

The Harvey Grammar School

Minutes of a meeting of the Governing Body number A24 held on Thursday 12 July 2018 at 5.00 p.m. in the Trafalgar Room

Present: Mr. J. Dennis (JD) (Chair), Mrs. A. Brown (AB), Mr. Martin Bridges (MB), Mr. J. Chamberlain (JC), Mrs. S. Hammond (SH), 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)

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 22 March 2018</i> • <i>Headteacher’s Report (including School Improvement Plan, 2018-2019)</i> • <i>Leadership Team Responsibilities 2018/19</i> • <i>Chair’s Report</i> • <i>Committee Reports</i> <p><i>SPPC 25 June 2018</i> <i>PPPF 28 June 2018</i> <i>HABJ 28 June 2018</i></p> <ul style="list-style-type: none"> • <i>Grievance Policy</i> • <i>Bullying and Harassment Policy</i> • <i>Staff Discipline and Conduct Policy</i> • <i>Capability Policy</i> • <i>Careers Education and Guidance Policy</i> 	
1.	Chair’s Introduction and Welcome	
	The Chair welcomed all to the meeting and confirmed that it was quorate under Article 117 – 7/10 governors being present.	
2.	Apologies for Absence	
	<p>Mr Kim Bridgland (Personal) Mrs. K Callander (personal) and (Mr. John Smith (personal).</p> <p>All apologies were accepted.</p> <p>The chair noted that he was touch with Mr. Smith who had been pleased to learn of the 75.0% take-up for modern foreign languages in September 2018.</p>	Clerk
3.	Declaration of Business Interests	
	Governors present declared that they had no business interests to declare other than those already registered.	
4.	Minutes of the Meeting held on 27 March 2018	
	<p>Page 1 line 3 ‘Ddecember’ to read ‘December’.</p> <p>Page 79.1.1 line 8 ‘cf’ to read ‘see’</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	
6.1	2. Presentation on General Data Protection Regulations	
	<p>A governor enquired as to the position with regard to trips overseas and was advised that all necessary checks into GDPR and confidentiality are carried out with regard to each travel company provider.</p> <p>With regard to Harvey e-mail accounts, the clerk advised governors that it was not possible for the 'system' to automatically notify governors' personal e-mail accounts about governance materials on the intranet. Consequently, this would continue to be done manually by the clerk.</p> <p>Some governors commented that they were unable to access their HGS e-mail accounts. The clerk was asked to investigate this.</p>	Clerk to liaise with DoSS – on-going
6.2	7.2.2 Progress Data	
	<p>The chair commented on progress in 'narrowing the gap' between Kent and its statistical neighbours raised at a recent meeting of the Kent County Assembly.</p> <p>Governors were reminded of the significance of the change from assessing writing to assessing reading at KS2 in that boys tended to do better at reading than at writing.</p>	
7.	To Receive Headteacher's Report	
7.1	1. School Development Planning	
7.1.1	School Improvement Plan (SIP) 2017/18 – Final review	
	<p>Governors noted a small number of items on the 2017/18 SIP that had not been completed (shown in red) and were content with explanations given for non-completion.</p> <p>Governors noted that some other items would be completed by the end of the academic year (shown in amber).</p> <p>The HT commented that a disappointing matter was the failure of the Condition Improvement Fund (CIF) bid for a new Sixth Form Centre – falling short of the threshold of 76.0% need by just 1.0%. In view of the tiny degree of failure, the school had appealed but this too had been unsuccessful. The school would be re-applying for funding in 2018/19.</p> <p>Overall, governors concurred that the SIP had been delivered effectively.</p>	
7.1.2	School Improvement Plan (SIP) 2018/19	
	<p>The headteacher drew governors' attention to three key priorities in the 2018/19 SIP along with a diagram of leadership team responsibilities. Governors noted that cost implications were in place.</p> <p>i. Key Objective 1.2 Increasing depth and challenge in the KS3 curriculum</p> <p>The headteacher commented on research that showed that whilst boys from professional families were exposed to 45 million words, this figure</p>	

	<p>fell to 26 million for boys in working class families and to 13 million for boys from families on benefits. The headteacher noted since there was a significant number of Harvey pupils from working-class families as well as pupils from families in receipt of benefits, this mean that the school had an important role in addressing the disparity and preparing for the rigours of new qualifications – even for pupils from professional families. The headteacher noted that he had already led CPD training for all staff on the issue and progress would be monitored across departments by the DHC.</p> <p>ii.Key Objective 2.4 Ensuring Y11 disadvantaged pupils are supported to achieve best possible Progress 8 outcomes.</p> <p>The headteacher explained that that in 2018/19 there would be 24 pupils from disadvantaged backgrounds in Y11 (12 in 2017/2018). As a result, he had appointed Mr. James Chamberlain (assistant head of house) to oversee the progress of this group of pupils reporting to the leadership team on a termly basis. The headteacher noted the findings of the Education Policy Institute that there was a negative correlation between school intakes with more disadvantaged children (particularly white British children) and more favourable Ofsted judgements.</p> <p>iii.Key Objective 2.17 Continuing to pursue all avenues for the building of a new Sixth Form and Learning Resources Centre</p> <p>The headteacher noted that an appeal against the failure to be awarded CIF funding had been unsuccessful (see above 7.1.1). Consequently, the school would be engaging with its surveyors – Betteridge and Milsom – in the preparation of a fresh bid to the CIF in 2018/19.</p> <p>The headteacher also explained that if the CIF bid was unsuccessful there was an opportunity to access a small additional pot of capital funding (Selective Schools Expansion Fund) awarded to schools who expanded their PAN and amended over-subscription criteria to target disadvantaged children. The school would plan to put itself in a position to be able to make a bid to access these funds in the 2018/19 academic year, but that any decision to make such a bid would need to be agreed by the FGB given the conditions attached to this funding.</p>	
<p>7.1.2.1</p>	<p>Discussion</p>	
	<p>Key Objective 2.4</p> <p>A governor asked for clarification of the term ‘disadvantaged’ and was advised by the HT that this referred to any child who had received free school meals in the preceding six years. The HT added that the school usually got the vast majority of its disadvantaged pupils through their GCSE’s with a positive VA score as well as a few who passed their exams but not as well as they might have done. The HT commented that the school welcomed the challenge of unlocking the potential of disadvantaged pupils.</p>	

	<p>Governors noted that the 2018/19 cohort was the first group to have sat the Shepway Test. Intrinsicly, this meant that with its wider intake from within Shepway there would be more disadvantaged pupils.</p> <p>A governor enquired whether pupils in the group being monitored by Mr. Chamberlain would be aware that they were categorised as 'disadvantaged'. The DHP commented that this should not be the case since support would be given both sensitively and discretely through measures such as the use of the pupil premium funding.</p> <p>Governors ascertained that the very high levels of support for all pupils was on-going. The HT confirmed that Mr. Chamberlain's responsibility was an extra resource to deal with an issue that had emerged in the 2018/19 cohort.</p> <p>The SPPC chair noted that the extensive work undertaken by school staff (teaching and support) was clearly evident in SPPC discussions and verifiable by outcomes.</p> <p>Key objective 2.17</p> <p>A governor asked about the extent of use of current sixth form resources. The HT commented that the majority of students made good use of the existing sixth form centre which was supervised by a very effective learning support manager. The PSHE programme was designed to encourage students to take responsibility for their own learning in preparation for higher education and the world of work. An issue that was being addressed was the extent of IT resources for sixth formers, with additional provision in the library.</p> <p>Governors noted that preparation for a renewed CIF bid would begin in earnest in the autumn term and that governors would be regularly updated on progress.</p> <p>Governors were content to approve the SIP for 2018/19.</p>	
7.1.2	School Self Evaluation	
	<p>Governors noted that the school's self-evaluation plan was available was available in the governor area on the intranet and would be updated on the publication of exam results and when ASP/L3VA data became available in the autumn term.</p> <p>Governors noted that currently the document rated all areas as outstanding.</p> <p>The chair asked whether any changes were being considered to the format of parental surveys e.g. an expansion of the 'Don't know' section. The DHP commented that parents usually stated 'Don't know' where they had had no experience of a particular item. The DHP was asked to review this category on parental surveys.</p>	<p>DHP to review survey forms by September 2018</p>

	<p>A governor asked about whether pupils were surveyed about bullying and whether there was a chance that a pupil ‘might suffer in silence’.</p> <p>The HT advised that the school had participated in voluntary, anonymous on-line surveys. The DHP commented that detailed records were kept of bullying incidents which were reported at leadership team meetings on a regular basis. The DHP added that he was confident that pupils understood what bullying was and how to raise concerns about it through the appropriate channels.</p>	
7.1.3	Pupil performance	
	<p>The HT commented on a number of issues:</p> <ul style="list-style-type: none"> • The 2018 examination session had been tough on pupils with new specifications, grading arrangements (9-1 replacing A*-G) and coursework being replaced by linear examinations at the end of Year 11. This meant that meaningful year-on-year comparisons would not be possible and the school would have to wait until Department for Education data became available in the autumn to make any judgements about how well the school had performed • Although the Attainment 8 measure was likely to be as good as it always was, the Progress 8 measure was likely to be average (as opposed to above average in 2017) on account of higher KS2 attainment. Much would depend on the benchmarks that the exam boards set in a year of new specifications and new grading arrangements. • A step up in expectations in science in 2018 with new specifications and the dropping of coursework for end-of-course exams meant that, despite increasing curriculum time for the subject and starting GCSE in Year 9, there had still been issues with completing courses and sufficient revision time. The continuity of teaching had also been impacted by two maternity leaves in the department. As a result, more curriculum time in science in Year 11 would be provided in 2018/19 and two additional members of staff had been recruited. • At A level, the school was predicting 56.0% A*-B grades which, given the lower prior attainment of the cohort compared to 2017 (who achieved 58.0%) should result in a VA score above zero. 	
7.1.4	Curriculum	
	<p>The HT advised governors that because of the increase in depth of GCSE science qualifications and an increase in the number of pupils taking separate sciences the decision had been taken to add an extra hour of teaching time in Year 11. This had been facilitated by the removal of one hour of non-qualification RE. Statutory requirements for the delivery of RE at KS4 would continue to be fully met by accelerating what is covered in Year 10 and by delivering an immersion day in Year 11 where key themes will be explored.</p>	

	<p>Governors were pleased to learn that the school had met its target of 75.0% of pupils taking a modern foreign language. Governors accepted that this would have an impact on non-core subjects but acknowledged the HT's aim of, wherever possible, running subjects such as D&T and music despite the cost implications of running low take up courses.</p> <p>Governors noted that boys in Year 7 will now have the opportunity of accessing both French and Spanish for three terms each and then choosing one or the other to pursue as the core language in Year 8 or to continue studying both.</p> <p>In discussion, governors:</p> <ul style="list-style-type: none"> • noted the importance of maintaining breadth in the curriculum as a key strength of the school; • acknowledged the strength of art as a vocational subject at GCSE – with two sets running; • acknowledged the take up in pupils studying a modern foreign language. 	
7.1.5	Teaching Staff	
	<p>Governors noted the details of leaving and joining staff.</p> <p>Governors recorded their thanks to leavers for their service to the school and looked forward to meeting new members of staff at the autumn FGB.</p>	
7.1.6	Summer Census	
	<p>Governors noted details of pupil numbers, exclusions and attendance.</p> <p>A governor asked why the number of students in Year 12 was lower than in previous years and was advised by the HT that this was because of the lower number of Year 11 pupils admitted in the past. The number would rise as larger year groups passed through Year 11 into the sixth form.</p> <p>Governors acknowledged that the total of exclusions at 3 (2 X FT and 1 x PE) was very low.</p> <p>Governors also acknowledged that there had been a further improvement in overall attendance.</p>	
7.1.7	Admissions	
	<p>The HT reported that, following the conclusion of the appeals process, the Year 7 cohort for 2018/19 totalled 152 pupils. Out of 42 appeals, 4 had been upheld. All boys in the Shepway area deemed selective have gained a place at the school.</p>	
7.1.8	Finance	
	<p>The HT advised governors that, following approval by the PPPF committee, the school was able to present a balanced budget for 2018/1.</p>	
7.1.9	Performance Management	

	<p>The HT advised governors that all teaching staff had completed their mid-year review with the final review to take place in October 2018.</p> <p>Support staff were due to commence their performance management cycle imminently with decisions to be made on bonuses thereafter.</p>	
7.1.10	School Events	
	<p>Governors noted with approval the extensive programme of school visits that had been undertaken in range of curriculum areas.</p> <p>Governors attending Open Evening commended the school on the success of the event with particular praise for the stewards from the prefect body and the KS3 pupils who had shown visitors around.</p>	
8.	To Receive a Chairman's Report	
	<p>The chair noted that he was an elected academy representative and current elected chairman of the School's Funding Forum. The chair noted that, in recent elections for new members, he cast three votes on behalf of the Harvey governing body on the basis of his knowledge of the current membership and the potential of the individuals standing.</p> <p>The chair noted that a date had been set for the headteacher's performance management review in December.</p> <p>Governors noted that the appraisal panel comprised the chair and vice-chair of governors and an independent assessor.</p>	
9.	To Consider Governing Body Matters	
9.1	Training	
	<p>The Training Governor noted that CPD on-line had been re-branded as 'The Education People'. Further details would be provided in due course.</p> <p>The chair advised governors that the local authority was charging for attendance at events such as district briefings. Consequently governors should self-evaluate the cost/benefit of attendance at such events. The chair noted that attendance at meetings of the Kent Governance Association remained free.</p>	<p>Training governor/clerk to update governors on the new system</p> <p>Individual governors to evaluate cost/benefit of CPD activities</p>
9.2	Governor Visits	
	<p>The chair noted that governors had undertaken a number of activities all of which had been discussed at the meeting of the SPPC committee on 25 June. Details of the visits could be found on the SPPC tile on the intranet.</p>	
10.	To Receive Committee Reports	
10.1	SPPC 25 June 2018	
	<p>The SPPC chair explained that the committee had discussed:</p> <ul style="list-style-type: none"> • Pupil progress including GCSE and A level predictions in the context of reforms to KS4 and KS5 exams • Curriculum developments including science and MFL • Work with disadvantaged pupils 	

	<ul style="list-style-type: none"> • Governor visits including safeguarding, Y7 parents' evening, KS4 options evening and Shepway governor briefing (Child Sexual Exploitation) • The valuable work of teachers and learning mentors in supporting pupils for their exams through breakfast/after school revision sessions 	
10.2	PPPF 28 June 2018	
	<p>The PPPF chair explained that the committee had :</p> <ul style="list-style-type: none"> • Discussed and approved the 2018/19 budget and considered a three-year budget plan through to 2021 • Considered a finance report from the bursar including an internal audit report from the school's auditors • Considered a personnel and premises report from the DoSS noting the installation of a new telephone system and new IT back-up system • Noted progress on compliance with the new GDPR • Noted up-dates to the Risk Register <p>The PPPF chair explained that following an investigation into the installation of solar panels on the school site the committee had decided against the plan in the light of concerns about overall cost and maintenance obligations.</p>	
10.3	Harvey Academy Joint Board 28 June 2018	
	<p>The HAJB chair explained that the board has discussed a number of matters including:</p> <ul style="list-style-type: none"> • The requirements of the Academies Financial Handbook 2018 including the frequency of advising governors about management accounts (i.e. six times a year). • The FGB agenda for 12 July 2018. • Planning for 2018/19. 	
11.	To Approve School Policies	
	<p>The chair noted that the latest policies for review were available to view on the intranet.</p> <p>The chair explained that he had reviewed all five policies raising queries/suggesting amendments as appropriate.</p> <p>Governors discussed and agreed each policy in turn.</p> <p>Governors were asked by the chair to e-mail the DoSS by 20 July 2018 (when they would be published)if any further points came to light.</p>	Governors to e-mail DoSS by 20 July 2018
12.	To Consider Calendar Dates, 2018/19	
	The Clerk noted that the date of the December FGB meeting was Tuesday 11 December rather than on the Thursday of that week.	

	Governors considered and agreed the calendar of governance dates for 2018/19.	
13.	Any Other Business	
	None	
14.	Consider Confidentiality and Publication of Minutes	
	None	

There being no other business the meeting closed at 7.10 p.m.

Signed _____ (Chair)

Date _____

