

St. Luke's Science & Sports College

Minutes of the Full Governor's Introductory Meeting Held on Thursday, 13th September 2018 at 6.00 pm

Governors in Attendance: Mr Adrian Harding - AH (Chair)
Dr Laurie Burbridge - LB
Mr Thomas Dolley - TD
Mrs Kirsty Galliford - KG
Mrs Joy Harvey - JH
Mr David Holt - DH
Ms Sarah Lavis - SL
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. Welcome and Apologies (P)

Mr Paul Brown (PB), Mr Trevor Crawford (TC), Mrs Hilary Jones (HJ) and Mr Pete Norris (PN) sent their apologies. Governors authorised their absences.

2. Declarations of Interest (P)

There were no declarations of interest for this meeting.

3. Approval of the Minutes of the last meeting (P)

The minutes of the previous meeting were agreed and signed by the Chair, AH.

4. Matters Arising from the last meeting (P)

Actions raised at the last meeting with a note about the current status in brackets:

- CDP with 2nd Year Review to be added to the agenda of the September meeting (Done).
- PL to send Governors the College's diary of events for next year including the dates of the Parents Evenings (Done).
- DH to incorporate the Values Organiser into the new prospectus ready for September to highlight the College ethos (The prospectus is in draft, the Values Organiser is noted).
- KS to send Knowledge Organisers to PL to put in the Dropbox Organisers folder - (Governors have received the Values Organiser, the size of the Knowledge Organisers make it impractical to store in the Dropbox. They are accessible on the College website under <https://www.stlukescollege.co.uk/copy-of-knowledge-organisers-3>)
- PL to contact KG about a date to review the Single Central Register (Done).
- KG to review Single Central Register by 24/7/18 - (Done).
- PL to contact Beccy Meaton and arrange a meeting with AH in September - (In progress).
- Governors to send a note of their Fob no. to PL - (In progress)
- PL to consult with BB about Governor Photo Cards and access codes - (In progress).
- Governors to contact PL to volunteer for the Ofsted Committee - (LB and HJ volunteered by email; AH, AS and JH volunteered at the meeting).

ACTION: Ofsted Committee to be LB, HJ, AH, AS and JH

5. Clerk's Report (P)

Documents in the Dropbox:
Code of Conduct 2018/19
GDPR for Govs
Governors info on the website
Skills Audit

Governors were requested to review and sign their individual Register of Interests and confirm that their website details were correct. They were also requested to sign the register to confirm that they had read and understood the Privacy Notice for Governors and a register to confirm their agreement with the Governors' Code of Conduct. A new Skills Audit was collected from all governors. It was noted that elections for the posts of Chair and Vice Chair would be held at the next Full Governors' Meeting on Thursday 11th October 2018, together with a review of committee membership and governors with specific roles and responsibilities. It was agreed that the election procedure should follow that of last year and PL advised that she would email governors the details as a reminder.

ACTION: PL to forward details of the election procedure with the next meeting agenda.

PL advised that, with Victoria Gage's departure at the end of last term, a new Parent Governor would need to be sought, she would begin the process shortly. If the process failed to produce any volunteers then potential new governor, Ms Meaton, could be elected as the Parent Governor rather than a Co-Opted Governor.

ACTION: PL to begin the process for seeking a new Parent Governor by 20th September 2018.

Following a query made to her, PL asked governors whether they would consider having the Minutes of Full Governors' Meetings published on the College website after they had been approved. After a brief discussion, **DECISION: LB proposed that minutes be published, AH seconded the motion and all agreed.**

ACTION: PL to arrange for the upload of Full Governors' Meeting minutes on the College website following their approval at the following Full Governors' meeting.

6. Safeguarding (P)

Documents in the Dropbox:
Keeping Children Safe in Education 2018 Part 1

Governors signed a register to confirm that they had read and understood the latest KCSIE document. KS requested that PL obtain the signatures of those not in attendance and forward the complete list to her for the Safeguarding records. She thanked those governors who had attended the Safeguarding Inset earlier in the month.

ACTION: PL to obtain the signatures of PB, TC, HL and PN for the Safeguarding Register and forward to KS when completed.

KG stated that she had reviewed the Single Central Register in July as previously noted and would be revisiting it shortly to review those staff who have joined since.

ACTION: KG to revisit the Single Central Register with reference to new staff joined since July.

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7. Policies (P)

Documents in the Dropbox:
Food Policy4

It was noted that this new policy, created in compliance with national standards, was originally submitted to the Resources Committee for adoption. However, after submission, it was decided that it needed modification to allow for sweets in exceptional circumstances, such as celebrations, thereby reinforcing the idea of sweets as treats. The version submitted to this meeting contains this amendment.

Governors discussed the shortcomings of the national standards. Despite DH's repeated requests, Sodexo have failed to implement a system that can give parents access to information on what their children are eating.

ACTION: BB to chase Sodexo about signing up to the system.

TD queried the necessity of Sodexo's use of plastic containers because of its detrimental effect on environment. Governors agreed that this also sent the wrong message to students and visitors. Governors requested that SLT discuss with Sodexo reducing the use of plastics, and report back.

ACTION: SLT to investigate the possibility of Sodexo reducing their use of plastic containers.

RS asked what the procedure should be when staff confiscate fizzy drinks from students. KS was invited to respond and confirmed that confiscated fizzy drinks should be thrown away without fuss, not returned to students at the end of the day. RS requested that this message be made clear to all staff. DH advised that it would be included in the newsletter.

ACTION: DH to add to the newsletter that all confiscated drinks will be thrown away.

Returning to the Food Policy, DH recommended that it be adopted. ***DECISION: The motion to adopt the Food Policy was proposed by AH and seconded by LB, all agreed.***

ACTION: PL to process the Food Policy accordingly.

8. Strategic Direction (S)

Documents in the Dropbox:
Position Statement

AH explained that, at the start of each year, Governors give particular consideration to the College's situation and strategic direction. He noted that despite some significant successes, the most recent set of examination results had been disappointing overall; in some cases, extremely disappointing. He stated that the results will be analysed in detail, subject by subject and class by class to understand how the College can replicate what has gone well and improve what hasn't. This will be discussed in detail at the Learning Committee.

AH, invited DH to give an overview. DH reiterated that the results had been disappointing and reported that some difficult discussions had followed. He gave a high-level presentation summarising steps that SLT were taking. DH and SN have begun analysis of the examination data with line managers and it was proving productive. An early conclusion is that greater emphasis needs to be put on preparing the students for exams.

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In response to LB and HJ's questions posed in their *Position Statement*, DH stated that:

- The results were very disappointing overall. We can't blame the students. Instead we must examine those subjects that did well and understand why. Also the root causes of under-performance.
- When Ofsted visit, we will present these results in the context of improvements in the two previous years, and will show the disproportionate impact of outliers. But we must acknowledge shortcomings and, more importantly, what action we have taken to address them. We will also share the College's successes, for example Safeguarding, and SIAMS.
- The SLT will be giving particular attention to preparation for exams and increasing the work ethic of students. Curriculum and subject choice will also be reviewed.

DH acknowledged that expectations within the classroom have been too low in past and that outstanding teaching had failed to translate into good results.

LB questioned the SLT's judgement of outstanding teaching when the students of those teachers deemed outstanding had not performed as expected. DH replied that there was a lot of very good teaching in classrooms - which external observers had confirmed - but this was not translating into outstanding learning (as measured through examination performance). This was exacerbated by the new curriculum. More needs to be done to teach students how to pass exams. PT suggested that one problem could be behaviour in class noting that she had observed too many interruptions in lessons. However she also noted an improvement recently. DH agreed stating that systems were now in place to manage behaviour more effectively. However, teachers must do more to pitch lessons at the right level to challenge students to apply themselves, be more independent learners and to improve their work ethic.

PT asked if homework was geared towards exam questions. DH answered that there had been inconsistencies in the past but that they were working on that, for example, with the Revision and Learning Policy currently in draft whilst it is piloted.

TD asked about the T&L in departments that had previously had good results but now had disappointing ones. DH responded that absence of key staff, and the new curriculum may have had an impact. SLT are examining this as part of their detailed analysis of results.

AH asked SLT to consider if students and their parents/carers are sufficiently clear about the nature of certain subjects and what the examination will entail. For example, that History involves learning key facts, analysis, and being able to write long essay answers. Has the intake to some subjects changed significantly? He asked that this be picked-up during the analysis of results.

Several Governors raised concerns around some students having low motivation and aspiration and the need for the College to tackle this. RS highlighted the students who walk out of exams without trying. Some other students, mainly boys, seem to give-up during Year 11. AH stated that we need to understand if this is because they see learning as 'uncool', don't see value in qualifications, or feel overwhelmed by too many subjects or choosing subjects that they find are not a good fit for them. KG noted that St James had created an environment where a good work ethic was seen positively and recommended that we understand how this had come about.

AH drew discussion of the examination results to a close and asked Governors to consider the strategic direction of the College. He opened by summarising the challenges facing the College, primarily the lack of financial resources which has necessitated redundancies in recent years, made recruitment and retention of outstanding teachers more difficult, and led to more classes being taught by teachers who are not specialists in that subject. We also have a very small SLT, the unwelcome leadership distraction associated with trying to achieve and sustain an adequate level of PFI services, and the challenge of budgeting against late confirmation of income. His view was these financial pressures were unlikely to lessen while we remain a maintained school. AH stated that he was increasingly of the view that the best interests of our pupils and staff would be served by being part of a Multi-Academy Trust. He suggested that the Ted Wragg Multi-Academy Trust was the most obvious choice; a conclusion set out in LB and HJ's paper.

At the request of the Governing Body, DH has maintained regular contact with the Ted Wragg Multi-Academy Trust. He reported their real desire to work collaboratively with St Luke's. Following a discussion with AH, he had a positive conversation with Moira Marder, the Trust's Chief Executive Officer, who had highlighted the benefits of partnership. DH recommended to Governors that St Luke's formally write to the Trust to begin discussions with a view to St Luke's becoming part of the Ted Wragg Multi-Academy Trust.

Governors discussed the issue at length. They discussed the benefits of being part of a trust: the financial savings in sharing resources such as SENCO, HR and PFI management; the increased ability of covering staff absence with staff with the appropriate specialism; and the increased ability to attract and retain outstanding teachers. However, all agreed that it was important to retain the ethos of St Luke's and to remain inclusive. There was unanimous agreement that going it alone was no longer a viable option.

DECISION: LB proposed that the governing body requests that the Principal and the Chair should, as a matter of urgency, initiate discussions with representatives of the Ted Wragg Multi-Academy Trust with a view to St Luke's becoming part of the Trust. In parallel with these discussions, consultations should take place with staff and parents. The motion was seconded by AH and was agreed unanimously.

ACTION: AH to write to the Ted Wragg Multi-Academy Trust next week with the Governing Body's expression of interest.

ACTION: DH to telephone Moira Marder tomorrow informally notifying her of the Governors' decision and also advise John Searson.

ACTION: DH to access the DfE website for information on the academisation process tomorrow.

ACTION: DH to investigate process and timescales for consultation.

Governors highlighted the importance of the College maintaining its focus on high quality teaching and learning, promoting aspiration and a work ethic, and ensuring exam readiness. ***AS asked whether interventions were in place for Y10 students this year.*** DH assured him that they were.

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9. College Development Plan (S)

It was agreed to postpone this item to the next meeting to allow time for the SLT to make a full exam analysis.

ACTION: CDP to be added to the next Full Governor Meeting Agenda.

10. Impact from this meeting (A)

Governors agreed that the transition to a MAT would benefit students and staff alike.

Date of the next meeting: Thursday, 11th October 2018 at 6.00 pm

Actions raised during this meeting:

- The Ofsted Committee to comprise of LB, HJ, AH, AS and JH
- PL to forward details of the election procedure with the next meeting agenda.
- PL to begin the process for seeking a new Parent Governor by 20th September 2018.
- PL to arrange for the upload of Full Governors' Meeting minutes on the College website following their approval by all governors.
- PL to obtain the signatures of PB, TC, HL and PN for the Safeguarding Register and forward to KS when completed.
- KG to revisit the Single Central Register with reference to new staff joined since July.
- BB to chase Sodexo about signing up to the system.
- SLT to investigate the possibility of Sodexo reducing their use of plastic containers.
- DH to add to the newsletter that all confiscated drinks should be thrown away.
- PL to process the Food Policy accordingly.
- AH to write to the Ted Wragg Multi-Academy Trust next week with an expression of interest in joining the Trust.
- DH to telephone Moira Marder tomorrow informally notifying her of the Governors' decision and also advise John Searson.
- DH to access the DfE website for information on the academisation process tomorrow.
- DH to investigate process and timescales for consultation.
- CDP to be added to the next Full Governor Meeting Agenda.