

St. Luke's Science & Sports College

Minutes of the Full Governors' Meeting

Held on Thursday, 7th February 2019 at 6.00 pm

Governors in Attendance:	Mr Adrian Harding - AH (Chair)
	Mr Paul Brown - PB
	Mr Ben Bunting - BB
	Dr Laurie Burbridge - LB
	Mrs Kirsty Galliford - KG
	Mrs Joy Harvey - JH
	Mr David Holt - DH
	Mrs Hilary Jones - HJ
	Ms Sarah Lavis - SL
	Mrs Rebecca Meaton - RM
	Mr Pete Norris - PN
	Miss Rebecca Skinner - RS
	Mr Andrew Stiles - AS
	Mrs Patricia Thompson - PT
	Mr Robin Thwaytes - RT
College Staff:	Ms Kealey Sherwood - KS
Clerk to Governors:	Mrs Perdita Lowe - PL

1. Apologies

AH reported that Tom Dolley had decided to resign his position as Staff Governor for health reasons. AH commended Tom for his active participation on the board and his representation of the College staff. A new Staff Governor would be sought shortly.

Mr Trevor Crawford (TC) sent his apologies. Governors authorised his absence.

2. Declarations of Interest

There were no declarations of interest for this meeting.

3. Approval of the Minutes of the last Meeting & Matters Arising

AH asked if there were any corrections or amendments to be made to the minutes of the last meeting held on Thursday, 6th December 2018. LB noted one: the top of page 4 noted Jon Lunn (twice in the paragraph). This should read John Shears. Subject to this amendment, governors agreed with the minutes and they were signed off by AH.

The actions raised at the last meeting (with a note of their current status following in brackets) are listed below:

- SLT to supply details on PP, attendance, etc. for the Governors' Action Plan; (DH to do).
- SLT to supply a complete diary of College events at the beginning of each academic year; (Noted. It was also noted that the calendar is published on the College website).
- Bronia Burland to send the parents' Weekly Newsletter to Governors; (Done. It was noted that it is also published on the College website but Governors had difficulty finding it and asked that a link could be placed on the Parents' page as well as the Home page).

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- DH to publish a myth-buster about changes to the College arising from the MAT conversion; (Done. DH reported that he had sourced a comprehensive FAQ and had published it on the website).
- SLT to give details on PP, attendance, etc. for the Governors' Action Plan; (Ongoing).
- EBacc to be added to the next Learning Committee Meeting in January 2019; (Done).
- DH to send AS a timeline of the preparations for next year's curriculum for budgeting purposes; (Ongoing, to be included in the Principal's Report).
- DH to ask Moira Marder for an external review of the new teaching practice; (Ongoing).
- DH to make Ofsted requirements explicit in CDP; (Done. These have now been highlighted in red, along with the next steps).
- Governors to contact JH or PN with amendments to the revised Ethos & Vision document by Thursday 20th December 2018; (Done).
- KS to suggest questions for the Middle Leaders visit: (Done).
- SL to advise her availability for the Middle Leaders visit during January; (Done).
- KS to submit a report on Children in Care data to all future Learning Committee Meetings; (Done. KS reported that this would be done termly as part of the TMG data).
- PL to send policies and other documentation to governors in a PDF format in future.
- PL to send policies to Bronia for uploading to the College website and file away; (Done).

ACTION: DH to arrange for a link to the Weekly Newsletter to be placed on the Parents' page as well as the front page.

4. Principal's Report

Documents discussed:

Principals Report to FG Jan 2019

19.01.17 St Lukes and TWMAT SOGG Constitutional Consent Letter

Beginning with an update on the College's transition to the TWMAT, DH reported that the recent SOGG (Schools Organisation & Governance Group) meeting had gone well. A fee to convert to Trust status had been requested, as noted in the Consent Letter, the cost of which had already been accounted for in the 2020 budget.

JH stated that the letter highlighted the amount of work that needed doing to make the transition to TWMAT; a considerable task alongside the day-to-day running of the College. DH agreed noting the importance of managing the SLT's workload carefully but he advised that they were getting a good deal of help from the Trust who were organising the meetings and alleviating the workload as much as possible. LB placed on record his appreciation of the huge amount of work already done by DH also noting the support and time given by Moira Marder and her colleagues. JH agreed and reminded DH that all Governors were fully behind him.

DH reported that the College's financial deficit continues to be negotiated with the TWMAT and FIPS with a March-July timeline for completion with FIPS. He will be looking at staffing then as well. The target remains to join the TWMAT in September to ensure a smooth transition and maximise potential financial benefits.

AS asked if it was viable to make the transition to TWMAT in September in light of potential hold-ups over the next few months. DH responded that it would be challenging and there are some potential unknowns (related to PFI status for instance). However, we are working well with TWMAT and key stakeholders and TWMAT have significant experience of managing transitions.

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BB requested that a road map of key tasks and milestones be produced, and asked what the governors could do to help to ensure the College kept to its timetable. DH advised that they were awaiting the Teaching Board decision, due in mid-February. Once confirmation has been received from them, Josie Medforth has a conversion timetable prepared which will be distributed and DH will ensure that all parties involved, (the diocese, DCC, etc.) are fully aware of the benefits of concluding the process for September. AH advised that a Joint Committee is in place to manage our partnership with TWMAT. Meetings have been scheduled and will be attended by the Principal and typically 2 Governors drawn from the Chair, Vice Chair and Committee Chairs. AH also reported that the recent meeting with the diocese had been very constructive.

BB asked if plans for the curriculum were both MAT and future proof. DH answered yes. The 3 year plan has been brought in line with other schools and has more focussed choices to accommodate the MFL requirements of EBacc and to improve Progress 8.

HJ asked about clarity of spending for disadvantaged students. KS reported that she is now the lead on disadvantaged students to allow Kath Harrison Ward more time to concentrate on whole school scrutiny. Kath is also working with TWMAT and has visited West Exe, gathering information and advice on working with disadvantaged students.

KS reported that the precise spending will be evidenced using the class charts which clearly highlight the disadvantaged students and a provision map being created to link to them. They were currently working with Y7 and Y8 to refine the provision map so that it defines the individual student needs and automatically highlights it in the class charts. This is also building relationships and allowing staff to discover their students' interests and hobbies beyond the classroom. It is due to be fully uploaded for Years 7 and 8 by Easter and then everything will be costed per student. She noted that disadvantaged students can improve rapidly given the right focus and this would not only improve academic outcomes but the pastoral programme as well. HJ thanked KS for her comprehensive report and asked that the plan be referenced in the CDP as evidence of actions taken to improve support to disadvantaged pupils. AH noted that it was vital for Governors to be fully cognisant of expenditure on disadvantaged students and asked for a summary to be sent to all Governors.

ACTION: The CDP to be updated on the emerging strategies for Disadvantaged Students

ACTION: DH to supply governors with a summary overview of Disadvantaged and PP Student spending.

LB asked for clarification on the 10 week rapid development programme for Y11 students. DH explained that, whilst the CDP was effective for the long term, it didn't satisfy the immediate needs of the current Year 11 students. SLT had prepared a special programme for them with the help of John Shears and the TWMAT. It was a 10 week plan focussing on English, Maths, Science & History. SLT had carried out a forensic analysis of the T&L in each subject to determine what was required. They were quite confident with what is in place for Maths. For English, Vicky Thornton from TWMAT is coming in once a week to help focus on the best possible T&L and Emma Britton is coming-out of her normal work schedule to focus on teaching. For Science, Sarah Norcliffe will support the team as line manager and they will all be using a personal learning checklist to ensure everything is completed in the right way and on time. Kath Harrison Ward will be supporting the History department in the same way as Emma Britton in English.

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SLT have timetabled a visit to every lesson for monitoring purposes and every student absence will be followed up with a hard message to parents about the importance of attendance. They are determined that T&L is the best it can be and that no student will bring the class down through avoidable absence or poor behaviour.

PB asked about the potential for securing improved outcomes in Geography. KS stated that it was a difficult situation, because at the moment Justine is alone in the department because of staff absence.

AS asked if the SLT were weighting attention on those students who were secure or those who were borderline. DH answered that we are not targetting specific boundaries. We are trying to raise attainment and progress for all students: high performer doing even better and borderline students improving both contribute to the College's overall performance.

KS reported that, after Mocks are complete, she and DH will be seeing all disadvantaged students needing improvement individually to find out what is hampering their progress. Meanwhile Robbie Hallam will be talking to Y11 to encourage them to aspire to a grade higher than grade 5.

AS asked if governors could have a summary of the mock results. KS stated that they would be available on the Tuesday following half term and she would ensure they are sent out to Governors.

ACTION: Mock results to be sent to Governors when available.

BB asked, if the strategy being used this year works, will it be used every year or is it a one-off. KS responded that the T&L improvement plans should negate the need for it to be done again, but if necessary, it would be.

LB asked if the Y10 early English intake plan made last year had now been abandoned. KS responded that the TWMAT had found evidence showing that an extra year of study really embeds the subject in student minds. It would be better for our students to spend an extra year studying English. AH noted that this change had been queried by a few parents; it would have been helpful for Governors to have known about this change before it was implemented.

HJ asked if that would result in Y11 students having too much to do in a year. KS responded that Vicky Thornton's new regime would ensure that they do not.

5. College Development Plan & SEF

*Documents discussed:
St. Luke's SEF Jan 19 Final*

LB asked if the SEF would be updated following meetings with John Shears and Moira Marder. KS responded that John's feedback received the previous day had commented that the SEF was adequate and should remain as it is. DH added that the CDP would need a more thorough review in due course to be consistent with the standardised TWMAT documentation. In order to preserve time to focus on the 10 week plan for year 11, DH has decided to retain the current SEF as it is but will be making minor changes to the CDP.

KS reported that Susan Sutherland would be doing more work on T&L strategies whilst Emma Britton was focussing on teaching English. Susan has visited West Exe and Torquay Academy to see what is done there. A clear teaching structure has been devised using modelling, Teach like a Champion, etc.

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After half term the majority of the teaching staff will be expected to follow this structure to ensure they teach in the required way. A small number of teachers with a consistent record of outstanding T&L will have greater autonomy; we don't need to change what works. AH commented that Ofsted had noted a lack of consistency in teaching and expectations, as had a number of students. This more structured approach should help to create a more consistent experience for students.

HJ asked how teachers would be supported in planning the necessary work. KS replied that the lesson structure would include this. There will be very clear guidance on different phases of lessons. Staff support would now be done through expert one-to-one coaching rather than whole group insets which has been the established method. DH added that teachers would be given more time for planning rather than having regular meetings, and there would be a targeted approach for every single subject area.

JH stated that she was encouraged by what she had heard but was concerned about how it may be perceived by some of the teaching staff. DH stated that not all staff had had a direct conversation about it yet. Some may feel troubled by it but he was sure that once communicated properly to all staff they would understand. Results have not been good enough: staff understand this as well as Governors and SLT do.

6. Governor CPD & Training

Documents Discussed:
Governor_Training_Feb_2019

LB noted that recent training sessions had been poorly attended by Governors and asked for suggestions to increase attendance. It was noted that the 4.00-5.00pm timeslot arranged for these meetings, prior to a committee meeting, was too early for some because of work commitments. RT suggested that it may be better to arrange training sessions at 6.00 pm on a day not allocated for a meeting. PB agreed, requesting enough notice to ensure maximum attendance. AH noted that it was also important to make it clear to Governors which training sessions were compulsory for Governors to attend. PB suggested the possibility of a Governors' training day at the beginning of term. LB stated that he would give these suggestions further consideration.

LB asked BB for comments on the Babcocks' Governor training he had recently attended. BB reported that he had found it very interesting. In view of the College's current transition to MAT status, he had been placed with Governors from MAT schools. He had the opportunity to speak with TWMAT school Governors; they had all given a very positive account of being part of the Trust. It was suggested that all Governors should attend a Babcocks' Governor training session as a refresher in preparation for the transition. The majority of these sessions are free. LB asked that if anyone would like to attend a fee-paying course, they contact him beforehand to ensure that we have the budget for it.

AH reminded Governors that succession planning was an important consideration. He suggested that if anyone was interested in becoming the Chair, Vice Chair, Committee Chair or portfolio holder they should be thinking about it now to allow for training and the possibility of shadowing so that they would be ready to take on their preferred role.

7. Safeguarding update

KG advised that there were no safeguarding issues to report to Governors. KS noted that BB and RM had not undertaken their Safeguarding training yet and requested they contact her to arrange a suitable time for it.

ACTION: BB and RM to receive Safeguarding Training from KS

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It was noted that there is a new entry machine which takes a photo of visitors when signing in. The image is included on the visitor's badge. AH welcomed this improvement and flagged the need to ensure that the images and associated information were dealt with in line with GDPR requirements.

AS reported that he had observed some Sodexo staff not wearing their badges. KS stated that she would follow this up.

ACTION: KS to confirm with BB that the visitor photo system is included in our GDPR compliance system.

ACTION: KS to ensure Sodexo wear ID badges when on site.

8. Resources Committee Update

AS gave an update on the budget, not yet finalised but due to be so in the following week. There were no surprises.

Tickets for the Play had gone on sale earlier this year. JH reported that she had attempted to buy tickets at reception but had been told there were none available there. DH said he would look into the matter. However, the production was being well advertised on the website, the newsletter and twitter. LB hoped that all governors would be able to attend.

ACTION: DH to arrange for tickets to be sold at reception.

AS asked for DH to report on the recent spate of vandalism at the College. DH stated that a number of individuals had been seen on site at the weekend. It had not been taken seriously by Sodexo until later when it was discovered that they had been smashing lights, running across roofs, ripping out power cables, and spray painting on windows and walls around the canteen. DH rang PFI management and Sodexo immediately on discovery and asked for it to be sorted as soon as possible. On Monday morning, students were led in through the back to avoid the damage whilst Sodexo dealt with it.

Five current students were identified as having been on site as well as 2 ex-students who had been permanently excluded. The current students have now been excluded. Their parents were very supportive. The College was actively supporting the police in their investigation. All students will be reminded that action will be taken against any pupil who is on site out of hours without good reason. The TWMAT Contracts Manager had been in to see the damage and is looking to have the height of the fences increased to prevent children climbing onto the roofs again. The CCTV cameras that were ripped off walls will be replaced.

Reporting on parental engagement, AS stated that feedback had been mixed but generally the booking system was seen as favourable. Attendance was 62%, 39% for the parents of disadvantaged students. In answer to questions about increasing attendance at these events, DH reported that a new system was in place to be monitored by admin. Also staff will start to write to parents asking why they don't attend. RS noted the importance of discovering the barriers which prevent parents from attending, for example, child care.

9. Ethos Committee update

JH gave a progress report on the Vision and Values update. Consultations were well underway with the parent consultation due after half term. Hannah Talbot was collating all opinions and comments and a full report would be available for the next Full Governors' meeting.

ACTION: Vision & Values Update to be added to the agenda for the next Full Governors.

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JH reported that the whole Ethos committee was working hard on the Vision & Values and consideration was also being given to the brand of St Luke's. There had been a discussion concerning the use of the word 'Hope', during consultation, some had considered the term woolly but the consensus of the committee was that the word was important; it demonstrated the Christian ethos of the College as well as being very inclusive.

10. Learning Committee Update

HJ had nothing to report from the Learning Committee beyond what had already been discussed. She asked if there were any questions regarding the minutes of the last meeting. There were none. KS thanked HJ and SL for their recent visit focussing on Middle Leaders, she acknowledged that it had been a hard day.

11. Upcoming events

- This year's drama production, Oliver will be showing from 6th to 8th March 2019. Tickets are available for purchase now.
- Year 8 Options evening will be on Wednesday, 13th February 2019.

12. Next Meeting

The next Full Governors Meeting will be held on Thursday, 28th March 2019 at 6.00 pm

13. Actions Raised at this Meeting

- DH to arrange for a link to the Weekly Newsletter to be placed on the Parents page as well as the front page.
- The CDP to be updated on the emerging strategies for Disadvantaged Students
- DH to supply governors with a summary overview of Disadvantaged and PP Student spending.
- Mock results to be sent out to governors when they have been determined.
- BB and RM to receive Safeguarding Training from KS as soon as possible
- KS to ensure Sodexo staff wear their ID badges whilst on site.
- DH to organise for tickets to be sold at reception.
- Vision & Values Update to be added to the agenda for the next Full Governors.