

The Harvey Grammar School

Minutes of a meeting of the Governing Body number A19 held on Thursday 2 March at 5.00 p.m. in the Trafalgar Room

Present: Mr. J. Dennis (JD) (Chair), Mr. M. Bridges (MB) (Vice-chair), Mr. K. Bridgland (KCB), Mrs. A. Brown (AB), Mrs. K. Callander (KC), 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) and Miss S Bailey (from 4.30 – 5.15)

Clerk: Mr. M. Hydes (MCH)

No.	Item/detail	Action
	<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 15 December 2016</i> • <i>Headteacher's Report</i> • <i>Chair's Report</i> • <i>Self-Evaluation – February 2017</i> • <i>School Improvement Plan Up-date</i> • <i>Raise on line Report</i> • <i>Presentation "Supporting Students through the UCAS Process into Higher Education"</i> 	
1.	Chair's Introduction and Welcome	
	<p>The chair welcomed all to the meeting and confirmed that it was quorate – 9/11 governors being present. The chair explained that there were no policies for review on the agenda but two policies required updating which would be ready for the July meeting.</p>	HT/Clerk by 13/7/17
2.	Presentation by Miss Sarah Bailey (Assistant Headteacher)	
	<p>Governors were informed that a more structured approach to selecting the right universities and making the strongest possible application to those universities in good time has been developed and used for the first time. It was designed to ensure that students enter into a clear dialogue about education and life beyond the Harvey with a variety of school staff. It was also about ensuring that students discuss these decisions with their parents and involve them with the process from an early stage. A Career Progression Structure has been developed directly accessible by the student and school staff.</p> <p>Future plans for the scheme include greater parental involvement by allowing parental access to the Talisman Career Progression route. It was also the intention to assess the impact of the new linear A levels and investigate developments that could be made to further support HE applications or the newly developing apprenticeships with higher level qualifications attached.</p> <p>In discussion governors noted:</p> <ul style="list-style-type: none"> • The process was online and managed by the students themselves with senior staff acting as 'gatekeepers' as necessary 	

	<ul style="list-style-type: none"> • Students were increasingly considering career choices lower down the school in KS3 • 23.0% of students had achieved places at Russell Group universities and 44.0% of students had secured places in one of the top third of higher education institutions • The school tailored its 16-19 curriculum to what universities required e.g. the changing nature of a requirement for students to sit AS levels as a determinant of university potential • The school was doing more to track the progress of pupil premium and disadvantaged students with the increased focus of universities on offering places to students in areas of deprivation • Very low offers from some universities could be counter-productive in raising aspirations and encourage complacency • The school had been invited to send students to a sixth form forum in Canterbury to look at the range of courses on offer including first degree apprenticeships and industry specific degrees • The school was already successful in securing apprenticeships with companies such as EDF. <p>The chair thanked SB for an excellent and highly informative presentation which demonstrated the school's commitment to its students' career progression</p>	
3.	Apologies for Absence	
	Apologies had been received from Mr. J. Batten (unwell) and Mr. W. Dawson (work commitment). Both apologies were accepted.	Clerk
3.	Declaration of Business Interests	
	None other than already registered	
4.	Minutes of the Meeting held on 15 December 2016	
	Page 3 line 2 insert 'issues from' Page 3 line 7 insert 'of'. 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	5.3 Year 7 Transition	
	Governors noted that parents would be asked their views on how the school had managed the power failure on 15 December 2016 at the Focus Group meeting on 29 March 2017. AB/JD would be attending the meeting.	Feedback at 13/7/17 FGB
5.2	6. To Approve Annual Report and Financial Statements Y/E 31 August 2016	
	In respect of the letters of representation asked for by the auditors, the HT confirmed that this procedure was now standard practice. A definitive response would be provided to the PPPF committee at its meeting on 16/3/17.	HT/Bursar PPPF 16/3/17
5.3	5.6 Governing Body Matters	
	The clerk confirmed that further skills matrices had been received and that he was following up on the few outstanding returns remaining.	Clerk – on-going
5.4	Governor Training and Visits	

	Some governors noted that they had had trouble in re-registering with GEL. It was noted that by using the 'local authority school' route registration was facilitated.	
5.5	10.1 Companies House	
	The clerk advised that he was still pursuing this matter.	Clerk – on-going
7	To Consider the Headteacher's Report	
7.1	School Improvement and Self-Evaluation	
	<p>Governors noted:</p> <ul style="list-style-type: none"> • The SPPC committee scrutinised the RAISEonline report at its meeting on 20/2/17. The committee had considered the many strengths (e.g. 44.0% of Harvey students proceeded to the top third of UK universities in the report as well as those issues requiring greater focus) • Areas for development have been included in an updated self-evaluation form e.g. overall progress of Y11 disadvantaged pupils, increasing the progress of KS2 high attainers in maths, improving progress in Spanish and improving overall academic progress at KS5. • The School Improvement Plan (SIP) has been up-dated referencing matters yet to be completed (amber) and matters where a different approach had been agreed upon (red). • The new build project was progressing well and likely to be ready for the new academic year in September 2017 • The HT was invited to join the Ofsted Headteacher Reference Group for the South East in which headteachers have the opportunity to meet the Ofsted regional director on a regular basis to give feedback from the front line. <p>Governors discussed the school's situation as an 'Outstanding' school and agreed that the school had been right to strive for this grading and would not become complacent now that had been achieved. Governors felt that the grade should be retained as the 'gold standard'.</p>	
7.2	Pupil Progress	
7.2.1	KS4	
	<p>Governors were reminded of important issues which would have an effect on the analysis of the 2017 results:</p> <ul style="list-style-type: none"> • New specifications for English and maths • New grading systems for English and maths (9-1) • Existing grading system for other subjects (A*-G) • Lack of exam board information about grade boundaries • Raw results would only be contextualised in late September/early October <p>Governors noted that current tracking data for KS4 suggested a possible score of around +0.15 for overall Progress 8 an improvement on 2016. However, given that the outcome for progress 8 depends on national performance in any one given year and this being a year of major changes, attempting to put a figure on a progress 8 score at this stage is highly problematic. Harvey's ambition is to achieve 0.2 Progress 8 i.e. above</p>	

	<p>average and with appropriate intervention taking place it is hoped this can be achieved.</p> <p>Governors acknowledged the significant amount of work being put in by staff to deliver outstanding outcomes for Harvey students at both ends of the achievement spectrum. As an example, governors noted that the new accountability regime is significantly tougher to illustrate progress at KS4 with high attainers at KS2. Consequently, in English, for example, students with the potential to achieve grade 8 or 9 were being given additional masterclasses by a senior member of the department.</p>	
7.2.2	KS5	
	<p>Governors were reminded that new specifications and the move to two-year linear courses with a final exam could have an impact on raw attainment. As for KS4 a clear indication of how Harvey had performed would not be available until national value-added data became available. Current predictions suggested a pass rate of 65.0% A*-B.</p> <p>Governors noted the difficulty of grammar schools being able to demonstrate value-added since performance at KS4 was usually very high going forward into KS5.</p> <p>Governors acknowledged that the status quo in respect of Harvey students all sitting AS exams was likely to be unsustainable with many grammar schools switching to a two-year 3 A2 formula including Folkestone School for Girls. This created difficulties for Harvey students taking subjects at the girls' school where they were not being prepared for the AS exam that they were expected to sit. Governors noted that this issue would be re-visited at the summer SPPC and FGB meetings.</p>	
7.3	Staffing	
	<p>Governors were informed of staffing appointments in English (retirement) and science (covering maternity leave). Governors were also informed that the school would be recruiting for impending vacancies in maths and French (FT), and science (PT)</p> <p>In respect of Mrs. Turnbull's impending retirement governors enquired as to her LT role and were advised that LT responsibilities were being reviewed for 2017-2018.</p>	
7.4	Pupil Census	
	<p>Governors noted that school numbers had again risen to 923 pupils with Years 7,8 and 9 full as a result of our revised admissions process and increased popularity.</p> <p>The HT advised governors that it had been necessary to exclude a pupil for a serious physical assault on another pupil – a decision taken with regret. Other than this exceptional matter, fixed term exclusions remained very low.</p> <p>Governors noted attendance figures for the autumn term 2016 at 3.34% which could be regarded as an excellent rate of attendance. Governors asked about the figure for persistent absences 10.0% or greater and were advised that this figure had gone up because a different method of calculation was being used which brought more pupils into this category. This was a national change and when the school was benchmarked against national figures, it will still have performed well.</p>	

7.5	Finance	
	<p>Governors were disappointed to note that as a result of the impact of the government's reform of education funding the school would be losing 1.6% of income equivalent to around £50,000 per annum; it would be receiving an estimated £607 less per pupil in 2019 in funding compared to 2015 levels. This was on top of the fact that the school received the least funding per pupil of all the schools in Shepway.</p> <p>Governors acknowledged that prudent financial management and the recent expansion in numbers would enable the school to set a balanced budget up to 2019 but that the financial situation remained difficult.</p> <p>Governors enquired about demographic trends in Shepway and were advised that these were moving in the school's favour with 172 selective assessed children as first preferences for the school in 2017 (compared to 166 in 2016).</p> <p>Governors enquired about the future size of the sixth form and were advised that if recruitment and retention rates were sustained sixth form numbers would increase with the rest of the school but in the short term would fall due to the smaller size of the current Y11.</p>	
7.6	Performance Management	
	The HT noted that the mid-year performance management review process was due for completion on 3 March 2017 and that provisional outcomes would be available for the PPPF committee at its meeting on 16 March 2017.	HT PPPF 16/3/17
7.7	Admissions	
	The HT commented that the school was expecting a large number of appeals and whilst admitting further pupils in excess of the school's PAN was not conducive to the effective teaching and learning of all it would work with any decision of the independent appeals panel.	
8.	To Receive the Chair's Report	
	The chair noted the HT's decision to permanently exclude a student (see 7.4 above). The Student Discipline Committee had met to consider a parental appeal against the exclusion and had decided to uphold the HT's decision. The parents had chosen not to ask for the decision to be considered by an Independent Review Panel and the pupil subsequently was admitted to another local school. The SDC had further met for a de-brief on lessons that could be learned in such cases.	
9.	To Consider Governing Body Items	
	The chair thanked AB and KC for recent link governor reports on teaching and learning and class observation practice.	
10.	To receive Committee Reports	
10.1	SPPC Committee 20 February 2017	
	<p>The SPPC chair provided an oral report on the recent meeting as follows:</p> <ul style="list-style-type: none"> Governors had had the opportunity to scrutinise RAISEonline data and noted the impact on the figures when one student had not taken any exams. Raiseonline allows the figures to be presented without including such cases so governors were able to view the disproportionate impact this one "outlier" had caused 	

	<ul style="list-style-type: none"> • Governors were happy that the school had made very good overall progress with the 2016 cohort at both GCSE and A level • Revised criteria for entry into the sixth form were agreed and have been incorporated into the school's admissions policy • Governors accepted that following the introduction of new assessment criteria (e.g. 9-1 grades in English and maths) and new specifications the school needed to await the publication of national data in late September/early October in order to evaluate the school's performance accurately. 	
11.	Dates for future meetings	
	<p>Governing Body</p> <p>PPPF meeting 16 March 2017</p> <p>School events</p> <p>Parent Focus Group 21 March 2017</p> <p>Brigade of Gurkhas Concert 25 March 2017</p> <p>Prizegiving 31 March 2017</p>	
12.	Any Other Business	
	<p>The chair was pleased to report that the U16 soccer team had just defeated Oakwood Park Grammar School 3-1 to reach the final. This mean that three teams were now in finals Y7, U16 and 1st XI.</p> <p>Mrs. Anne Brown noted that her son had reported the recent school ski trip to the USA as an outstanding success.</p>	
13.	Consider Confidentiality and Publication of Minutes	
	Item 8 Discussion of permanent exclusion SDC hearing to be confidential to governors present.	

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

Signed _____ (Chair)

Date _____

