

**The Harvey Grammar School**

**Minutes of a meeting of the Governing Body number A28 held on Thursday 11 July 2019 at 5.00 p.m. in the Trafalgar Room**

**Present:** Mr. J. Dennis (JD) (Chair), Mr. M Bridges (MB) (Vice-chair), Mr. K. Bridgland (KB), Mrs. A. Brown (AB), Mr.J Chamberlain (JC), Mrs. S. Hammond (SH and Mr. S. Norman (SN) (HT)

**In attendance:** Mr. A. Allon (AA) (DHT Pastoral)

**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 28 February 2019</i></li> <li>• <i>Headteacher’s Report</i></li> <li>• <i>School Improvement Plan 2018/19 - evaluation</i></li> <li>• <i>School Improvement Plan 2019/20</i></li> <li>• <i>SPPC Report – Meeting 17 June 2019</i></li> <li>• <i>PPPF Report 27 June 2019</i></li> <li>• <i>HAIJ Report 27 June 2019</i></li> <li>• <i>School Budget 2019/20</i></li> <li>• <i>Draft calendar 2019/20</i></li> </ul>	
	<p>Prior to the meeting governors took tea with departing members of staff and members of year 12.</p>	
1.	<p><b>Chair’s Introduction and Welcome</b></p>	
	<p>The chair welcomed all to the meeting and confirmed that it was quorate under Article 117 – 7/11 governors being present.</p>	
2.	<p><b>Apologies for Absence</b></p>	
	<p>Apologies for absence had been received from Mr. Caudwell (personal), Mrs.Mitchell (personal) and Mr. Van der Wal (work commitment).</p> <p>The apologies were accepted.</p> <p>The chair also noted that Mr. Goodfellow would not be in attendance due to a school commitment.</p>	<p>Clerk</p> <p>Clerk</p>
3.	<p><b>Declaration of Business Interests</b></p>	
	<p>None declared other than those already registered.</p>	
4.	<p><b>Minutes of the Meeting held on 28 February 2019</b></p>	
	<p>Page 3 6.1 Action point to read ‘Up-date on <i>school improvement plan...</i>’</p> <p>Page 4 6.2.2. bullet point 3 line 1 delete second ‘issues’</p> <p>Page 5 6.2.2 bullet point 3 line 1 to read ‘Endorsed the school’s policy of <i>again</i> supporting sixth formers...’</p> <p>Page 6 6.5 line 2 ‘the’ to read ‘that’</p> <p>Page 7 10 line 1 to read ‘Governors approved...’</p>	

	Subject to these amendments, the minutes were accepted as a true and accurate record and signed by the chair.	Chair/Clerk
<b>5.</b>	<b>Matters Arising from the Minutes</b>	
<b>5.1</b>	<b>5.5 Admissions</b>	
	The chair confirmed that revised admissions policy had been approved (see above item 4)	
<b>5.2</b>	<b>5.8 Governing Body matters</b>	
	The chair noted that monthly management accounts were regularly updated and were available for viewing by all governors on the intranet	
<b>5.3</b>	<b>8. To Consider Governor Training and Visits</b>	
	MB (Training Governor) confirmed that all governors had completed safeguarding training.	
<b>5.4</b>	<b>6.7 Admissions</b>	
	The HT confirmed that 153 pupils were being admitted to the school in September 2019.	
<b>5.5</b>	<b>9.1 SPPC Report</b>	
	The chair confirmed that he was raising the matter of pupil premium and sixth formers with Mr. Roger Gough (KCC Cabinet Member for Children, Young People and Education).  The chair drew governors' attention to a report from the University of Wolverhampton indicating that Harvey was one of very few schools in the country where the positive progress 8 score of disadvantaged pupils outperformed that of mainstream students.	
<b>6.</b>	<b>To Consider the Headteacher's Report</b>	
<b>6.1</b>	<b>School Improvement Plan and Self-Evaluation</b>	
<b>6.1.1</b>	<b>School Improvement Plan, 2018/19</b>	
	Governors were pleased to note that, with just a few exceptions, the SIP action plan for 2018/19 had been fulfilled.  Governors were content with the explanations given by the HT as to why some actions had not been completed. Governors noted that some actions remained an intention e.g. the possibility of submitting a bid to the Selective School Expansion Fund (SSEF) for a new Sixth Form and Learning Resources Centre.	
<b>6.1.2</b>	<b>Draft School Improvement Plan for 2019/20</b>	
	The HT drew governors' attention to two key areas of focus for the SIP in 2019/20 as follows:  i. Changes to the curriculum offer and to the structure of the school day. The purpose of the changes was to prepare pupils to concentrate for longer periods of time and study in more depth.  ii. Enhancing the preparation of sixth formers for life beyond the Harvey e.g. a sharper focus on skills in preparation for the world of work by enhancing work experience, ensuring students read beyond what is covered in the classroom and building 'cultural capital'.  Governors:	

	<ul style="list-style-type: none"> <li>noted that it was also planned to focus on training middle leaders in preparation for the new inspection focus on their work and the curriculums they are leading;</li> <li>noted that Mrs. Bailey (AHT) would be making a presentation to the SPPC in the autumn term about the new sixth form study arrangements;</li> <li>acknowledged the importance of challenging the idea of “We have always done it that way!”;</li> <li>asked about feedback from parents on transition arrangements. The DHP explained that Harvey was the only school in Shepway where every new entrant had an interview with a member of the senior leadership team. The Harvey used discrete filters to allocate pupils to houses rather than relying on generic information. The Harvey’s pre-induction arrangements for vulnerable pupils forestalled incidents of pupils not settling in quickly.</li> </ul> <p>Governors were content to approve the SIP for 2019/20.</p>	
<b>6.2</b>	<b>School Self Evaluation</b>	
	<p>The HT explained that following the publication of public examination results in August the school would be carefully re-considering its self-evaluation in the light of the new Ofsted framework.</p> <p>The chair asked for clarification of the phrase ‘limiting judgement’ in respect of the new quality of education judgement. The HT commented that this means that the judgement overall would be contingent on the quality of education judgement.</p>	
<b>6.3</b>	<b>Pupil Progress</b>	
<b>6.3.1</b>	<b>GCSE</b>	
	<p>Governors noted that:</p> <ul style="list-style-type: none"> <li>The school was quietly confident of a better overall performance at GCSE</li> <li>The decision not to grant students study leave for the first three weeks of the examination period had had a positive impact with students appearing less tired and with far fewer instances of lateness</li> <li>In discussion, governors</li> <li>Asked about how timetabling arrangements worked under these arrangements and were advised that the sequencing generally worked as examination→break→lesson.</li> <li>Asked about how English and science examinations had gone in the light of performance in 2018 and were advised that impressions were very positive following improvements made over</li> </ul>	

	<p>the year in both departments and strategies in the run-up to the exams themselves</p> <ul style="list-style-type: none"> <li>Noted that, from a parent's perspective, students appeared to be less intimidated by the prospect of exams</li> </ul>	
<b>6.3.2</b>	<b>A level/BTEC</b>	
	<p>Governors noted that</p> <ul style="list-style-type: none"> <li>current predictions were promising at 54.0% A*/B;</li> <li>adding value remained an issue given the positive 0.44 progress 8 score with the cohort, a situation that affected selective schools across the country;</li> <li>progress in BTEC subjects had improved compared to 2018;</li> <li>the decision had been made to revert to BTEC legacy specifications for Y12 in September 2019 since these exams were better suited to the learners involved and were acceptable qualifications for university courses;</li> <li>In the longer term, since the DfE was consulting about BTECs, the school may have to review its policy on offering these exams.</li> </ul> <p>In discussion governors, acknowledged the value of providing a range of courses to suit students of differing levels of ability as routes to higher education.</p>	
<b>6.4</b>	<b>Curriculum</b>	
	<p>Governors were pleased to note the school's continuing efforts to keep the curriculum broad and balanced including providing subjects such as music and drama at KS4 reaching beyond the EBacc curriculum. The offer of options at KS3, including languages, also contributed to a wider curriculum offer.</p>	
<b>6.5</b>	<b>Staffing</b>	
	<p>Governors noted that, notwithstanding current issues with recruiting subject specialists, the teaching staff at Harvey remained remarkably stable.</p> <p>Governors noted teaching staff in English, maths, science and MFL would be joining the school in September.</p>	
<b>6.6</b>	<b>Summer census</b>	
	<p>Governors noted that as of May 2019 pupil numbers totalled 981 compared to 862 in May 2015 reflecting the popularity of the school in the community.</p> <p>Governors asked about sixth form numbers and were advised by the HT that these would increase as larger year groups moved forward into year 12 from September 2019.</p>	

	Governors noted that fixed term exclusions and overall absence remained low at one and 3.44% respectively.	
<b>6.7</b>	<b>Admissions</b>	
	<p>Governors noted that, following parental appeals, the number of pupils joining the school in September 2019 totalled 153.</p> <p><i>The HT advised governors of a challenge to the school's admissions arrangements raised with the Office of the Schools Adjudicator in that it ran (in common with some other Kent selective schools) its own admissions test (the "Shepway Test") alongside the Kent test. The HT explained that he would keep governors informed of any developments.</i></p>	
<b>6.8</b>	<b>Finance Update</b>	
	<p>Governors noted that the PPPF committee had, after careful scrutiny, approved the budget for 2019/20 with a surplus of £3,318.</p> <p>Governors acknowledged the careful management of school finances even though funding was below what the government deemed a fair figure in terms of per pupil funding i.e. £4,700.</p> <p>Governors noted that, as result of increased funding from the additional form of entry, it had been able to appoint additional staff in English and maths which would help to reduce class sizes in those subjects.</p>	
<b>6.9</b>	<b>Performance Management</b>	
	<p>Governors noted that support staff were about to complete their performance management cycle.</p> <p>The performance management of teaching staff would be completed in October 2019.</p> <p>A governor enquired about staff morale and was advised by staff governors that it was commensurate with what had been a very busy term and 'the approach of the summer holidays'.</p>	
<b>6.10</b>	<b>School events</b>	
	Governors noted that after a very well-attended Open Evening, a total of 430 pupils had signed up for the Shepway Test.	
<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>• CoG/HT contact happens on a weekly basis covering a range school matters including staffing, pastoral issues and finance</li> <li>• The CoG has attended school events such as Open Evening, Prizegiving and the school production of "Blood Brothers"</li> </ul>	
<b>8.</b>	<b>To Consider Governing Body Matters</b>	
	<p>MB (Training Governor) reminded governors of opportunities for face-to-face and on-line training available from Kent County Council.</p> <p>MB reminded governors that details of a 'school efficiency metric tool' and a financial benchmarking service were available on the intranet.</p>	
<b>9.</b>	<b>To Receive Committee Reports</b>	
<b>9.1</b>	<b>SPPC Committee 17 June 2019</b>	

	Governors considered a report from MM (Chair SPPC) on the SPPC meeting held on 17 June 2019 covering pupil progress, curriculum planning, governor focus visits and safeguarding. (See also 6.1.2 and 6.3 above)	
<b>9.2</b>	<b>PPPF Committee Report 27 June 2019</b>	
	Governors considered a report from MB (Chair PPPF) on the three PPPF meetings held since the last FGB on 28 February 2019. Matters covered included a finance report from the bursar, a school support report from the director of school support, the budget forecast for 2019/20 and a three-year budget forecast. (See also 6.8 above).	
<b>9.3</b>	<b>HAJB Report 27 June 2019</b>	
	Governors considered an HAJB report from JD and noted that Mr. Kim Bridgland would be stepping down as a staff governor following his retirement as site manager at the end of term and Mrs. Sheridan Hammond would be stepping down as a parent governor on the expiry of her term of office in September 2019.	
<b>10.</b>	<b>To Approve School Budget, 2019/20</b>	
	Governors considered the budget for 2019/20 noting total income of £5,063,579 and expenditure of £5,060,261 yielding a surplus of £3,318.  Governors noted that the PPPF committee at its meeting on 27 June 2019 under its delegated authority had approved the budget for 2019/20.	
<b>11.</b>	<b>To Consider Calendar Dates, 2019/20</b>	
	Governors agreed proposed calendar dates for 2019/20.	
<b>12.</b>	<b>Any Other Business</b>	
<b>12.1</b>	<b>Minibus charges</b>	
	KCB enquired about the disparity between departments in charges for using school minibuses.  The HT agreed to check on the matter with the DoSS.	HT to check on minibus charges – on-going
<b>13.</b>	<b>Consider Confidentiality and Publication of Minutes</b>	
	None	

There being no other business the meeting closed at 6.30 p.m.

Signed:  (Chair)

Date 10<sup>TH</sup> October 2019