

The Harvey Grammar School

Minutes of a meeting of the Governing Body number A16 held on Thursday 14th July 2016 at 5.00 p.m. in the Trafalgar Room

Present: Mr. J. Dennis (JD) (Chair), Mr. J. Batten (JB), Mr. M. Bridges (MB) (Vice-chair), Mr. K. Bridgland (KCB), Mrs. A. Brown (AB)), Mr. W. Dawson (WD), Mrs. M. Mitchell (MM), and Mr. S. Norman (SN)(HT)

In attendance: Mr. A. Allon (AA) (DHT Pastoral), Mr. S. Goodfellow (SJG) (DHT Curriculum) (from 5.40 p.m.

Clerk: Mr. M. Hydes (MCH)

No.	Item/detail	Action
	The following papers were available on the intranet in advance of the meeting: <ul style="list-style-type: none"> • <i>Minutes of the meeting held on 3rd March 2016</i> • <i>Headteacher's Report</i> • <i>School Improvement Plan Up-date</i> • <i>Leadership Team Responsibilities 2016-2017</i> • <i>School Self-Evaluation – July 2016</i> • <i>School Improvement Plan 2015-2016 Completion</i> • <i>School Improvement Plan 2016-2017</i> • <i>Governor Visit Report – Literacy at the Harvey</i> • <i>Educational Visits Policy 2016</i> 	
1.	Chair's Introduction and Welcome	
	The chair welcomed all to the meeting and confirmed that it was quorate.	
2.	Apologies for Absence	
	Apologies had been received from Mrs. S. Hammond (Work commitment) Mrs. A. Shone (Personal) and Mr. J. Smith (Personal). All apologies were accepted.	Clerk
3.	Declaration of Business Interests	
	Mr. J. Dennis explained that he had stepped down from his role as a temporary governor at The Community College, Whitstable.	
4.	Minutes of the Meeting held on 3rd March 2016	
	Item 7.6 Performance Management - insert 'following the assessment the HT was congratulated on his performance' Item 7.7 Admissions – 'assesses' to read 'assessed' Subject to these amendments/corrections the minutes were accepted as a true and accurate record and signed by the chair	Chair/Clerk
5.	Matters Arising from the Minutes	
5.1	1. Chair's Introduction and Welcome	
	It was noted that Mr. Scott still appeared on the website as a governor. The clerk was asked to ensure that the website was updated. Governors were advised that it was intended to hold an election for a replacement parent governor (and member of the SPPC) during the autumn term when parents of the new Y7 cohort would be eligible to stand.	Clerk
5.2	7.8 School Events and Achievements	

	Governors commented that the new school website provided an excellent impression of the life and work of the school.	
5.3	11. To Consider Policies (Attendance Policy)	
	The HT explained that one penalty notice had been issued in 2014-5 and one in 2015-2016. The DHT (Pastoral) commented that wherever possible the school made enquiries about attendance at KS2→KS3 transition.	
5.4	12. Dates for Future Meetings	
	The chair informed governors that Mr. Lawrence Po Ba (Old Harveian and Head of Lloyd's/Specialty at Securis Investments Partners LLP, an Insurance Linked Securities Asset Manager) had been invited to be the guest speaker at the 2017 Prizegiving Ceremony.	
6.	To Receive the Headteacher's Report	
6.1	School Development Planning	
6.1.1	School Improvement Plan, 2015-2016	
	<p>Governors considered the completed School Improvement Plan for 2015-2016 and noted the following:</p> <ul style="list-style-type: none"> • Objective 1.3 A planned LT review of feedback and its impact/quality across the curriculum due to take place in March is being held over until 2016-2017 because Ofsted arrived in the week it was due to take place. In the event the work scrutiny undertaken by Ofsted contributed significantly to the Ofsted Outstanding judgement for Teaching and Learning. • Objective 1.5 The audit of staff perceptions of the quality, strengths and weaknesses of professional development training provided by the school will be undertaken in the final twilight session of the year and outcomes used in planning for 2016-2017. • Objective 2.8 A second parents' forum on PSHE provision was deemed unnecessary since improvements had been made to the scheme of work e.g. delivering drugs education through a spiral curriculum at years 7, 10 and 13. • Objective 2.19 A planned visit to the University of Kent Careers Fair was cancelled on the grounds of cost effectiveness. Instead, the school has organised the use of more on line materials and focused on improving the overall programme for UCAS. Students can now access a bespoke system designed to prepare university applications quickly and thoroughly. • Objective 4.2. Plans to invite primary headteachers to see the school at work and the progress being made by their former pupils were amended because of the logistics of so many heads being away from their schools at one time. Instead, an invitation was extended to all primary teachers coming to the school on taster days with Y5 pupils to tour the school with one of their former pupils followed by refreshments. 	
6.1.2	Draft School Improvement Plan, 2016-2017	
	<p>Governors considered the draft School Improvement Plan for 2016-2017 and noted the following:</p> <ul style="list-style-type: none"> • Objective 1 - Ensuring that all teaching and assessment in the school is as highly effective as the best practice - was the one area Ofsted 	

	<p>identified as an area for improvement. Consequentially, a Teaching and Learning Improvement Group (TALIG) had been set up whose members would be used as role models/buddies for any weakness identified by observation or requested by individuals.</p> <ul style="list-style-type: none"> • Objective 2 – Ensuring that every pupil reaches his full potential and feels safe and happy – included the identification of departments that needed support as a result of 2016 examination outcomes and provision of a specific action plan for each department for monitoring over the academic year (3). Also included were: ensuring that behaviour remained “outstanding” (8) and ensuring that pupil voice impacted on school life (11) • Objective 3 – Ensuring that we engage effectively with parents and the local community – included working closely with the Old Harveians’ Association (7) • Objective 4 – Ensuring that we support and build links with local schools – included investigating and implementing links with Folkestone School for Girls (5). <p>In discussion, governors :</p> <ul style="list-style-type: none"> • enquired about pupil achievement targets for 2016-2017 of Progress 8 at +0.3 for KS4 and the L3VA score of 0.2 for KS5. Governors were advised that the P8 score of 0.3 at KS4 equivalent to Sig+. In respect of KS5 it was more difficult to make a judgement about the L3VA target of 0.2 (the same as for 2016) because of the hybrid nature of the exams being sat (i.e. some were legacy specifications and some linear). Overall, however, the most important factor would be the progress made by students • asked for clarification of the membership of the TALIG group and were advised that these would be ‘go to’ staff who colleagues could ask for support/guidance in achieving best practice (1.3) • enquired about variations between the academic outcomes of departments. It was accepted that outcomes would vary year-on-year as a result of various factors (e.g. issues with coursework moderation, underperforming students etc) and so it was important that a suitable intervention strategy was in place to support a department through any issues (2.3) • asked how behaviour could be maintained as outstanding and were advised that this would be achieved by following our agreed strategies, monitoring behaviour logs and responding appropriately (2.8) • agreed that the word ‘positive’ should be removed from the phrase ‘positive impact of the School Council’ since the role of the council should be seen in the round (2.11) • noted that the increasing importance of social media in developing 	
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	<p>links with the Old Harveians (3.7)</p> <ul style="list-style-type: none"> enquired about how closer links with Folkestone School for Girls were being developed and were informed that this : common term dates; timetabling; delivery of the sixth form curriculum; and joint training initiatives (such as a training day in October) (4.5). <p>The Chair confirmed that all governors present were content with the draft SIP for 2016-2017.</p>	
6.1.3	Leadership Team Responsibilities	
	Governors noted that management responsibilities for 2016-2017 remained substantially the same other than Mrs. Turnbull re-assuming her portfolio including the development of literacy.	
6.1.4	Capital Funding	
	<p>Governors were pleased to learn that the school had been successful in its bid for capital funding and had been awarded £1.9 million to replace the 1930s built gymnasium by adding a large two-storey extension to the current Sports Hall. Preliminary work would begin over the summer holiday with completion anticipated for September 2017. Careful scheduling of the work meant that there would be only be limited disruption to the teaching of sport across the year.</p> <p>A governor enquired which firm had been awarded the contract and was informed that it was Abbots Construction Ltd who had come well recommended by the school's surveyors Betteridge & Milsom. It was further established that Abbots would be invited to contribute to the school's STEM curriculum,</p>	
6.2	School Self-Evaluation Form (SEF)	
	The HT informed governors that the current SEF rated all areas as outstanding but would be up-dated once public examination results and RAISE/L3VA reports become available in the autumn.	
6.3	Meetings	
	<p>Governors were informed of two recent meetings that the HT had attended concerning the school:</p> <p>With a representative of the Regional Schools Commissioner concerning Harvey's future plans including collaboration to build closer links with Folkestone School for Girls</p> <p>With the Ofsted Regional Director (who had asked to visit the school) to find out how the number of pupils from disadvantaged backgrounds had been increased (as highlighted in the school's recent Ofsted report).</p> <p>Governors noted that the HT had been asked to speak about the school's efforts in this respect at a national conference highlighting best practice in September.</p>	
6.4	Pupil Performance	
	<p>The HT confirmed to governors that Y13 A level results were expected to return to VA outstanding in 2016.</p> <p>The HT explained to governors some national issues that had arisen with the</p>	

	<p>new specification AS levels. Ofqual had written to schools saying that “this summer’s changes to AS will mean that...results will be more variable than in previous years”. This was an issue because many universities have said that they will credit AS results (where taken) along with than A level predictions. Potentially, if AS results were weaker than expected this could disadvantage Harvey students. Consequently, the question of AS provision post-16 was being kept under review.</p> <p>In respect of KS4 outcomes, the HT reported that the school was expecting to again deliver outstanding overall outcomes both in terms of attainment and achievement. However, there would (for the first time) be a gap between the achievement of disadvantaged and non-disadvantaged students in Y11. This was, unfortunately, the result of one student not being able to complete any examinations at all which would very seriously affect the value added for the group as a whole. One other disadvantaged student was also in danger of not achieving the 5A*CEM benchmark having had a very problematic year due to circumstances outside of his control. The chair confirmed that having been made aware of this case, from his perspective, the school had done everything possible to support the student concerned. The DHT (Pastoral) also commented that as the result of the support given the student concerned had gained some useful practical college qualifications and potentially, some GCSE qualifications as well.</p>	
6.5	Curriculum	
	<p>Governors were advised that much work had been undertaken to ensure that Harvey students were in the best position to tackle the new tougher GCSE specifications including the up-grading of KS3 schemes of work to provide the building blocks for GCSE success.</p> <p>Governors accepted that in the light of the tougher GCSEs the decision had been taken after a successful run of 5 years to end the accelerated programme since more time was needed to prepare even the most able students for the rigour of the new specifications.</p>	
6.6	Teaching Staff	
	<p>Governors were pleased to note the inherent stability of the teaching staff at the present time particularly in core subjects where many schools were having difficulty in recruiting. The HT teacher commented that it was inevitable that younger teachers would be looking to career progression and some staff to relocate for personal reasons.</p> <p>Governors expressed their good wishes to departing teachers Mr. Axel Luret and Mr. Kevin Beale and looked forward to meeting new colleagues at the autumn FGB.</p>	
6.7	Census	
	<p>Governors noted the growth in pupil numbers both in the sixth form and at KS3.</p> <p>A governor enquired as to whether the school had the physical capacity to cope with the rise in numbers and was advised that with the extra capacity of the Wright Building and Sports Hall extension (a total of five extra classrooms) this would not be an issue.</p> <p>In respect of exclusions, governors were pleased to see that figures remained very low.</p>	

	<p>A governor noted that there were two fixed period in the SEN category and asked the HT for comment on this. The HT outlined the circumstances involved to the satisfaction of all governors.</p> <p>In terms of the need for exclusions, the HT explained that in a school community of 950 boys some exclusions were inevitable.</p>	
6.8	Admissions	
	Governors noted that there had been a total of 45 parental appeals as a result of which one boy was successful and a further five boys added to the school's waiting list. The current position was that the school had met its PAN of 150 boys for September 2016.	
6.9	Finance	
	Governors were pleased to learn that the school's financial position was secure. The HT noted, however, that overall funding remained flat and that financial prudence continued to be necessary following the savings made to the school budget in 2014-2015. The school was unlikely to be in the position where it had to expand the MAT to achieve economies of scale.	
6.10	Performance Management	
	The HT reported that all teaching staff had completed their mid-year review during the spring term and all support staff had completed their performance management cycle and decisions made about bonuses.	
6.11	School Events	
	Governors commented on the successful Open Evening held on 6 th July.	
7.	Chair's Report	
	<p>The chair commented on the presentation made by Dominic Herrington at a recent meeting of the Kent Governors' Association (see appendix 1 to be circulated). The chair noted that the RSC was supported by a headteachers' board (HTB). The chair commented that 50.0% of secondary academies were stand-alone and that secondary MATs usually consisted of between 2 and 4 schools. Nationally, there were only 63 secondary MATs with the remainder being a combination of primary and secondary schools.</p> <p>Governors' attention was drawn to a graph showing the significant progression of Ofsted judgements for schools in Kent since March 2013 which had overtaken both national and statistical neighbour averages.</p>	
8.	To Consider Governing Body Matters	
8.1	Governor Training	
	<p>The training governor explained that Governor E-Learning (GEL) had been re-launched and, consequently, governors needed to re-set their log ins and, if necessary, transfer any training from the old site.</p> <p>Governors were reminded that the purpose of training was to increase awareness of how a school operated and to give the confidence to challenge.</p> <p>The HT confirmed that an up-dated visit proforma would be placed on the appropriate tile.</p>	
8.2	Governor Visits	
	Governors received a report from Mrs. Brown on her visit to the Parents' Focus Group and Learning Walk on 'Literacy at the Harvey'. Governors noted	

	that feedback from both the Forum and the Learning Walk was very positive and parents were keen for similar events to be arranged in the future. Keeping children safe on line was suggested as a future topic and one parent, also a serving police officer trained in the subject, offered to assist.	
9.	To Consider Committee Reports	
9.1	SPPC – 4th July 2016	
	<p>The vice-chair reported that the committee had considered items on Safeguarding, Pupil Progress, Pupil Premium and Curriculum Planning.</p> <p>The vice-chair drew governors’ attention to the following:</p> <ul style="list-style-type: none"> • Peer mentoring was proving a considerable success with 37 sixth formers applying to join the scheme. Training was provided by staff members Pip Menendez and Louise Warburton. There was to be collaboration with Folkestone School for Girls to develop the programme across both schools. • The vice-chair had visited the school on 13th May to look at ‘Pupil Behaviour and Welfare’. Of particular note was the action taken by two students who had been approached by an extremist political group in reporting the matter to staff: it showed a practical outcome of the schools Spiritual, Moral, Social and Cultural (SMSC) in action. 	
9.2	PPPF – 7th July 2016	
	<p>The chair commented on the following points:</p> <ul style="list-style-type: none"> • The committee was unanimous in its approval of the draft budget for 2016-2017 • Prudent financial management by the HT and his team against a background of zero income growth had provided the school with financial stability • The Director of School Support had provided a wide-ranging and detailed report on health and safety, premises and staffing • The school’s risk management arrangements for new threats such as terrorism were being addressed 	
10.	To Approve School Policies	
	<p>Governors considered an up-dated Educational Visits Policy. The chair confirmed that he had read the document. In discussion, governors clarified that appendices 4 and 5 referred to specific (e.g. residential trips) and general activities (e.g. representing the school) respectively. Governors also suggested that the wording of step 4 page 27 should be revised. Governors were content to approve the policy.</p> <p>Governors were reminded that a number of policies were due for revision in the autumn following the publication of statutory guidance in ‘Keeping in safe in education’ due for implementation in September 2016. The relevant policies would be placed on the governors’ tile on the website.</p>	
10.	Dates for future meetings	
	<p>FGB 20th October 2016 at 5.00 p.m. SPPC 14th November 2016 at 5.00 p.m. PPPF 17th November 2016 and 8th December 2016 – both at 4.30 p.m. FGB 15th December at 5.00 p.m. followed by AGM</p>	

11.	Any Other Business	
	None	
12.	Consider Confidentiality and Publication of Minutes	
	None	

There being no other business the meeting closed at 6.50 p.m.

Signed _____ (Chair)

Date _____

