday 22<sup>nd</sup> October at 2.15pm – Whole School Assembly (now postponed to 1<sup>st</sup> November)

Tuesday 1<sup>st</sup> November at 8.45am – Whole School Assembly in the Sports Hall

Tuesday 8<sup>th</sup> November at 7pm – GCSE presentation evening

Thursday 10<sup>th</sup> November at 6.30pm – GCSE revision evening

Thursday 17<sup>th</sup> November at 4.30pm – Year 7 tutor / parent evening

## **15. Correspondence**

There was no correspondence to report

## **16. Any other business**

Mrs Day noted governor requests for learning walks and the need to revisit the Governor Visit policy to ensure consistency of protocol and feedback.

**ACTION – SLT to review the Governor Visit policy and email draft copy to governors for review.**

Mrs Day added that governors wish to meet with a student panel on a termly basis and asked if this could be set up.

**ACTION – Mr Wilson to liaise with Mrs Day on a termly student panel meeting.**

Mrs Eaglestone asked if governors could spend a day with a department. Mr Cole confirmed that this would feature within the Governor visit policy.

Action Points from the meeting

Action Point	Description	Person Responsible	Timescale
1	Mrs Watson to include progress analysis of prior attainment of non-disadvantaged students.	Mrs Watson	14 <sup>th</sup> November T&L Committee meeting
2	Mrs Watson to prepare GCSE analysis against national data and also by subjects with residuals.	Mrs Watson	14 <sup>th</sup> November T&L Committee meeting
3	A summary report of the skills audit to be presented to the Full Governing Body meeting on the 5 <sup>th</sup> December	Mr Cole	5 <sup>th</sup> December
4	Mr Cole to add Miss Claridge to the NGA database as a new staff governor.	Mr Cole	21 <sup>st</sup> October
5	A draft 'Full Governor Body business cycle' to be presented for review at the next Full Governing Body meeting	Mr Cole	5 <sup>th</sup> December
6	SLT to feedback to the Full Governing Body the 'MAT benefits for children'	Ms Adams	5 <sup>th</sup> December
7	SLT to review the school's vision and mission and report back to the next Full Governing Body meeting	Ms Adams	5 <sup>th</sup> December
8	Comments and changes to the annual report to be emailed to Mr Cole by the 4 <sup>th</sup> November	All governors	4 <sup>th</sup> November
9	SLT to review the Governor Visit policy and email draft copy to governors for review.	Ms Adams	14 <sup>th</sup> November T&L Committee meeting
10	Mr Wilson to liaise with Mrs Day on a termly student panel meeting	Mr Wilson	4 <sup>th</sup> November