

The Harvey Grammar School

Minutes of a meeting of the Governing Body number A22 held on Wednesday 13 December 2017 at 5.00 p.m. in the Trafalgar Room

Present: Mr. J. Dennis (JD) (Chair), Mr. M. Bridges (Vice-chair), Mrs. A. Brown (AB), Mrs. K. Callander (KC), Mr. J. Chamberlain (JC), Mrs. M. Mitchell (MM) and Mr. S. Norman (SN)(HT).

In attendance: Mr. A. Allon (AA) (Deputy Head Pastoral - DHP), Mr. S. Goodfellow (SJG) (Deputy Head Curriculum DHC)

Apologies: Mr. J. Smith (JAS)

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"> • <i>Minutes of the meeting held on 19 October 2017</i> • <i>Trustees' Report for y/e 31 August 2017</i> • <i>Statement of Accounts for y/e 31 August 2017</i> • <i>Committee Reports</i> <i>SPPC 13 November 2017</i> <i>PPPF 16 November 2017</i> • <i>Policy Up-dates:</i> <i>Finance Policy</i> <i>Staff Absence Policy</i> 	
1.	Chair's Introduction and Welcome	
	The Chair welcomed all to the meeting and confirmed that it was quorate under Article 117 – 8/10 governors being present.	
2.	Apologies for Absence	
	Apologies for absence had been received from Mr. K. Bridgland (personal commitment) and Mrs. S. Hammond (work commitment). Both apologies were accepted.	Clerk
3.	Declaration of Business Interests	
	Governors present declared that they had no business interests to declare other than those already registered. The Clerk noted that one up-to-date ROBI was outstanding as at 13 December	Clerk to follow up
4.	Minutes of the Meeting held on 19 October 2017	
	<p>Item 6.1.2 page 3 Sports Hall Extension line 4 to read 'would be available' line 7 to read 'this was a feature' Item 6.2.4 page 4 EBacc Line 8 to read 'recognised the' Item 9 page 6 To Consider Policy Up-dates Line 8 add 'and would be approved by the chair and HT'</p>	

	Subject to these amendments, 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	Sixth Form Resources and Learning Centre	
	The HT advised governors that a Condition Improvement Fund Bid amounting to £1.8 million had now been submitted to build a new two-storey sixth form/library/learning resource centre on the footprint of the Old Gym (now demolished) to replace the existing seventy year old 'Horsa' building. The outcome of the bid would be known in March 2018.	
5.2	New Year 7 Cohort	
	The HT was pleased to inform governors that term 2 contrasted very favourably with term 1 with regard to a few initial behavioural issues due to the hard work put in by the pastoral team.	
5.3	6.2.4 EBacc	
	<p>Following an observation by a governor about provision for the study of modern foreign languages, governors discussed the ways in which the study of modern foreign languages was supported.</p> <p>Governors noted that, at present, French was the core foreign language on the KS3 curriculum with two hours teaching timetabled per week. Spanish was offered as an option in Y8 with a one-hour timetable allocation. Approximately half the cohort opted for a second language in Year 8. At KS4 both languages were GCSE options. Usually, 4 GCSE sets operated in French and two in Spanish to facilitate smaller class sizes and optimum teaching and learning.</p> <p>Governors were advised that the school recognised that the one hour allocation for Spanish was an issue but that any increase in hours on the timetable would impact adversely on the breadth of the overall curriculum offered - of which the school was very proud. As a response to the issue the school was providing 'Immersion Days' in years 8 and 9 where pupils choosing Spanish could embed the key skills of reading, listening, speaking and writing.</p> <p>Governors were also advised that the school would once again be very strongly recommending at options evening that all students took a language as one of their GCSE options in the interests of curriculum breadth. However, the school would continue to resist making this compulsory for those who were determined not to.</p> <p>Governors considered the wider picture with regard to languages noting that some primary schools now offered Spanish. Governors accepted that this might be taken into account in curriculum planning in offering a choice of languages from Y7.</p> <p>Governors were in agreement that the school was making every effort to develop further the study of modern foreign languages by taking the initiative in innovative curriculum planning and alerting pupils and parents to the subjects' value and importance.</p> <p>Governors asked for an up-date on future planning in the spring term.</p>	HT to advise FGB 1 March 2018
5.4	6.4 Performance Management	
	The chair informed governors of the recent successful HT's performance management review meeting. The chair explained that the review panel had comprised himself, the chair of the PPPF and an independent member. The chair explained that the panel had looked at a range of evidence to	

	<p>assess the HT's pay progression including salaries offered in comparable schools.</p> <p>Governors were content with the outcome of the review noting the value of having an independent member of the panel.</p>	
6.	To Receive the Trustees' Report for the y/e 31 August 2017	
	<p>Governors noted that:</p> <ul style="list-style-type: none"> • the objectives, strategies and activities of the trust were as outlined in the school improvement plan for 2016-17 and future developments were as set out in the school improvement plan for 2017-2018 • there was the reasonable expectation that the trust has the resources to continue in operational existence for the foreseeable future • there was a positive correlation between the school's financial position and academic outcomes (GCSE and A level) • parental surveys indicated 99.0% would recommend the school to another parent • the school was significantly over-subscribed 	
7.	To Receive Statement of Accounts for the y/e31 August 2017	
	<p>Governors noted that draft accounts had been scrutinised by the PPPF committee and a number of points had been raised with the auditors. Governors expressed concern that, some information, despite being correctly forwarded to the auditors, was not corrected until a second reminder.</p> <p>Governors enquired as to why governance costs (including expenses paid to trustees) had increased from £14,610 in 2016 to £17,678 in 2017 and were advised that this included expenses such as the repayment to a governor of expenses incurred on behalf of the school on a school trip. Accounting conventions required such payments to be recorded in the Statement of Financial Affairs (SOFA).</p> <p>Governors noted that the pension fund reserve deficit was a theoretical liability. The deficit results in a cash flow effect for the trust in the form of possible future increases in pension contributions which, if required, will be met from budgeted annual income.</p>	
	Governors expressed their thanks to Mrs. Silk (Bursar) and the finance team for their work on school finances over the year and assistance in drawing up the statement of financial affairs.	
8.	To Consider Governor Training and Visits	
	<p>MB (Training Governor) drew governors' attention to the availability of on line training resources.</p> <p>JC commented that the new governors' induction course he had recently attended had been very useful and had provided the opportunity to network with new governors from a number of other schools.</p>	
9.	To Receive Committee Reports	
9.1	SPPC Committee 13 November 2017	
	MM (SPPC chair) commented as follows:	

	<ul style="list-style-type: none"> GCSE results were excellent with Harvey achieving a Progress 8 score of 0.44 ranking it third of Kent boys' schools just behind two super selective establishments in West Kent A range of subjects achieved a 100.0% pass rate including biology, chemistry, physics, maths and Spanish Pupil Premium attainment outcomes had been very good and progress outcomes for the group were broadly in line with average BTEC subjects (i.e. Business Studies, music and PE) had excellent results A level results were the best in the school's history with A*/B grades at 68.1% and a 100.0% pass rate The L3VA score at 0.13 was an improvement on 2016 (2016 -0.08). This was the provisional score and not yet validated Pupils began GCSE studies in core subjects (i.e. English, maths and science) in Year 9 Committee members had offered challenge on a number of matters including the disparity in outcomes between some subjects, reasons for some students identified as 'at risk' under-performing and strategies for increasing take-up at EBacc. 	
9.2	PPPF Committee 16 November 2017	
	<p>MB (PPPF Chair) commented as follows:</p> <ul style="list-style-type: none"> a Finance Report from the bursar indicated that management accounts on income and expenditure were in line with expectations a Benchmarking Report from the auditors showed the school to be broadly similar to other grammar schools on a range of indicators the committee had agreed that audit visits could be reduced from 3 to 1 per annum without loss of vigilance a report on personnel from the Director of School Support had provided an outline of support staff performance management outcomes committee members had been provided with a detailed report by the DoSS on ensuring compliance with the new General Data protection Regulations effective from May 2018 the committee had accepted in full the headteacher's decisions on teaching staff pay progression noting the consistency of approach applied in every case considered the committee been advised of the forthcoming headteacher's performance management review on 5 December 2017 (see above 5.4) <p>Governors discussed some of the implications of the new GDPR regulations including the future retention of information about pupils and the impact of this on providing references.</p> <p>Governors were advised that the DoSS would be undertaking training on GDPR in early 2018 and reporting accordingly to governors.</p>	<p>Director of School Support to up-date FGB 1 March 2018</p>
10.	To Approve Policies	
10.1	Finance Policy	

	Governors were content to approve the up-dated Finance Policy	
10.2	Staff Absence Policy	
	Governors were content to approve the up-dated Staff Absence Policy	
11.	To Note Dates for Future Meetings	
	<p>Governor meetings:</p> <p>HAJB 19 February 2018 at 3.00 p.m. SPPC 19 February 2018 at 5.30 p.m. FGB 1 March 2018 at 5.00 p.m. PPPF 15 March 2018 at 4.30 p.m.</p> <p>.</p> <p>School events:</p> <p>OHA Concert 3 March 2018 Prizegiving 29 March 2018</p>	
12.	Any Other Business	
12.1	To Consider Education and Skills Funding Agency (ESFA) Letter to Accounting Officers – November 2017.	
	<p>Governors discussed the letter from Peter Lauener (Chief Executive – ESFA) noting inter alia the following:</p> <ul style="list-style-type: none"> • The three key questions that accounting officers must bear in mind in performing their role i.e. that trusts have strong controls and can provide assurance of high standards of financial management • The continuing development of academy accountability as set out in the Governance Handbook • The importance of transparency in the management of public money including prompt publication of annual financial statements, declarations of business interest(s) and related parties transactions. <p>Governors were content that the relevant guidelines were being adhered to.</p>	
12.2	Committee Structure	
	The chair requested that governors should e-mail him with any queries about the re-formatted committee structure (see governors' area on the intranet)	Governors to e-mail JD as necessary
12.3	Fund-raising	
	Governors expressed their full support and encouragement for planned fundraising events (including a non-uniform day) to enable a student at the school to receive Proton Beam Therapy in the United States.	
13.	Consider Confidentiality and Publication of Minutes	
	None	

There being no other business the meeting closed at 6.40 p.m.

Signed _____ (Chair)

Date _____

