

## The Harvey Grammar School

### Minutes of a meeting of the Governing Body number A24 held on Thursday 11 October 2018 at 5.00 p.m. in the Trafalgar Room

**Present:** Mr. J. Dennis (JD) (Chair), Mr. Martin Bridges (MB) (Vice-chair), Mr. K. Bridgland (KB), Mrs. A. Brown (AB), Mrs. K. Callander (KC), Mr. James Chamberlain (JC), Mrs. M. Mitchell (MM), Mr. S. Norman (SN)(HT) and Mr. Dominic Van der Wal.

**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 12 July 2018</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, 2018-19</i></li> <li>• <i>Governance Calendar, 2018-2019</i></li> <li>• <i>Policy Up-dates</i></li> <li>• <i>Child Protection: Handling Allegations against Staff</i></li> <li>• <i>E-Safety</i></li> <li>• <i>Safeguarding</i></li> <li>• <i>Consultation on admissions arrangements</i></li> </ul>	
	<b>Chair's Introduction and Welcome</b>	
	<p>The chair welcomed all to the meeting and confirmed that it was quorate under Article 117 – 9/11 governors being present.</p> <p>The chair extended a particular welcome to Mr. Dominic Van der Wal (Old Harveian) on his appointment to the governing body.</p>	
1	<b>Apologies for Absence</b>	
	<p>Apologies for absence had been received from Mr. John Smith (personal reasons) and Mrs. S. Hammond (work commitment).</p> <p>The chair explained that Mr. Smith was in ill-health. Governors agreed unanimously that he would be welcome to continue serving on the governing body for the valuable advice and insight he could offer on governance matters.</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</p>	

	<p>of 2019-2020. 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, prior to the meeting, agreed to serve in the respective roles if elected.</p> <p>Mr. Dennis and Mr. Bridges 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>The clerk ascertained that there were no other nominations, other than Mr. Martin Bridges, for the position of vice-chair.</p> <p>The clerk asked governors to vote by show of hands that Mr. Bridges should be elected vice-chair for the ensuing year. Governors voted unanimously in favour.</p> <p>Mr. Dennis and Mr. Bridges returned to the meeting and the clerk advised them of their re-appointment as chair and vice-chair respectively.</p> <p>Mr. Dennis and Mr. Bridges thanked governors for their continuing confidence and assumed their respective offices.</p>	
<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 31/10/18
<b>4.</b>	<b>Minutes of the Meeting held on 12 July 2018</b>	
	<p>Page 2 item 5 numbering to read 5.1, 5.2, 6 etc.</p> <p>Page 2 item 7.1.2 line 3 insert 'that <i>measures to deal</i> with cost implications'</p> <p>Page 4 item 7.1.2 line 2 delete 'was available'</p> <p>Page 6 item 7.1.8 line 3 to read 2018/19</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>5.1 Presentation of General Data Protection Regulations (GDPR)</b>	
	<p>Governors were asked to contact the DoSS if they were unable to access their Harvey e-mail accounts.</p> <p>Governors were reminded that, to comply with GDPR, governance information would only be available on the website but governors would be notified on their private e-mails when information became available for viewing.</p>	
<b>5.2</b>	<b>7.1.2.1 Discussion</b>	

	<p>Governors noted that, despite the percentage of disadvantaged pupils in the school standing at 15.0% (identified as Ever 6 i.e. a pupil who had received free school meals at any time in the preceding six years), the school had been rated by Ofsted as outstanding.</p> <p>Governors acknowledged that the increased number of pupils from Shepway joining the school as a result of success in the Shepway Test was likely to increase the number of disadvantaged pupils given the high deprivation levels in the area.</p>	
<b>6.</b>	<b>To Consider the Headteacher's Report</b>	
<b>6.1</b>	<b>School Improvement Plan and Self-Evaluation</b>	
	<p>Governors noted that:</p> <ul style="list-style-type: none"> <li>• Minor amendments had been made to key objective 1 (including a review of the school's curriculum offer) in the 2018/19 SIP in the light of the 2018 examination results. These included both support and challenge where there was evidence of departmental under-performance</li> <li>• The school's intention continued to be to add more value to results than other schools nationally notwithstanding the constraint that the school had a nationally significantly underperforming cohort i.e. boys</li> <li>• Teaching and learning would be focussing on developing the amount of extended writing from key stage 3 onwards and ensuring that pupils understood and could retain key knowledge. This was especially important following the introduction of linear specifications in public examinations</li> <li>• Progress in implementing the SIP and safeguarding provision would be monitored by a lead Ofsted inspector early in 2019 at the start of term 3</li> <li>• The new year 7 cohort had transitioned effectively from primary to secondary education due in no small measure to the hard work of the pastoral team</li> <li>• The year 7 cohort included 16.4% of pupils from disadvantaged backgrounds</li> <li>• The school had been awarded Music Mark for providing leadership in high quality music education</li> <li>• A revised Condition Improvement Fund (CIF) bid would be submitted in early November for a new sixth form centre</li> </ul> <p>In discussion:</p>	

	<ul style="list-style-type: none"> <li>• A governor enquired about developing extended writing and was advised by the HT that the school was focussing on the gender gap between boys' and girls' writing abilities</li> <li>• Governors noted that the SIP addresses the new Ofsted inspection approach from 2019 which considers the breadth of the curriculum and moves away from an exclusive focus on outcomes i.e. test results.</li> </ul>	
<b>6.2</b>	<b>Pupil Performance</b>	
<b>6.2.1</b>	<b>A level</b>	
	<p>The HT commented that, although the 2018 results at KS5 were disappointing compared to the excellent 2017 outcomes, they were in line with the 2015 and 2016 results. Whilst it was the case that grammar schools, in particular, were challenged by adding value to already very high GCSE outcomes, the Harvey focus on achieving top grades would be sustained in 2018/19 in order to achieve a positive L3VA outcome.</p> <p>Governors were pleased to note that a number of subjects had performed very well in attainment terms including biology, maths and psychology as well as BTEC courses in business and sport. Subjects which had less impressive outcomes (e.g. geography and physics) would be challenged and supported throughout the year.</p> <p>The HT commented that further analysis of results would be made when L3VA outcomes were published.</p> <p>The HT explained that the rise in the number of universities making unconditional offers had had an impact on some students' work ethic in the run up to final exams.</p> <p>The HT commented that, notwithstanding the slight decline in A level results, there had been a rise in the quality of university places in 2018. Governors were pleased to learn that of the students going onto universities 20.0% had secured a Russell Group place and 35.0% a place with one of the top third ranked university.</p> <p>Governors noted with approval that the school policy of supporting all sixth formers through a two-year course continued rather than requiring some to leave at the end of year 12 if they were unlikely to achieve the highest grades. Governors acknowledged that this created a further challenge for staff to add value.</p> <p>In discussion:</p> <p>A governor enquired about the destinations of students not going to UK universities and was advised that a small number of boys took up apprenticeships in areas as diverse as immigration, carpentry and the water industry, whilst some went directly into paid work or on to study at universities abroad e.g. Belgium and the USA</p>	

	<p>A governor enquired about new entrants into the sixth from outside the school and was advised that the figure was 4 for 2018-19. Governors noted that a major reason for provisional applicants not gaining places was a failure to reach the required grade in a chosen A level subject.</p>	
<b>6.2.2</b>	<b>GCSE</b>	
	<p>The HT explained that the government had published a provisional progress 8 score of -0.11 which mistakenly included three students on the accelerated programme who should have been counted in 2017. These students achieved negative scores because the exams they had sat were old specifications which did not count in 2018. The HT commented that he was in touch with the DfE to have this anomaly remedied in the final progress 8 data due in January 2019.</p> <p>The HT commented that, after allowing for this error, the provisional progress 8 figure should be -0.06 which although a statistically average score and ahead of that for boys' nationally (-0.25), was undoubtedly below school expectations.</p> <p>The HT noted that English results continued to reflect the national trend of underperformance by boys. In Kent, just 4 boys' schools achieved positive scores for English. This, in part, stemmed from the fact that the KS2 English scores used for measuring progress at GCSE were based on reading and not writing significantly impacting on the overall progress 8 scores awarded. Boys at KS2 perform better at reading than writing. Girls perform better than boys at the national level in writing, but this is now not reflected in the KS2 prior attainment score which is used for accountability purposes at KS4. Writing is a key skill required for sitting GCSE examinations and it is then not surprising that the progress scores of boys nationally is so far behind that of girls if a measure is used that does not take account of skills in writing at the starting point of secondary education. Notwithstanding this issue the school's English results at -0.56 were below the national benchmark for boys of -0.44. In consequence, the decision had been taken to set pupils by ability in English at KS4 as was the case in maths and science. The head of department would be visiting schools with positive English scores to investigate further best practice.</p> <p>The HT reminded governors that the science department had experienced a number of staffing issues in 2017-2018 (see FGB 12/7/18 item 7.1.3) which had impacted on teaching. Measures taken subsequently should ensure a return to past form.</p> <p>Governors were pleased to note upward progress in maths and modern foreign languages and that subjects such as art, business, psychology and sport remained well ahead of national figures.</p> <p>Governors were also pleased to note that the progress of disadvantaged pupils was better than non-disadvantaged pupils.</p>	

	<p>Governors were concerned to learn that, as a result of requests for re-marks, no fewer than 44 grades had been increased including 7 in geography.</p> <p>In discussion, a governor enquired about the costs of re-marks and was advised that costs were refunded if the appeal was upheld.</p>	
<b>6.3</b>	<b>Finance update</b>	
	<p>Governors noted that the school had been able to set a realistic balanced budget for 2018-2019 despite the fact that the school continued to be funded below the recommended funding level of £4,800 per pupil. This was the result of Kent County Council retaining funding to meet a shortfall in high needs costs.</p> <p>The HT drew governors' attention to a letter from Eileen Milner (CEO, ESFA) reminding governors of their obligations in respect of:</p> <ul style="list-style-type: none"> <li>• Related parties transactions</li> <li>• Acting on audit findings</li> <li>• Financial returns</li> <li>• Executive pay</li> <li>• Scrutiny of the budget</li> <li>• Regularly updating governance details on the Edubase site</li> </ul>	
<b>6.4</b>	<b>Performance Management</b>	
	<p>The HT advised governors that that performance management reviews and target-setting had been completed and would be reported to the PPPF committee at its meeting on 15 November for scrutiny and final decision-making.</p> <p>The HT noted that he was recommending that the school adhered to the government's pay recommendations with any shortfall between what the school had budgeted for being funded by the government.</p> <p>Support staff were being recommended for a 2.00% pay rise.</p> <p>Governors confirmed that pay increases had been fully costed and budgeted for.</p>	
<b>6.5</b>	<b>Admissions</b>	
	<p>Governors noted that the Shepway Test had been conducted for the sixth time with a record 356 entrants (compared to 247 in 2013). It was highly likely that the school would have an intake of 150 pupils in 2019.</p> <p>The HT drew governors' attention to the requirement to consult on admissions arrangements every seven years. Governors noted the policy for 2019 and that consultation would run until 10 December 2018.</p> <p>Governors were content to approve the policy subject to any comments received by the closing date.</p>	
<b>6.6</b>	<b>School Events and Achievements</b>	
	<p>Governors were pleased to note that the school had been a finalist in the Local Authority Building Control (LABC) building excellence awards for the sports hall extension.</p>	

	<p>Governors also noted that the school had, for the first time, laid a wreath as part of the Menin Gate ceremony in Ypres.</p> <p>Governors further noted the success of the biannual football trip to New York State (an event inaugurated by Alan Philpott – head of PE – twenty years’ previously) and the positive correspondence received from US school principals about the Harvey.</p>	
<b>7.</b>	<b>To Consider Chair’s Report</b>	
	<p>The chair drew governors’ attention to a number of points as follows:</p> <ul style="list-style-type: none"> <li>• Committee structure and link governor arrangements for 2018/19 which was detailed under agenda item 10</li> <li>• Ongoing communication between the chair and headteacher</li> <li>• Participation (as chair) in the School Funding Forum providing strategic advice to the local authority and informing policy on the overall schools’ budget and the calculation of individual schools’ budgets by formula.</li> </ul>	
<b>8.</b>	<b>To Consider a draft of the Harvey Academy Trustees’ Report, 2017/18</b>	
	<p>Governors were asked to consider the draft trustees’ report and notify the headteacher of any queries by 17 October 2018.</p> <p>The chair drew governors’ attention to an audit management memorandum from Williams Giles (chartered accountants) for the year ending 31 August 2018 noting the following:</p> <p><i>It is the responsibility of the Trustees to prepare for each financial year financial statements that show a true and fair view of the state of the company’s affairs and which comply with the reporting requirements of the Charities SORP 2015 and the ESFA’s Academies Accounts Direction.</i></p> <p><i>It is our responsibility as auditors to form and express an opinion on those financial statements that you have prepared.</i></p>	
<b>9.</b>	<b>To Receive an Update on Safeguarding Matters</b>	
	<p>The deputy headteacher (pastoral) drew governors’ attention to a number of points as follows:</p> <ul style="list-style-type: none"> <li>• the scope of safeguarding activities</li> <li>• staff with safeguarding responsibilities in the school</li> <li>• liaison with the police and other agencies</li> <li>• the requirement of all staff to undertake safeguarding training at the beginning of the school year</li> <li>• the importance of safer recruitment (of staff)</li> <li>• the importance of KS2/KS3 transition arrangements</li> <li>• the importance on being proactive with safeguarding concerns</li> <li>• the importance of the focus on disadvantaged students in the Y11 GCSE year</li> <li>• the recording of relevant information on Talisman</li> <li>• the heavy demands on school resources to support safeguarding</li> </ul>	

	<p>In discussion, governors:</p> <ul style="list-style-type: none"> <li>enquired about the scope of safeguarding training for staff and were advised that this included all staff...teaching, support and governors</li> <li>noted the reluctance of some families to be forthcoming on safeguarding matters</li> <li>ascertained that the chair had received safer recruitment training and agreed that Mrs. Mitchell should additionally undertake safer recruitment training</li> </ul>	<p>Safer recruitment training to be arranged by DOSS for MM – on-going</p>
<b>9.</b>	<b>To Consider Policy Up-dates</b>	
	<p>Governors considered policy updates on:</p> <ul style="list-style-type: none"> <li>(i) Safeguarding</li> <li>(ii) Child protection for managing allegations against staff</li> <li>(iii) E-safety</li> </ul> <p>In discussion, governors</p> <ul style="list-style-type: none"> <li>Enquired about how the policies were drawn up and were advised by the HT that they were based on local authority model policies with specific information concerning the Harvey added as necessary</li> <li>Asked that the format of policy documents be made consistent with clear indications of when a policy was adopted, reviewed etc.</li> <li>Noted re (ii) that in the case of the suspension of the headteacher this could not be discussed at a governors’ meeting since it could prejudice a governors’ appeal panel</li> <li>Noted re (iii) 8.4 that the school did in fact have ‘official social media’.</li> </ul>	
<b>10.</b>	<b>Governing Body Matters</b>	
	<p>Governors :</p> <ul style="list-style-type: none"> <li>Updated personal details as necessary noting that these were covered by the new GDPR</li> <li>Up-dated and signed Records of Business Interests noting that these details appeared on the school website</li> <li>Noted and signed the Code of Conduct for 2018/19</li> <li>Noted the Governance Calendar for 2018/19</li> <li>Approved an up-dated committee structure and link governor arrangements for 2018/19 including additional requirements as in Eileen Milner’s letter regarding reporting monthly accounts</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>Chair/clerk to liaise about addition to Code of Conduct – on-going.</p>



	Governors noted the October edition of the Governor Services monthly bulletin (also available on the internet).	
<b>11.</b>	<b>Dates for future meetings</b>	
	<p><b>Governor meetings</b></p> <p>SPPC 12 November 2018 at 5.00 p.m. (NB change of time)  PPPF 15 November 2018 and 6 December 2018 (if required) – both at 4.30 p.m.  FGB 11 December (NB change of date from Thursday to Tuesday) at 5.00 p.m. followed by AGM</p> <p><b>School events</b></p> <p>8 November Remembrance Assemblies  27 November Autumn Showcase Concert  6/7 December School Pantomime  17 December Carol Service – St Eanswythe and St. Mary’s Church</p>	
<b>12.</b>	<b>Any Other Business</b>	
	<p>The clerk drew governors’ attention to the requirements of item 1.5.1 of the Academies Financial Handbook September 2018 which required removal of the headteacher’s role on the governing body as <i>ex officio</i> and, as appropriate written confirmation of appointment to the governing body. The same requirement applied to the headteacher’s role as accounting officer.</p> <p>The clerk was asked to draft the necessary letters.</p>	Clerk to draft letter as appropriate – on-going
<b>13.</b>	<b>Consider Confidentiality and Publication of Minutes</b>	
	None	

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

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

Date \_\_\_\_\_

