

## The Harvey Grammar School

### Minutes of a meeting of the Governing Body number A20 held on Thursday 19 October 2017 at 5.00 p.m. in the Trafalgar Room

**Present:** Mr. J. Dennis (JD) (Chair), Mrs. A. Brown (AB), Mrs. K. Callander (KC), 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)

**Clerk:** Mr. M. Hydes (MCH)

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

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"> <li>• <i>Minutes of the meeting held on 13 July 2017</i></li> <li>• <i>Headteacher's Report</i></li> <li>• <i>Chair's Report</i></li> <li>• <i>Draft Trustees' Report</i></li> <li>• <i>Committee Structure and Membership</i></li> <li>• <i>Governors' Details</i></li> <li>• <i>Register of Business Interests</i></li> <li>• <i>Code of Conduct, 2017-2018</i></li> <li>• <i>Governance Calendar, 2017-2018</i></li> <li>• <i>Governor Services, Monthly Bulletin – October 2017</i></li> <li>• <i>Policy Up-dates</i></li> </ul> <p><i>Child Protection: Handling Allegations against Staff</i>  <i>Drugs Education and Mis-use</i>  <i>Race Equality</i>  <i>Safeguarding</i></p>	
	<b>Chair's Introduction and Welcome</b>	
	<p>The Chair welcomed all to the meeting and confirmed that, following an enquiry from a governor, it was quorate under Article 117 – 6/10 governors being present.</p> <p>The Chair thanked governors for agreeing to move the date of the meeting forward from 12 October to 19 October on account of an unavoidable private commitment.</p>	
1	<b>Apologies for Absence</b>	
	<p>Apologies for absence had been received from Mr. M. Bridges (business commitment), Mr. K. Bridgland (personal commitment), Mr. J. Chamberlain (personal commitment) and Mrs. S. Hammond (business commitment). All apologies were accepted.</p>	Clerk
2.	<b>Appointment of Chair and Vice-Chair</b>	
	<p>The Clerk took the chair and explained that at first meeting of the academic year, under Article 82, 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 2018-2019. The Clerk reported that there had been nominations for Mr. John Dennis as Chair and Mr. Martin Bridges as Vice-</p>	

	<p>chair and that both had, prior to the meeting, agreed to serve in the respective roles if elected.</p> <p>Mr. Dennis withdrew from the meeting.</p> <p>The Clerk ascertained that there were no other nominations for the position of Chair other than Mr. John Dennis.</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.</p> <p>Mr. Dennis returned to the meeting on his re-election and thanked governors for their continuing confidence.</p> <p>The Chair ascertained that there were no other nominations, other than Mr. Martin Bridges, for the position of Vice-chair.</p> <p>The Chair asked governors to vote by show of hands that Mr. Bridges (in absentia) should be elected Vice-chair for the ensuing year. Governors voted unanimously in favour.</p> <p>The Clerk was asked to advise Mr. Bridges of his re-election.</p>	Clerk
<b>3.</b>	<b>Declaration of Business Interests</b>	
	<p>The Clerk asked all governors present to confirm and sign that their record of business interests was correct and up-to-date as at the date of the meeting.</p> <p>The Clerk was asked to ensure that those governors who were absent from the meeting similarly to confirm and sign their records of business interests were correct and up-to-date.</p>	Clerk by 30/10/17
<b>4.</b>	<b>Minutes of the Meeting held on 13 July 2017</b>	
	<p>Item 7.4 page 4 to read 'it was agreed that (AS exams in Year 12) should be replaced by internal 'progression exams' in term 6 of Year 12'.</p> <p>Item 7.7 page 5 to read 'Governors confirmed that the extra form this year could be fully absorbed within the school's resources infrastructure'.</p> <p>Item 7.8 page 5 'recognized' to read 'recognised' and passim</p> <p>Item 8.1 page 6 to read 'there were compelling reasons'</p> <p>Item 10.1 page 6 'noted that the method...'</p> <p>Mrs. Callendar to read Mrs. Callender and passim</p> <p>Item 13.3 page 8 to read 'Governors enquired about cladding'</p> <p>Subject to these amendments, the minutes were accepted as a true and accurate record and signed by the chair.</p>	Chair/Clerk
<b>5.</b>	<b>Matters Arising from the Minutes</b>	
<b>5.1</b>	<b>7.1 School Development Planning</b>	
	The DHC commented on the high number of pupils who had entered Year 7 in 2017 with a reading age of 14+. Since the method of calculating prior attainment at KS2 was now based on reading scores rather than writing skills this meant there would be greater challenge to achieve progress at KS4 – a target that had been factored in to the School Improvement Plan.	
<b>5.2</b>	<b>7.10 Uniform</b>	
	A governor enquired as to progress with the design of a new sixth form tie and was advised that matters were proceeding.	
<b>6.</b>	<b>To Consider the Headteacher's Report</b>	
<b>6.1</b>	<b>School Improvement and Self-Evaluation</b>	
<b>6.1.1</b>	<b>School Improvement Plan</b>	

	<p>The HT advised governors that the School Improvement Plan considered at the July meeting was now available on the Governors' area of the intranet. All staff had been made aware of the importance of stretching more able pupils in the light of increased attainment at KS2 at the training day at the start of term.</p> <p>Governors were content to formally adopt the SIP for 2017-2018.</p>	
<b>6.1.2</b>	<b>Sports Hall Extension</b>	
	<p>Governors noted that the opening ceremony of the new building by John Dennis would take place on Friday 3 November 2017 at 11.15 a.m. followed by refreshments in the Headteacher's Office. The new building would be available for viewing by Old Harveians at the Annual Dinner on 2 December 2017.</p> <p>A governor enquired as to the provision of table tennis in the new facility and was advised by the DHP that this was a feature of the KS3 PE curriculum with up to 15 tables in use at a session.</p> <p>The Clerk was asked to e-mail all governors with formal notice of the opening.</p>	Clerk to e-mail governors by 20/10/17
<b>6.1.3</b>	<b>Sixth Form Learning and Resources Centre</b>	
	Governors were informed that the school was working on a Condition Improvement Fund (CIF) bid to build a two-storey sixth form/library/learning resource centre on the footprint of the Old Gym (now demolished) to replace the existing 1948 temporary Horsa structure.	
<b>6.1.4</b>	<b>New Y7 Cohort</b>	
	<p>The HT reported on a recent Y7 review day where the entire leadership team shadowed Year 7 both in lessons and around the school generally. Governors were pleased to note that boys had quickly settled into Harvey routines, enjoying the challenge in lessons and all that the school had to offer.</p> <p>A governor enquired about recent press coverage of an alleged incident at the school. The HT gave a full explanation of the matter, including details of an e-mail sent to all parents about pupil safety.</p> <p>Governors noted a comment from the DHP on the range of induction opportunities that the school provided for Year 7 pupils' parents/carers to create a productive relationship with school staff to enhance the transition from primary to secondary school.</p> <p>The DHC advised governors of the strategies used by the school to identify the different levels of progress that boys had made at their primary schools in subjects such as maths and the steps taken to develop understanding e.g. of algebra where this had not so far been taught.</p>	
<b>6.2</b>	<b>Pupil Progress</b>	
<b>6.2.1</b>	<b>Overall results</b>	
	Governors were very pleased to learn of the very significant achievements in the 2017 exam results at both A level and GCSE.	
<b>6.2.2</b>	<b>A level</b>	
	Raw attainment outcomes at A level were the school's best ever (68.1% A*-B grade (including equivalents i.e. BTECs) with maths, sport, business and geography doing particularly well.	

	<p>Governors were advised that an ALIS (Advanced Level Information System) analysis of performance suggested a positive VA (value added) score overall. ALIS data also indicated that a relatively low raw attainment outcome could translate into a high value added score in cases where (e.g. physics) a department had worked hard with a cohort with low prior attainment.</p> <p>Governors noted that official DfE L3VA data would not be available until November when it would be discussed in detail at the SPPC meeting on 13 November 2017.</p>	DfE data to be discussed at SPPC 13 November 2017
<b>6.2.3</b>	<b>GCSE</b>	
	<p>At GCSE, the HT informed governors that the school's Progress 8 measure had increased from 0.13 to 0.46, representing an above average outcome.</p> <p>Progress in key Ebacc subjects was again very positive in particular with science, Spanish and geography all performing well. Significant and crucial improvement had also been made in maths whose positive value-added score of 0.23 was noted. The open bucket of subjects also contained a number of significant successes with business, sport, ICT, drama and psychology all performing very well.</p> <p>In English, whilst the school was ahead of boys' progress nationally the goal was to be ahead of national overall progress. This would be a focus for 2017-2018. Below expectations outcomes in a small number of subjects would be reviewed at the SPPC meeting in November when individual departmental VA scores were available.</p> <p>Governors noted that the Progress 8 score for disadvantaged pupils fell short of that for non-disadvantaged pupils. However, in raw attainment terms the group of 10 achieved an attainment 8 score of 61 (meaning all gained a solid set of grades) with all achieving a standard pass in English and maths. Governors acknowledged that this would be reviewed in further detail at the SPPC meeting in November.</p> <p>Governors expressed their concerns that a significant number of students e.g. in English and French had had grades improved following remarking. Governors were informed of the procedures involved where a candidate's grade had come in below expectations, or was borderline, and acknowledged the school's vigilance in challenging marking anomalies.</p>	SPPC to review department VA scores/ P8 scores for disadvantaged 13 November 2017
<b>6.2.4</b>	<b>EBacc</b>	
	<p>Governors discussed the issue of the school's relatively low EBacc take-up compared to other selective schools and accepted that if the school continued to offer freedom of choice with regard to the study of a language this was always likely to be the case. Nearly half of all students choose not to study a modern foreign language at key stage 4 despite encouragement from senior and subject staff to do so.</p> <p>Governors acknowledged that this had not had an impact on entries to Russell Group universities (which remained high) but recognised that</p>	

	<p>school's flexible policy was out of line with government expectations that high achievers at key stage 2 should be expected to take the EBacc route (which included a language).</p> <p>Governors ascertained that all pupils studied a modern foreign language up to year 9 with pupils able to study both French and Spanish and that both access to the study of languages and its encouragement by staff was not the issue. The difficult choice was one of either forcing a specified cohort of boys to study a language at GCSE level or to allow freedom of choice as is currently the case. It was agreed that the matter should be further discussed at the SPPC meeting in November before making a final decision in February 2018 when year 9 made their GCSE choices.</p>	SPPC to discuss MFL /EBacc 13 November 2017
<b>6.3</b>	<b>Finance Update</b>	
	<p>Governors acknowledged that the government intended to add a floor level of funding of £4,600 per pupil in 2018-19 rising to £4,800 per pupil in 2019-2020. Governors accepted that this would represent an increase of 8.5% in baseline funding but that any increase in funding could be affected by other revenue streams being reduced or disappearing.</p> <p>Governors confirmed that the annual accounts for the year ending 31 August 2017 would be scrutinised at the PPPF meeting on 16 November before presentation to the governing body on 13 December 2017.</p>	PPPF to scrutinise annual accounts at PPPF meeting 16 November 2017
<b>6.4</b>	<b>Performance Management</b>	
	<p>Governors were informed by the HT that the performance management of all teaching staff had been completed by 6 October 2017 and outcomes would be reviewed and finalised by the PPPF committee on 16 November.</p> <p>Governors ascertained that the HT's performance management review was scheduled for early December.</p>	<p>PPPF to consider performance management outcomes at PPPF meeting 16 November 2017</p> <p>Chair to report on HT's PM review at FGB on 13 December 2017</p>
<b>6.5</b>	<b>Admissions</b>	
	<p>Governors noted that a total of 336 Year6 boys had sat the Shepway test on Saturday, 9 September and results had been forwarded to Kent County Council to be factored in to the PESE (Procedure for Entrance to Secondary Education) process.</p> <p>Governors discussed future secondary provision in Shepway including the opening of the new Turner Free School in 2018.</p>	
<b>6.6</b>	<b>School Events and Achievements</b>	

	The HT drew governors' attention to the forthcoming edition of <i>The Harveian</i> which contained details of a wide range of school activities and achievements.	
<b>7.</b>	<b>To Consider Chair's Report</b>	
	<p>The Chair drew governors' attention to a number of matters as follows:</p> <ul style="list-style-type: none"> <li>• Slides from the Shepway District Governor Meeting held on 4 October are available on the KELSI website</li> <li>• The next Kent Governance Association meeting is scheduled for Monday 30 October at Oakwood House, Maidstone. The March 2018 assembly will take place at the Spitfire Ground, Canterbury.</li> <li>• Comments (if any) on the Trustees' Report for the year ending 31 August 2017 should be passed to the headteacher no later than 31 October 2017.</li> <li>• Any queries about committee membership and link governor arrangements should be addressed to the chair as soon as possible</li> </ul>	<p>Governors to respond to draft Trustees' Report by 31 October 2017</p> <p>Governors to raise queries about committee structure/link governor arrangements – on-going</p>
<b>9.</b>	<b>To Consider Policy Up-dates</b>	
	<p>Governors noted up-dated policies as follows:</p> <ul style="list-style-type: none"> <li>• Child Protection: Handling Allegations against Staff</li> <li>• Drugs Education and Misuse</li> <li>• Race Equality</li> <li>• Safeguarding</li> </ul> <p>The chair confirmed that he had checked all four policies. Any further queries from governors should be directed to the headteacher by 31 October 2017.</p> <p>Governors noted that the new General Data Protection Regulations would be discussed at the PPPF meeting on 16 November 2017.</p>	<p>Queries about school policies to be directed to HT by 31 October 2017</p> <p>Governors to discuss new GDPR at PPPF meeting on 16 November 2017</p>

<b>10.</b>	<b>Governing Body Matters</b>	
	<p>Governors :</p> <ul style="list-style-type: none"> <li>• Updated personal details</li> <li>• Up-dated and signed the Record of Business Interests</li> <li>• Noted the Governance Calendar for 2017-2018</li> <li>• Noted an up-dated committee structure and link governor arrangements for 2017-2018 (see also item 7 Chair's Report above)</li> </ul> <p>Governors discussed an up-dated Code of Conduct and agreed that a suitable clause should be inserted in respect of responsibilities with regard to the use of personal social media where it concerned the school.</p> <p>Governors noted the October edition of the Governor Services monthly bulletin (also available on the internet)</p>	Chair/clerk to liaise about addition to Code of Conduct – on-going.
<b>11.</b>	<b>Dates for future meetings</b>	
	<p><b>Governor meetings</b>  SPPC 13 November 2017 at 5.30 p.m. (NB change of time)  PPPF 16 November 2017 and 7 December 2017 (if required) – both at 4.30 p.m.  FGB 13 December (NB change of date) at 5.00 p.m. followed by AGM</p> <p><b>School events</b>  3 November Official Opening of Sports Hall extension at 11.15 a.m.  9 November Remembrance Assemblies  28 November Autumn Showcase Concert  7/8 December School Pantomime  18 December Carol Service – St Eanswythe's and St. Mary's Church</p>	
<b>12.</b>	<b>Any Other Business</b>	
	None	
<b>13.</b>	<b>Consider Confidentiality and Publication of Minutes</b>	
	None	

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

Signed \_\_\_\_\_ (Chair)

Date \_\_\_\_\_

