

The Harvey Grammar School

Minutes of a meeting of the Governing Body number A16 held on Thursday 13th October 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), Mrs. K. Callander (KC), Mr. W. Dawson (WD), Mrs. S. Hammond (SH), Mrs. M. Mitchell (MM), Mr. S. Norman (SN)(HT) and Mr. J. Smith (JAS).

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

Clerk: Mr. M. Hydes (MCH)

Prior to the start of the meeting Governors met new members of staff over afternoon tea and welcomed them to the school.

| No. | Item/detail | Action |
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| | <p>The following papers were available on the intranet in advance of the meeting:</p> <ul style="list-style-type: none"> • <i>Minutes of the meeting held on 14th July 2016</i> • <i>Headteacher’s Report</i> • <i>Draft Trustees’ Report</i> • <i>Committee Structure and Membership</i> • <i>Letter from Peter Lauener – Chief Executive EFA</i> • <i>Policy Up-dates</i> <p><i>Child Protection: Handling Allegations against Staff</i> <i>Data protection</i> <i>E-Safety</i> <i>Governor Training and Visits Allowances</i> <i>Safeguarding</i> <i>Finance</i></p> | |
| | Chair’s Introduction and Welcome | |
| | The chair welcomed all to the meeting and confirmed that it was quorate – 11/11 governors present. | |
| 1 | Apologies for Absence | |
| | None | |
| 2. | Appointment of Chair and Vice-Chair | |
| | <p>The Clerk took the Chair and 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 2017-2018. The Clerk reported that there had been nominations for Mr. John Dennis as Chair and Mr. Martin Bridges as Vice-Chair and that both had agreed to serve in the respective roles if elected. The Clerk ascertained that there were no other nominations. Messrs. Bridges and Dennis withdrew from the meeting.</p> <p>The Clerk asked Governors to vote by show of hands that Mr. Dennis should be elected Chair for the ensuing year. Governors voted unanimously in favour. The Clerk also asked Governors to vote by show of</p> | |

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| | hands that Mr. Bridges should be elected vice-Chair for the ensuing year. Governors voted unanimously in favour. Messrs. Bridges and Dennis returned to the meeting and assumed their posts, each thanking governors for their support. | |
| 3. | Declaration of Business Interests | |
| | None | |
| 4. | Minutes of the Meeting held on 14th July 2016 | |
| | Noted that Mrs. K Callander was, in fact, absent P.4 6.3 Meetings line 10 delete redundant 't' p.6 6.7 Census deleted ' <i>pour encourager les autres</i> ' p.6 7 Chair's Report –insert 'to be circulated' after Appendix 1 p.7 10 To Approve School Policies line 2 insert after 'had' 'read'. 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 | |
| | In respect of Mr. Tony Scott (resigned) still appearing on the website, the Chair confirmed that any governor who had served at any point over the last twelve months would be shown on the website. The Chair informed governors that the proposed parent governor election to replace Mr. Scott scheduled for the autumn term was being deferred until an up-to-date skills audit had been completed (see below 10). It was noted that the governing body complied with the requirement in its articles of association to have a minimum of two parent governors. The Chair explained that Mrs. Angela Shone had tendered her resignation from the governing body (and chair of the SPPC committee) and that he would be writing to thank her for her valuable contribution to school governance. The Chair commented that the recruitment of new governors was an on-going process to ensure that the governing body had a balance of expertise and welcomed any recommendations that might be put forward. | Governors to inform Chair as appropriate |
| 5.2 | 6.1.2 Draft School Improvement Plan (1.3) | |
| | The HT advised governors that the TALIG group (providing advice and guidance to colleagues on best practice) was now operational. | |
| 5.3 | 6.1.2 Draft School Improvement Plan (4.5) | |
| | The HT advised governors that a joint training day with Folkestone School for Girls would be taking place on Friday 23 rd October 2016. | |
| 6. | To Consider the Headteacher's Report | |
| 6.1 | School Improvement and Self-Evaluation | |
| 6.1.1 | Sports Hall Extension | |
| | The HT reported that work was due to commence on the extension to the Sports Hall on Monday 17 th October with a planned completion date of 21 st July 2017. The old gym building would be demolished during the 2017 summer holiday. Governors confirmed that the new extension would be operational from the start of the autumn term 2017. Governors asked about the cost of demolishing the old gym and were advised that it would be approximately £24k. | |

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| | <p>The HT advised governors that the school was regularly monitoring expenditure on the project and effecting savings wherever possible (e.g. £35k on paving).</p> <p>Governors noted that the school had been advised that a visit from the Shepway Valuation Office in connection with changes to the site was due. <i>(AB declared an interest in this item in that her private home was adjacent to the old gym).</i></p> | |
| 6.1.2 | Ofsted Conference on Disadvantaged Pupils | |
| | <p>The HT reported that both he and the DHT (Pastoral) had attended an Ofsted Conference in Central London to give a successful presentation on how the Harvey worked with pupils from disadvantaged backgrounds.</p> <p>A governor ascertained that the conference covered schools from across south-east England.</p> | |
| 6.1.3 | Holocaust Education | |
| | <p>Governors were pleased to learn that the school has been successful in becoming one of a small number of Beacon Schools for Holocaust Education accredited by University College London. The role involved forming a network of five secondary schools across the county providing CPD and developing resources to improve education on the Holocaust.</p> <p>The HT advised governors that the project had been added to the school improvement plan and would be led by Mr. Duncan (who drew up the bid) and Miss. Bailey as senior leader assigned to the project.</p> | |
| 6.1.4 | Year 7 Transition | |
| | <p>The HT drew governors' attention to the modifications to the Y7 transition programme which had been put into effect for 2016-2017 some of which such as the timing of parents' evenings had been the result of feedback from a parents' focus group in 2015-2016. Particular attention had been paid to SEN/AEN KS2/KS3 transition with pupils invited into school with their parents and shown round by peer mentors. Governors noted the importance of having a complete profile of all pupils so that any issues could be monitored effectively and were advised that parents were kept closely informed about any matter arising.</p> | |
| 6.2 | Pupil Performance | |
| 6.2.1 | A level/AS level | |
| | <p>Governors were pleased to see the return to form with A level results with the second best set of raw results in the school's history. Governors noted that it would not be until November that these results could be put in to context when the L3Va document became available. Governors recognized the paradox of greater performance at KS4 impacting on data for A level improvement.</p> <p>Governors acknowledged the high percentage of students securing university places including 22.0% of applicants gaining a place at Russell Group universities. Governors asked about the five students who had not gained a university place and were advised that two (although offered a place but not at a preferred institution) had decided to take a gap year and then re-apply and three had gone straight into employment.</p> <p>A governor enquired about the GCSE performance of Russell Group candidates and the DHT (Curriculum) was asked to investigate.</p> | <p>DHT (Curriculum) to report at</p> |

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| | <p>In respect of AS exams the HT advised governors of the conundrum of continuing to enter students for AS courses examined at the end of Y12. If a student continues a subject through to A2 the AS result does not count but if a student drops a subject at the end of Y12 the result is included in terms of the school's overall performance. This situation had arisen as the result of the government's drive to move back to a traditional 3 A level linear (rather than modular) programme post-16. The Harvey's policy after the 2015 curriculum reforms had been to enter students for Y12 exams (usually 4 subjects) since many universities had said they would base offers of places in part on AS outcomes. This situation was now changing with some universities reverting to entrance tests. The consequences for Harvey were that outcomes for the 'fourth' AS subject were generally weaker. Under the circumstances, the school had decided to continue to offer a 4 AS level programme for the top 10.0% of students and scale back the number studying a fourth AS exam in line with the majority of Kent grammar schools. In the medium term, the school would be continuing to evaluate the merits of offering a discrete AS programme where most Kent grammar schools were opting out of this and, nationally, AS entries were down 14.0% in 2016.</p> <p>Other changes in government policy also had an impact on the Harvey curriculum and performance e.g. students following a vocational subject plus an A level were now judged to be on a vocational programme with outcomes recorded differently by the DfE. Historically, the hybrid programme offered by Harvey had been extremely beneficial to students in entering higher education and plans were to continue this offer. After discussion, governors were content to endorse the school's strategies for post-16 education in respect of AS entry and continuing to offer a hybrid programme as being in the best interests of all students but asked the HT to continue to monitor the viability of what was offered.</p> | <p>December FGB meeting</p> <p>HT to keep governors informed of developments</p> |
| 6.2.2 | GCSE | |
| | <p>Governors were pleased to note the outcome for the school with the new progress 8 score (0.14) and accepted that although this was lower than 2015 (0.26) this was because more schools were aligning with the progress 8 system and offering qualifying subjects already being offered at the Harvey. It was also the case that the new measure was significantly more challenging for schools with large numbers of high ability pupils as is illustrated by a number of Kent grammar schools scoring below the progress score achieved by the Harvey. The way in which progress 8 had been calculated in 2016 weighted towards lower ability students was being adjusted for 2017 and this may lead to an increase in the school's progress 8 score regardless of attainment increasing, dependent on any further changes schools nationally make to curricular. Governors were advised that a fuller picture of the school's achievement would be available when the RAISE report was published in November.</p> <p>Governors discussed the reasons for the negative progress 8 score of -0.6 in the small cohort of disadvantaged pupils and accepted the reasons for why this had come about and the disproportionate impact it had had on the school's overall results. Under the circumstances governors commended the extensive efforts made by school staff to ameliorate what had proved to be a very difficult and sensitive situation.</p> | |

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| | <p>Governors considered outcomes by department and congratulated the many areas in which there had very impressive outcomes including Science, Sport, RE, D&T and Business.</p> <p>Governors noted that whilst many schools nationally (including grammars) had entered pupils for the alternative IGCSE English qualification aimed at overseas students and achieved very good results, Harvey had stayed with the appropriate traditional language and literature papers. The consequence was that despite a clear improvement in English language results (A*/A from 19.0% to 31.0%) the VA statistic for the subject had fallen below the national average. Governors noted that IGCSE would no longer count in 2017.</p> <p>Governors considered the small number of subjects where results had not fully met expectations e.g. Maths and Spanish and accepted that the school was continuing to work on improving matters e.g. recruiting an additional mathematics teacher to facilitate smaller classes at KS4. The creation of an extra maths set would enable students who had difficulties with specific topics to move temporarily from their existing class to receive bespoke teaching. A new member of staff had been appointed to teach Spanish.</p> <p>Governors were also advised of the greater pace and challenge with KS3 maths teaching to ensure that pupils could confidently embark on the GCSE course in Year 9.</p> | |
| 6.2.3 | Assessment | |
| | <p>Governors were reminded of the changes in accountability measures being introduced such as Progress 8 and Attainment 8. A new grading system of 9-1 with 9 representing A* in English and mathematics was likely to make it more difficult to initially assess progress in August than hitherto.</p> <p>A governor enquired about the correlation between Harvey levels and GCSE levels and was advised that this was an area that was being worked on this year, with Harvey levels at KS3 likely to be rewritten and revised to a 1-9 rather than 1-8 system of assessment as this made sense given the GCSE changes.</p> | |
| 6.3 | Finance Up-date | |
| | <p>Governors were pleased to note that school finances remained on a sound footing despite a flat cash settlement against a background of rising staff costs. The situation had been mitigated by the increase in student numbers following the introduction of the Shepway Test.</p> <p>Governors noted that finances would be scrutinised by the PPPF committee at its meeting in November and all governors would be able to review the annual accounts at the December meeting of the FGB.</p> | PPPF 17/11/16 to report to FGB |
| 6.4 | Performance Management | |
| | Governors were advised that performance management reviews had taken place and outcomes would be shared with the PPPF committee in November and then finalised. | PPPF 17/11/16 to report to FGB |
| 6.5 | Admissions | |
| | <p>Governors noted that 343 Year6 pupils had sat the Shepway Test on Saturday 10th September and the results had been forwarded to KCC to be factored in to the PESE process.</p> <p>Governors accepted that if the school had continued to rely on the Kent Test procedure alone, the number of boys gaining entry would have</p> | |

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| | <p>continued to fluctuate, which would have had a serious effect on school finances.</p> <p>Governors asked about the difference between the two types of test and were advised that the Shepway Test was designed to provide a level playing field for all entrants with the focus of the test on what had been taught in all local schools in the Primary curriculum. Governors asked that data for the comparative performance of pupils from the two tests should be provided in due course.</p> | DHT (Curriculum) for SPPC/FGB |
| 6.6 | School Achievements | |
| | Governors were pleased to learn that the annual Sponsored Walk had taken place on 23 rd September and been enjoyed by all. | |
| | Governors thanked the HT for his customary detailed and insightful report. | |
| 7. | To Receive the Chair's Report | |
| | <p>The Chair drew governors' attention to a number of matters as follows:</p> <ul style="list-style-type: none"> • the term 6 edition of 'The Harveian' containing details of a wide range of school achievements • a letter from Peter Lauener (Chief Executive Educational Funding Agency) dated 6th October 2016 emphasising the importance of maintaining strong financial management and governance including internal accountability, establishing and monitoring effective policies, ensuring compliance, having the right mix of skills among trustees and managing related parties transactions appropriately. The letter also reminded governors of the seven principles of public life – the Nolan principles • a complaint from a parent about the curriculum which was being addressed • a forthcoming luncheon with Sir Roger de Haan and other chairs of governing bodies about local educational issues <p>The Chair explained that he would up-date governors on any developments in respect of the above at the December FGB meeting.</p> | Chair by 15/12/16 |
| 8. | To Consider The Harvey Academy Trustees' Report for 2015-2016 (draft) | |
| | Governors considered the draft report which followed the usual format and were invited to contact the HT by e-mail if they had any matter to raise. | Governors to advise HT as necessary |
| 9. | To Consider Policy Up-dates | |
| | <p>Governors considered policies as follows:</p> <ul style="list-style-type: none"> • Child Protection: Handling Allegations against Staff • Data protection • E-Safety • Governor Training and Visits Allowances • Safeguarding • Finance <p>In respect of the Finance Policy governors asked for confirmation of the signatories of cheques; the HT said that this would be checked and the policy made explicit if required. Governors also ascertained that the HT authorised the use of credit cards.</p> <p>Governors asked about the school archives as an 'asset' of the school</p> | HT by 15/12/16 |

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| | and were advised that these had all been itemised. A governor commented that a painting of Eliab Harvey gifted to the school in 1960 could not be found. The HT confirmed that this would be investigated. Governors asked who was responsible for data protection in the school and were advised that this was in the remit of the Director of School Support who reported to the PPPF committee about this matter. | HT to report any findings by 15/12/16 |
| 10. | Governing Body Matters | |
| | <p>Governors :</p> <ul style="list-style-type: none"> • Updated personal details • Noted that business interests needed to be reported on the school website • Signed the Code of Conduct for 2016-2017 • Noted the Governance Calendar for 2016-2017 <p>Governors discussed an up-dated committee structure and link governor arrangements for 2016-2017. Governors noted that following the resignation of Mrs. Angela Shone a new chair was required for the SPPC committee to be agreed at its next meeting in November. Governors also noted that Mr. John Dennis was stepping down as Chair of the PPPF committee and new chair would be appointed at the PPPF November meeting. Governors noted that Mrs. Anne Brown would be moving to the SPPC committee which was the more appropriate forum for her link governor responsibilities.</p> <p>Further to Mr. Peter Lauener's letter (see 7 above) Governors were provided with a skills matrix published by the National Governors' Association and asked to complete by the FGB meeting on 15th December.</p> | <p>PPPF/SPPC committees to appoint chairs/vice-chairs a their meetings on 17th/21st November respectively.</p> <p>Governors to complete by 15th December 2016</p> |
| 11. | Dates for future meetings | |
| | SPPC 21 st November 2016 at 5.00 p.m. PPPF 17 th November 2016 and 8 th December 2016 – both at 4.30 p.m. FGB 15 th December at 5.00 p.m. followed by AGM | |
| 12. | Any Other Business | |
| | A vote of thanks was given to the Clerk for his work on governing body business. | |
| 13. | Consider Confidentiality and Publication of Minutes | |
| | None | |

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

Signed _____ (Chair)

Date _____

