

The Harvey Grammar School

Minutes of a meeting of the Governing Body number A8 held on Thursday 18th September 2014 at 5.00 p.m. in the Trafalgar Room

Present: Present: Mr J Dennis (JD) (Chair), Mrs P A Garrard (PAG) (Vice-Chair), Mr J Batten (JB), Mr M Bridges (MB), Mr W Dawson (WD), Mr S Norman (SN) (Headteacher), Mrs J Reynolds (JMR), Mr A Scott (TS), Mrs A Shone (AS) and Mr J Smith (JS)

In attendance: Mr A Allon (AA), Deputy Headteacher (Pastoral) and Mr S J Goodfellow Deputy Headteacher (Curriculum).

Clerk: Mr M Hydes (MCH)

Prior to the meeting, members of the Governing Body welcomed new members of staff who had joined the school at the beginning of term.

No.	Item/detail	Action
	Chair's Welcome	
	The Chair welcomed Governors to the first meeting of the new academic year and introduced Mr Martin Bridges as a new Academy Governor. The Chair drew Governors' attention to the on-going work on Governor Mark led by PAG and JMR. Governors were requested to pay particular attention to the completion of the Meeting Review Form and Governor Self Evaluation Form (2) in evaluating the impact of the Governing Body on the work of the school.	
1.	Apologies for Absence	
	Apologies for absence had been received from Mr Kim Bridgland who was in hospital. Governors wished Kim a speedy recovery.	
2.	Appointment of Chairman and vice-Chairman	
	The Chair and Vice-Chair withdrew from the meeting and the Clerk took the Chair. The Clerk explained that at first meeting of the academic year the Governing Body had to elect a Chair and Vice Chair for a period of office lasting until the first full Governing Body meeting of 2015-2016. The Clerk then reported that he had received one nomination for Mr J Dennis as Chair in advance of the meeting and Mr Dennis had agreed to serve if elected. There being no further nominations, a vote was held which proved unanimous in favour of Mr John Dennis's re-election as Chair. The Clerk further reported that he had received one nomination for Mrs P Garrard as Vice-Chair in advance of the meeting and Mrs Garrard had agreed to serve if elected. There being no further nominations, a vote was held which proved unanimous in favour of Mrs P Garrard's re-election as Vice-Chair. Mr Dennis and Mrs Garrard returned to the meeting, took up their respective appointments as Chair and Vice Chair and thanked Governors for their continuing support.	
3.	Declaration of Business Interests	
	AS reported, for information, that she had been appointed to the Healthy Schools Programme (Kent) based at Hersden. All Governors present signed their individual declarations for the start of the 2014-2015 academic year.	
4.	Minutes of the Meeting of the Governing Body No. A8 held on 18th July 2014.	
	p. 3 item 2	

	<p>'pervious' should read 'previous'. p.3 item 4 and p.7 8.1 (cont.) The PAN of 150 was the current figure. p.5 item 7.1 'The Chair advertised' should read 'The Chair advised' p.9 meeting 'number A6' should read 'A7'</p> <p>Subject to these amendments the minutes were accepted as a true and accurate record and signed by the Chair.</p>	
5.	Matters arising from the Minutes	
5.1	5.5 Staffing	
	<p>Governors were informed that Mr Bill Wright had agreed to teach A level Computing until the vacancy in the department was filled. Governors noted that Schools Direct teachers were being trained under the auspices of Shepway Teaching Schools.</p>	
5.2	8.2 PPPF	
	<p>Governors were advised that the prospective speaker for 2016 Prizegiving – Mr Stephen Kelly (Old Harveian) – had left his government post to become the CEO of Sage. Professor Gill Nicolls (Vice President and Deputy Vice Chancellor at the University of Surrey) will be the speaker in 2015.</p>	
5.3	9. To approve school policies	
	<p>The Chair explained that he had received a revised version of the Local Government Pension Scheme Policy. Governors agreed that the policy should be reviewed by the Chair and JS and then placed on the Governors' intranet for ratification at the December 2014 meeting.</p>	
6.	Governing Body matters	
6.1	Governor details	
	<p>Governors were advised that AS had agreed to become an Academy Governor. As a consequence, and following the resignation of Dr Kevin Whitby, an election would be held for two Parent Governors later in the Autumn Term.</p>	
6.2	Business Interests Declaration Form	
	<p>Governors were advised that this was subject to scrutiny by the auditors to ensure that there was no conflict of interest. JS confirmed that this was standard practice under company law.</p>	
6.3	Code of Conduct	
	<p>All Governors (KCB excepted) signed an acknowledgement that they had viewed the Code of Conduct for 2014-2015.</p>	
6.4	Governance Calendar, 2014-2015	
	<p>Governors noted that the school pantomime was scheduled for 4th/5th December 2014. Further to a misunderstanding about the date for the November SPPC meeting, it was agreed that the meeting would now take place on 27/11/14.</p>	
6.5	Committee Structure and Membership, 2014-2015	
	<p>Governors had been provided with an up-date Governance structure in advance of the meeting. Governors were reminded of the need to be available and qualified to sit on any of the Standing Committees. In that respect, training opportunities were available on GEL. Governors were also reminded that a Chair and Vice-Chair should be elected at the first meeting of the PPPF and SPPC committees.</p>	

	<p>A Governor requested that the remit of the PPPF committee should include an explicit reference to their receiving Health & Safety reports and ensuring compliance.</p> <p>Governors also agreed that an explicit reference to the Pupil Premium should be included for both working committees.</p> <p>Governors requested that the Chair should make the necessary alterations.</p>	
6.6	Annual Plan (including Governor training and Governor visits)	
	<p>Governors agreed that their role was to support and challenge the school. To that end, a wealth of material was available by way of support e.g. www.inspiringgovernors.org. It was noted that several Governors had already been booked on KCC training activities for 2014-2015 and that the Chair was a frequent participant in county and district-based meetings e.g. Chair's Conference.</p> <p>Governors' involvement in the life of the school was also noted and the importance of appropriate feedback to the Governing Body by way of written reports covering discussions with pupil, teachers and parents. Several Governors reported on planned activities for the autumn term including liaison with the Science Department, involvement with the School Council, participation in Learning Walks and attendance at House assemblies.</p>	
6.7	Governor Mark	
	PAG/JMR reported on progress with Governor Mark emphasising the need to demonstrate 'impact'. All Governors were provided with Self Evaluation Form No.2 to up-date on their work during the preceding year.	
6.8	Governors' Handbook	
	Governors were provided with a September 2014 version of the Governors' Handbook which was also available on the intranet. Governors' attention was drawn to the particular importance of Section 1 which gave an overview of Governance.	
6.9	'The Governor'	
	The Clerk established that all Governors were receiving regular communications from KCC and recorded several omissions for action in this respect.	Clerk
6.10	The National Governors' Association	
	The Clerk established that all Governors were receiving regular communications from the NGA including details of local, regional and national events. One omission was recorded for action.	Clerk
7.	The Harvey Academy	
7.1	Trustees' Report	
	The Headteacher reported that the preparation of the report was well underway and a draft would be circulated in good time.	
7.2	It was noted that the AGM would be on 11/12/14 at 7.00 p.m. and that Alyson Howard of Williams Giles would be attending the preceding Governing Body meeting (at 5.00 p.m.) to talk to the report.	
8.	Headteacher's Report	
	The Headteacher's Report had previously been circulated to all Governors prior to the meeting via the Intranet.	
8.1	School improvement and self-evaluation	
	Governors' attention was drawn to the self-evaluation process currently underway with Heads of Department and Heads of House. SN noted that in addition to the three major departments (English, Maths and Science) he would be meeting with the two departments whose 2014 exam performance had been a cause for concern – Art and Economics. In the case of Art, the	

	<p>department had had serious misgivings about the conduct of the moderator and the fact that no A*/A grades had been awarded. A complete re-moderation had been requested and the attitude of the exam board had been conciliatory in the light of corroboration about the moderator's conduct at the time. In the case of Economics, whereas GCSE results had been satisfactory, it was A level results that were the issue.</p> <p>Governors' were advised that curriculum provision in general and performance at Sixth Form level were particular areas that Ofsted would be focusing on in the next round of inspections. Governors noted that A level results in 2014 could be considered outstanding although there was no cause for complacency especially in light of the possible impact of changes to the programmes of study at KS5 (i.e. a move away from modular to linear exams).</p> <p>Governors were pleased to note that a new fire alarm system had now been installed and acknowledged the work of the PPPF committee in bringing that about. SN explained, however, that there had been significant teething problems and there was a risk that the several false alarms could de-sensitize pupils' reactions. SN reported that the company, quite properly, had invested a lot of effort in rectifying the problems and believed that a solution had now been found.</p> <p>A Governor enquired about payment for the work and was assured that full payment would not be made until the system was functioning properly. Governors recorded their very favourable impressions of the extensive maintenance and refurbishment that had been carried out around the school site over the summer holidays.</p>	
8.2	Pupil performance	
	<p>Governors were pleased to note the outstanding performance at both GCSE and A level which was certain to be confirmed when value-added data becomes available later in the year (GCSE RAISEonline and A level L3VA). Subjects which had been under scrutiny such as Maths and D&T had performed well. In the case of Maths, government policy stated that schools could only count the first entry of a cohort. However, the school had already committed to a strategy that allowed a limited number of students a second attempt. The outcome was that 95.0% of students made expected progress compared to the figure of 89.0% shown in the official figures. Governors were keen that the students' achievement in maths should be properly recognized. D&T had similarly performed well with, for example, D&T: Electronics achieving 55.6% A*/A grades. Governors were equally pleased to see the outcome for Pupil Premium students in Year 11 with 100.0% gaining 5 A*-C in five subjects including English and Maths.</p> <p>Governors had some concerns about the number of U grades at AS in 2014. SN explained that the majority of U grades had been in 'fourth' subjects and that the 2014 cohort was the first to follow a linear rather than modular programme of study. Furthermore, previous cohorts similar to that of 2014 had gone on to perform well at A2. Nevertheless, progress in Y13 would be as closely monitored as ever with staff at UPS3 being set this as one of their Performance Management targets.</p> <p>A Governor enquired about progress in Modern Foreign Languages and was advised that French, although down in terms of raw results, had the potential to achieve above national performance. Governors were pleased to note that the school was retaining the services of an ex head of department.</p>	
8.3	SEN	

	<p>Governors noted that significant changes had been introduced as from 1/9/14 with a new Code of Practice and that the school had been preparing for the changes throughout the summer term.</p> <p>AA (DHT and SENCo) was invited to comment on aspects of the changes as follows:</p> <ul style="list-style-type: none"> • duty to report regularly on line • greater involvement of parents • greater focus on transition from each key stage • all SEN students to have guidance about AEN on Talisman <p>Governors requested that written reports on impact should be provided to sub-committees as for Pupil Premium.</p> <p>Governors thanked AS (Safeguarding Governor) for liaising with school staff on SEN issues.</p>	
8.4	New building update	
	<p>Governors were pleased to learn that the new building was scheduled for completion by 1/9/2015. The Chair agreed to make enquiries about suitable dignitaries to perform the Open Ceremony at some stage during the autumn term.</p> <p>SN explained that the building work had restricted playground space which had a particular impact at lunchtime but that workable arrangements had been devised.</p> <p>A Governor enquired about data cabling arrangements for the new building and was informed that the contractors planned to build trenches to accommodate this.</p> <p>Governors were advised that no problems were anticipated with archaeological investigations although one interesting flint had been discovered.</p>	
8.5	Finance Update	
	<p>In response to a Governor's enquiry, SN confirmed that the rollover figure was high due to the inclusion of unallocated income for the new building. Nonetheless, school finances were still in good order.</p>	
8.6	Performance Management	
	<p>Governors were reminded that progression on the pay scale was now explicitly based on performance rather than length of service. Governors were pleased to learn that few problems were expected in this year's round due to the excellent examination results achieved by colleagues.</p>	
8.7	Admissions	
	<p>Governors were advised that the Shepway Test had taken place on 13/9/14. Staff at Folkestone School for Girls had marked all 600 creative writing scripts from both grammar schools. Preliminary outcomes were considered to be broadly in line with the 2013 cohort.</p> <p>In response to a Governor's enquiry, SN reported that the vast majority of candidates had come from Shepway although there was a significant minority from the Ashford fringes. Overall, candidates had come from approximately 40 primary schools.</p>	
	<p>The Chair thanked SN and his senior colleagues for their input and commented that results in 2014 were a cause for celebration.</p>	
9.	Chair's Report	
	<p>The Chair's report had been circulated to all Governors prior to the meeting via the Intranet.</p>	
	<p>Governor's noted that various policies (including SEN) had been approved over the summer break in line with the protocol agreed at the July FGB meeting.</p>	

	The Chair drew attention to a letter he had received from Lord Nash about the importance of governance and requested that a copy be placed on the Intranet. The Chair also explained that KCC were intending to give an Ofsted score for each Governing Body (including free schools and academies). Governors were informed that the Headteacher's performance management review was scheduled for 11/12/14 after value-added data had been received.	
10.	Policies	
	Governors were thanked for the comments submitted on various policies. The following policies were then formally adopted: <ul style="list-style-type: none"> • Absence Management • Attendance • Charging and Remissions • Complaints • Drug Education and Drug Misuse • e-Safety • Race Equality • SEN 	
11.	Dates for Future Meetings	
	In addition to the dates given (including changes i.e. SPPC 27/11/14) Governors were reminded that a Focus Group on Y7 transition would take place on 20/11/14 with a Learning Walk to follow. Three Governors agreed to participate in these activities. It was also noted that TS had agreed to participate in the forthcoming Maths Department review. The Chair noted that he would be attending Remembrance Assembly on 10/11/14.	
12.	Any Other Business	
	None	
13.	Consider Confidentiality and Publication of Minutes	
	No issues were regarded as Confidential.	
14,	Meeting Review Form	
	Governors were asked to reflect on the impact of meetings and complete the Meeting Review Form provided by the end of the month.	

There being no other business the meeting closed at 7.00 p.m.

Signed _____ (Chair)

Date _____