

The Harvey Grammar School

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

Present: Mr. J. Dennis (JD) (Chair), Mr. M. Bridges (Vice-chair), Mr. Kim Bridgland (KCB), Mrs. K. Callander (KC), Mr. J. Chamberlain (JC), Mr. Bill Caudwell (WJC), Mrs. M. Mitchell (MM) and Mr. S. Norman (SN)(Headteacher- HT)

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

Clerk: Mr. M. Hydes (MCH)



In Memoriam



At the commencement of the meeting, Mr. Dennis requested that all present observe a moment's silence in memory of the late Mr. John Smith (Old Harveian 1946 – 1953, President of the Old Harveian Association 1994-2006 and School Governor, 1991-2018).

No.	Item/detail	Action
	The following papers were available on the intranet in advance of the meeting: <ul style="list-style-type: none">• <i>Minutes of the meeting held on 11 October 2018</i>• <i>Trustees' Report for y/e 31 August 2018</i>• <i>Statement of Accounts for y/e 31 August 2018</i>• <i>Committee Reports</i> <i>SPPC 12 November 2018</i> <i>PPPF 15 November 2018</i>• <i>Policy Up-dates:</i> <i>Finance 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. A particular welcome was extended to Mr. Bill Caudwell attending his first governing body meeting.	
2.	Apologies for Absence	
	Apologies for absence had been received from Mrs. A. Brown (personal commitment) and Mr. Dominic Van der Wal (personal 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 advised that Mr.Caudwell had completed his Declaration of Business Interests form.	
4.	Minutes of the Meeting held on 11 October 2018	
	Item 6.2.1 page 4 line 19 'university' to read 'universities' Item 9 page 7 item heading 'and' to read 'an' Item 9 page 8 line 5 remove bullet point 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	3. Declaration of Business Interests	
	The clerk confirmed that the register of business interests had been updated as appropriate.	
5.2	5.1 General Data Protection Regulation	
	The chair confirmed that all governors were able to access their Harvey e-mail accounts.	
5.3	6.2.2 GCSE	
	A governor ascertained that the school's final progress 8 measure would be published in January 2019. A governor enquired about the type of schools to be visited by the head of English to investigate best practice in GCSE English and was advised by the HT that this would be both boys, girls and co-educational schools.	Final P8 data to be considered by PPPF.
5.4	6.4 Performance Management	
5.4.1	Headteacher's Performance Management Review	
	The chair informed governors of the recent positive HT's performance management review meeting. The chair explained that the review panel had comprised himself, the vice-chair of governors and an independent member. The chair explained that the panel had looked at a range of evidence to assess the HT's pay progression including salaries offered in comparable academies/schools. Governors were content with the outcome of the review noting the value of having an independent member of the panel.	
5.4.2	Performance Management Pay	
	See confidential section.	
5.5	6.5 Admissions	
	The HT noted that the school had granted admission to 151 pupils in September 2019 as the result of success in the Kent and/or Shepway Tests. The HT noted that the Admissions Arrangements for Community and Voluntary Controlled Schools for 2020/21 intake consultation had closed on 10 December. Outcomes would be known in the new year.	
5.6	6.6 School Events and Achievements	
	The HT noted that a new CIF bid for a sixth form centre had recently been submitted with the outcome known by March 2019. If successful, work would commence in the summer of 2019.	
5.7	9. To Receive an Update on Safeguarding Matters	
	MM confirmed that she would be undertaking safer recruitment training in the new year.	

	The chair asked that the DoSS confirm that his safer recruitment qualification was up-to-date.	
5.8	10. Governing Body Matters	
	The Chair confirmed that he had perused the management accounts on a monthly basis as required in the ESFA CEO's letter of September 2018.	
5.9	11. Dates for future meetings	
	Governors expressed their appreciation to the students involved for the quality and entertainment value of the recent school pantomime – "Cinderfella". Governors noted that the Autumn Showcase Concert had again been very successful. Governors also noted that remembrance assemblies had had to be cancelled due to a major fire on the adjacent Morrisons site. Governors were advised that dedicated assemblies would be held at the start of term 3.	
5.10	Minutes papers	
	Further to a request from a governor, the clerk was asked to correlate documents on the agenda with items listed on the portal.	Clerk to arrange for future meetings – on-going
6.	To Consider the Trustees' Report for the y/e 31 August 2018	
	Governors noted that: <ul style="list-style-type: none"> the objectives, strategies and activities of the trust were as outlined in the school improvement plan for 2017-18 Future plans were outlined in the school improvement plan for 2018-19 educational outcomes were strong and the attendance rate was among the best in the country parental surveys indicated 99.0% would recommend the school to another parent the school was significantly over-subscribed there was the reasonable expectation that the trust has the resources to continue in operational existence for the foreseeable future the trust held fund balances at 31 August 2018 totalling £13,989,840 the governing body met 4 times in 2017-18 and its sub-committees (PPPF and SPPC) three times each. there is a formal on-going process for identifying, evaluating and managing significant risks <p>Governors were content to approve the trustees' report for 2017-18.</p>	
7.	To Consider Statement of Accounts for the y/e 31 August 2018	
	Governors noted that draft accounts had been scrutinised by the PPPF committee enquiries raised addressed to its satisfaction.	

	<p>A governor enquired about the gap between the government's recommended funding per pupil and the actual figure received. The HT advised that the difference was because the local authority retained an amount for high needs funding in the county.</p> <p>Governors noted that funding per pupil also varied between local authorities. The HT advised that this was for historical reasons whereby local authorities had decided to allocate different amounts to education.</p> <p>The chair undertook to investigate relative funding levels between local authorities and report at the March FGB meeting.</p> <p>Governors were content to approve the financial statements for 2017-18.</p>	
	Governors expressed their thanks to Mrs. Silk (Bursar) and the finance team for their work on school finances with the PPPF committee 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>MB commented that a number of governors had undertaken safeguarding training in the school led by Mr.R. Hancox (Designated Child Protection Co-ordinator).</p>	Safeguarding training for governors to be completed in term 3
9.	To Receive Committee Reports	
9.1	SPPC Committee 12 November 2018	
	<p>MM (SPPC chair) commented as follows:</p> <ul style="list-style-type: none"> • The school had a progress 8 score for GCSE of -0.07 for 2018 (subject to final confirmation of results due in February 2019) that represented an 'average' result compared to the 2017 'above average' outcome. The 2018 score placed the school 'in the pack' rather than 'ahead of the pack' which was where the school was aiming to return in 2019 • Maths achieved 100.0% grade 4 or above with a progress 8 score of 0.11 (national boys' figure = 0.03) • English results had a progress 8 score of -0.56 (national figure for boys (-0.44). Measures had been put in place at the start of the 2018-19 academic year to support the English department in improving its results to the levels achieved in past years • A number of actions had been taken to address the challenges of the new style linear examinations including a focus on knowledge retention and examination skills • 24.0% of GCSE review of making submissions resulted in an upward change in results. The HT/DHT were raising concerns about the high percentage of changes in the relevant educational forums. 	

	<ul style="list-style-type: none"> • A level results saw a good performance in attainment terms with students achieving 61.2% A*-B grades • 100.0% of disadvantaged pupils gained a GCSE standard pass in English and maths and achieved a positive progress 8 score of 0.06. • At A level disadvantaged pupils achieved an average grade of B- exceeding the whole school average grade of C+. • A learning mentor now provided additional support to disadvantaged pupils in year 11 on a one to one basis. • All staff had received up-to-date training on safeguarding and child protection at the start of the academic year. Refresher training was also being provided for governors (see 8 above). <p>In discussion, governors:</p> <ul style="list-style-type: none"> • Noted the school's continuing focus on the national issue of boys' underperformance as against girls and the potential role of the HT in his Ofsted role in raising the matter more widely • Noted the school's particularly high number of disadvantaged pupils (and the high standards achieved with them) as against other boys' grammar schools • Asked that Mr. Chamberlain (as Y11 learning mentor) provide feedback to the SPPC regarding progress with disadvantaged students • Asked about the impact of the 2018 English GCSE results on take-up for English A level and were advised that numbers had fallen. Governors considered strategies (including input from current English A level students to year 11 students) for mitigating this trend 	
9.2	PPPF Committee 15 November 2018	
	<p>MB (PPPF chair) commented as follows:</p> <ul style="list-style-type: none"> • A Benchmarking Report from Williams Giles (auditors) showed that, despite a lower than average GAG income and income per pupil, the school was controlling its costs effectively and had higher than recommended free reserves at the year end • Management accounts were being made available to all governors on the intranet as required in the September 2018 Academies Financial Handbook (item 2.3.3) • The DoSS had provided an up-date on personnel changes, premises and maintenance issues and IT security 	

	<ul style="list-style-type: none"> • Performance management review and pay recommendations for 2017-18 had been carried out in line with the school's pay policy and the committee had been content to approve the recommendations in full • The headteacher's performance management review had been scheduled for 4 December 2018 (See 5.4.1 above). • An up-dated Finance Policy had been agreed subject to a note about the frequency of reporting management accounts to governors 	
10.	To Approve Policies	
10.1	Finance Policy	
	<p>Governors were content to approve the up-dated Finance Policy.</p> <p>Governors noted that consideration was being given to update in the Pay Policy.</p>	
11.	To Note Dates for Future Meetings	
	<p>Governor meetings:</p> <p>HABJ 25 February 2019 at 3.00 p.m. SPPC 25 February 2019 at 5.30 p.m. FGB 28 February 2019 at 5.00 p.m. PPPF 14 March 2019 at 4.30 p.m.</p> <p>.</p> <p>School events:</p> <p>Prizegiving 4 April 2019</p>	
12.	Any Other Business	
	None	
13.	Consider Confidentiality and Publication of Minutes	
	Governors considered that item 5.4.2 should be placed in the confidential section of the minutes	