

## The Harvey Grammar School

### Minutes of a meeting of the Governing Body number A27 held on Thursday 28 February 2019 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. S. Hammond (SH), Mrs. M. Mitchell (MM), Mr. S. Norman (SN)(HT) and Mr. Dominic Van der Wal (DW).

**In attendance:** Mr. A. Allon (AA) (DHT Pastoral) (*from 5.50 p.m.*), Mr. S. Goodfellow (SJG) (DHT Curriculum)

**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"> <li>• <i>Minutes of the meeting held on 11 December 2018</i></li> <li>• <i>Headteacher's Report</i></li> <li>• <i>School Improvement Plan Up-date</i></li> <li>• <i>Policy Up-dates:</i> <i>Admission;, Teacher Pay; Teacher Appraisal; Special Educational Needs; Charging; Health &amp; Safety; Whistle Blowing; Redundancy; Equalities; Objectives</i></li> <li>• <i>Admissions Arrangements Consultation 2020 – Responses</i></li> <li>• <i>SPPC Report – Meeting 25 February 2019</i></li> </ul>	
1.	<b>Chair's Introduction and Welcome</b>	
	The chair welcomed all to the meeting and confirmed that it was quorate under Article 117 – 10/11 governors being present.	
2.	<b>Apologies for Absence</b>	
	<p>Apologies for absence had been received from Mr. Caudwell (personal).</p> <p>The apologies were accepted.</p> <p>The chair noted that Mr. Allon would be late attending the meeting due to a school matter.</p>	<p>Clerk</p> <p>Clerk</p>
3.	<b>Declaration of Business Interests</b>	
	<p>Mr Bridges reported that he had become a director of IIS South East Ltd t/a Independent Insurance Services, Church House, 136 Sandgate Road, Folkestone, Kent CT20 2BN from 1 February 2019.</p> <p>Mr. Bridges noted that Independent Insurance Services are insurance brokers to the Harvey Grammar School in relation to the school's motor insurance policy for the minibuses and also an engineering insurance policy for some of the school's plant.</p> <p>The chair confirmed that the potential conflict of interest would be raised in any discussion of these matters at governing body meetings.</p> <p>The clerk was asked to ensure that the Register of Business Interests was updated accordingly.</p>	Clerk

<b>4.</b>	<b>Minutes of the Meeting held on 11 December 2018</b>	
	<p>Page 1 Present - Mrs S. Hammond was noted as attending the meeting.  Page 3 Item 7 line 2 to read ' committee <i>and</i> enquiries raised'  Page 5 Item 9.1 line 19 'disadvantage' to read 'disadvantaged'  Page 5 Item 9.2 line 5 to read 'than <i>minimum</i> recommended'</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>5.5 Admissions</b>	
	<p>The HT explained that, further to the closing of the Admissions Arrangements Consultation for 2020 on 10 December 2019, the school had had 2 responses from parents as follows:</p> <ol style="list-style-type: none"> <li>1. Opposition to the inclusion of children adopted from care outside of England as part of the school's over-subscription criteria</li> <li>2. A query about the wording within the over-subscription criteria:  <i>"Places will be awarded according to rank order of ability within each sub-section"</i></li> </ol> <p>The HT confirmed that both points had been addressed, subject to governing body approval, and a revised draft admissions policy was available on the intranet.</p>	
<b>5.2</b>	<b>5.8 Governing Body Matters</b>	
	The chair confirmed that any matters arising from his monthly perusal of the management accounts were referred to the PPPF for attention.	
<b>5.3</b>	<b>7.To Consider Statement of Accounts for the y/e 31 August 2018</b>	
	<p>With regard to pupil funding, governors were advised of differing amounts per pupil as follows:</p> <p>Kent                £4,781  Outer London £5,619  Inner London £7,060</p> <p>Harvey actually received £4,500 per pupil due to the local authority retaining an amount for high needs funding.</p> <p>The clerk was asked to e-mail governors with a link to a more detailed analysis of pupil funding.</p>	Clerk
<b>5.4</b>	<b>8. To Consider Governor Training and Visits</b>	
	Governors were reminded of the importance of completing safeguarding training by the end of term 3 (4 April 2019)	All governors to have completed safeguarding training by 4 April 2019
<b>6.</b>	<b>To Consider the Headteacher's Report</b>	
<b>6.1</b>	<b>School Improvement Plan and Self-Evaluation</b>	
	Governors noted that:	

	<ul style="list-style-type: none"> <li>• In the current SEF (January 2019) the school had self-evaluated as good with outstanding features in leadership and management, teaching and outcomes. In respect of personal development, welfare and behaviour the school self-evaluated as outstanding. The headteacher explained that given the demands of the current inspection framework and the school's historic data this was a realistic appraisal.</li> <li>• A new Ofsted framework comes into effect in September 2019 where outcomes (which historically have driven the overall judgement) may sit more evenly with other areas of provision as part of an overall quality of education judgement. At that stage, the school's Ofsted rating will be re-assessed.</li> <li>• A 'good' judgement would be in line with similar, neighbouring, boys' grammar schools in Kent who achieved the same average progress 8 scores (although below Harvey on A level progress scores). This is because the current methodology for measuring progress discriminates against boys as is shown by the national outcomes (-0.25 for boys and +0.22 for girls).</li> <li>• The school had taken and continued action in the areas of concern i.e. English and science at KS4 and applied general courses at KS5 and was confident that progress was being made.</li> <li>• A highly experienced Ofsted inspector had fully endorsed the improvement measures being taken and given the school a clean bill of health with regard to safeguarding and the curriculum. His guidance on teaching and learning was being used to drive the twilight training programme for staff.</li> <li>• The School Improvement Plan was progressing well as at the mid-year review stage with only a very small number of action points not being met e.g. assemblies on the principles of Brexit - since developments were still on-going. All other action points were on track to be completed.</li> <li>• The outcome of the re-submitted Condition Improvement Fund (CIF) bid for a new Sixth Form and Learning Resource Centre was expected in April.</li> </ul> <p>In discussion, governors:</p> <ul style="list-style-type: none"> <li>• Acknowledged the anomalies in the reporting of progress which disadvantaged single sex boys' schools as against girls' and mixed schools and the efforts of the headteacher in raising the matter with Ofsted at a national level</li> <li>• Agreed that the school was making every effort to bring standards back to outstanding in all Ofsted categories and expressed their confidence in this being achieved.</li> </ul>	<p>Update on self-evaluation at FGB 11/7/19</p>
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<b>6.2</b>	<b>Pupil Progress</b>	
<b>6.2.1</b>	<b>GCSE</b>	
	<p>Governors:</p> <ul style="list-style-type: none"> <li>Noted that the school was on course to improve its performance in terms of both attainment and progress. Data indicated a projected attainment 8 score of 63 and a progress 8 score of around 0.13 (although the Headteacher pointed out that this was impossible to accurately predict).</li> <li>Acknowledged that outcomes, to an extent, were contingent on results in English improving as the result of strategies being implemented.</li> </ul>	
<b>6.2.2</b>	<b>A level</b>	
	<p>Governors:</p> <ul style="list-style-type: none"> <li>Noted that the school predicted a positive value-added score of 0.02 for 2019 (-0.16 for 2018).</li> <li>Acknowledged that many selective schools faced a challenge in achieving a VA score above 0 given progress at GCSE and noted that the Kent average for selective schools for A level progress was -0.15.</li> <li>Acknowledged the issues that students had faced issues tackling the new examination-based BTEC Business exam in 2018 compared to the coursework-based legacy specification and the impact on results.</li> <li>Confirmed school policy of continuing to offer BTEC courses to the minority of students for whom a three A level programme was not appropriate but with which a good university place (e.g. Loughborough) was accessible.</li> <li>Noted the on-going issue with unconditional offers impacting on students continuing to seek to achieve top A level grades</li> </ul> <p>In discussion, governors:</p> <ul style="list-style-type: none"> <li>Asked why, nationally, students were still able to sit the coursework-based BTEC exam and were advised by the DHC that this was because whilst the legacy exam continued to be funded in the ESFA list the school had decided that best practice was to follow the new approved qualification. Governors noted that the legacy exam would end in two years' time at which point all students, nationally, would be forced to sit examinations in the subject which would level the playing field.</li> <li>Asked why the school could not immediately revert to the coursework-based qualification and were advised by the DHC that this was because the units of study were different between the</li> </ul>	

	<p>two specifications. The DHC noted that the school would be investigating alternatives to ensure we meet the needs of our learners.</p> <ul style="list-style-type: none"> <li>• Asked about the ratio of BTEC to A level students and were advised by the HT that this was around 75.0% A level only with 25.0% of students taking a BTEC qualification, but also completing an A Level alongside this.</li> <li>• Noted in respect of the potential impact of unconditional offers on A level grades that students had been reminded that good A level results continued to be an important measure in the employment market place.</li> <li>• Endorsed the school's policy of supporting sixth formers for the duration of their two-year courses and not asking them to leave at the end of year 12 if results did not flatter value-added scores.</li> </ul>	
<b>6.3</b>	<b>Staffing</b>	
	<p>Governors noted the retirement of Ms Wraight ( Maths p/t) on health grounds at Christmas 2018 and recorded their thanks for her service to the school.</p> <p>Governors were advised that Ms Wraight's timetable commitment had been covered until Easter at which point a new full-time member of staff would be joining the school.</p> <p>Governors noted that Ms Dewilde Grey would be leaving the school at the end of the summer term and a replacement was being sought.</p> <p>Governors noted that Mr. Bridgland (Site manager) had indicated his intention to retire at the end of the academic year after many years of excellent service and the commencement of the recruitment process for his replacement after Easter.</p>	
<b>6.4</b>	<b>Pupil Census</b>	
	<p>Governors were pleased to note that the school roll had risen from 965 to 981.</p> <p>Governors were also pleased to note that fixed period exclusions in the summer term 2018 remained very low.</p> <p>Governors noted that absence for the autumn term 2018 at 3.44% was well below the national figure for absence.</p>	
<b>6.5</b>	<b>Finance Update</b>	
	<p>Governors were concerned to learn that Harvey was one of the most unlucky schools in the entire country in terms of funding with its per pupil funding of £4500 falling below the government's own minimum threshold of £4800. At present, if the school was funded at the level of the top ten schools in Kent it would be £1.5million better off and even against its sister school – Folkestone School for Girls – the school would be £40,000 better off if funded at the same level. Governors noted that the government did not take money away from already over-funded schools.</p>	

	<p>Governors were reminded that one of the reasons for the discrepancy was the Kent top-sliced an amount for high needs funding in the county with an emphasis on providing help to KS1/KS2 as early as possible.</p> <p>Governors were advised by the DHP that the school had applied for high needs funding on four occasions but each time had been unsuccessful.</p>	
<b>6.6</b>	<b>Performance Management</b>	
	Governors noted that the mid-year performance management review process was under way due for completion by 2 March 2019. Outcomes remained largely contingent on August exam results.	
<b>6.7</b>	<b>Admissions</b>	
	<p>Governors were pleased to note that the number of first preference choices assessed as selective stood at 164 placing in the school in a strong position for 2019-2020. Some pupils were out of area but it was hopefully the case that all boys in Shepway of selective ability would be able to gain a place at the school.</p> <p>Since the overall figure for first choice preferences stood at 198 (above the school's PAN of 150) it was likely that there would be a high number of parental appeals.</p>	
<b>6.8</b>	<b>School Events and Achievements</b>	
	The HT drew governors' attention to the current edition of The Harveian containing up-to-date details of school events and achievements.	
<b>7.</b>	<b>To Receive the 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>• Regular meetings had been held with the HT to discuss school matters e.g. finance, school improvement plan and staffing</li> <li>• The chair had attended the School Carol Service on 17 December 2018</li> </ul>	
<b>8.</b>	<b>To Consider Governing Body Items</b>	
	MB (Training Governor) reminded governors of opportunities for face-to-face and on-line training available from Kent County Council.	
<b>9.</b>	<b>To Receive Committee Reports</b>	
<b>9.1</b>	<b>SPPC Committee 25 February 2019</b>	
	<p>KC (Vice-chair, SPPC) drew governors' attention to a number of points as follows:</p> <ul style="list-style-type: none"> <li>• English was now set by ability with different learning experiences across the sets e.g. for extended writing</li> <li>• The English department was liaising with a neighbouring boys' grammar school who had achieved positive scores for English and had also joined the Kent and Medway English Group to explore and share best practice in other schools</li> <li>• The widening gap in English between boys and girls (due in part to the fact that KS2 assessment no longer included writing)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Performance in modern foreign languages had improved significantly</li> <li>• The school compared favourably with Folkestone School for Girls in terms of proceeding to higher education</li> <li>• The school had supported its disadvantaged students well with a positive progress score of 0.06 compared to the national figure for boys of -0.68.</li> <li>• Pupil premium was not available to sixth formers but support remained in place for eligible sixth formers beyond existing provision (i.e. FSM and bursaries).</li> </ul>	
10.	<b>To Consider Policies</b>	
	<p>Governors noted and approved policy changes/amendments as follows:</p> <p><b>Admissions Policy (for entry in September 2020)</b></p> <p>Revised policy in the light of the recent consultation exercise</p> <p><b>Teacher Pay Policy</b></p> <p>Minor amendments to reflect current practice in terms of observation (i.e. lessons no longer graded) and new pay scales</p> <p>Ensuring anonymity in evidence submitted for an appeal</p> <p><b>Special Educational Needs Policy</b></p> <p>Fully revised in the light of changes in statutory requirements</p> <p><b>Health &amp; Safety Policy</b></p> <p>Two additional sections for lone-working practice and staff well-being</p> <p><b>Equal Opportunities Policy</b></p> <p>Expanded wording for Section 3 (Disability access) and Section 4 (Equality and Diversity).</p> <p>The chair thanked governors for their contributions to policy reviews and to the DoSS for ensuring that all policies followed a 'house' style.</p>	
11.	<b>To Note Dates for Future Meetings/School Events</b>	
	<ul style="list-style-type: none"> <li>• PPPF Committee 14 March 2019</li> <li>• Old Harveians' Concert 23 March 2019</li> <li>• School production "Blood Brothers" 28/29 March 2019</li> <li>• Prizegiving 4 April 2019</li> </ul>	
12.	<b>Any Other Business</b>	
12.1	<b>Ofsted Consultation</b>	
	Governors noted the on-going consultation on changes to the education inspection framework from September 2019 closing date 5 April 2019.	

	Governors asked the HT to circulate details of the changes in due course.	HT to circulate details on publication after 5 April 2019
<b>13.</b>	<b>Consider Confidentiality and Publication of Minutes</b>	
	None	

There being no other business the meeting closed at 6.45 p.m.



