

The Harvey Grammar School

Minutes of a meeting of the Governing Body number A29 held on Thursday 10 October 2019 at 5.00 p.m. in the Trafalgar Room

Present: Mr. J. Dennis (JD) (Chair), Mr. Martin Bridges (MB) (Vice-chair), Mrs. A. Brown (AB), Mrs. K. Callander (KC), Mr. W. Caudwell (BC), Mrs. Alison Carney (AC), Mr. James Chamberlain (JC), Mrs. Polly Davis (PD), Mrs. M. Mitchell (MM), Mr. S. Norman (SN)(HT) and Mr. Dominic van der Wal (DvW).

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 over refreshments 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">• <i>Minutes of the meeting held on 11 July 2019</i>• <i>Headteacher's Report</i>• <i>Chair's Report</i>• <i>Draft Trustees' Report</i>• <i>Committee Structure and Membership</i>• <i>Governors' Details</i>• <i>Register of Business Interests</i>• <i>Code of Conduct, 2019-20</i>• <i>Governance Calendar, 2019-2020</i>• <i>Policy Up-dates</i>• <i>Child Protection: Handling Allegations against Staff</i>• <i>Safeguarding Policy</i>• <i>Consultation on admissions arrangements</i>	
1.	Chair's Introduction and Welcome	
	<p>The chair welcomed all to the meeting and confirmed that it was quorate under Article 117 – 11/12 governors being present.</p> <p>The chair extended a particular welcome to Mrs. Alison Carney as a new parent governor and Mrs. Polly Davis as the new staff governor.</p> <p>The chair commented that all governors were invited to ask questions on any aspect of the proceedings.</p>	
2.	Apologies for Absence	
	<p>Apologies for absence had been received from Mr. Charles Lancefield (CL) (work commitment).</p> <p>The apologies were accepted.</p>	Clerk
3.	Appointment of Chair and Vice-Chair	
	<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 of 2020-2021. The clerk reported that there had been nominations for Mr.</p>	

	<p>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>	
4.	Declaration of Business Interests	
	None declared other than those already registered.	
5.	Minutes of the Meeting held on 12 July 2018	
	<p>Page 2 5.2 line 2 to read “updated and governors notified that they were available to read on the PPPF tile on the intranet”.</p> <p>Page 3 6.3.1 line 8 erroneous bullet point.</p> <p>Subject to these amendments, the minutes were accepted as a true and accurate record and signed by the chair.</p>	Chair/Clerk
6.	Matters Arising from the Minutes	
6.1	6.7 Admissions	
	The HT reported that, at the present time, he had heard nothing further from the Office of the Schools Adjudicator about a challenge to the school’s admissions arrangements although he was aware that the scope of the challenge had been extended to KCC panels.	HT to update governors as appropriate – on- going.
6.2	12.1 Minibus charges	
	The HT noted that he had checked with the DoSS on the matter of an apparent disparity between departments in charges for the use of school minibuses and could confirm that this was not the case.	
7.	To Consider the Headteacher’s Report	
7.1	School Improvement Plan (SIP) and Self-Evaluation (SEF)	
	<p>Governors:</p> <ul style="list-style-type: none"> Noted that minor amendments had been made to the SIP following a decision not to change the timings in the school day because, by so doing, it would have led to significant timetabling 	

	<p>issues and unwelcome compromises such as setting by ability in key subjects. All other proposed curriculum changes had been implemented e.g. increasing contact time for English.</p> <ul style="list-style-type: none"> • Noted that curriculum development remained a key part of the school's school improvement strategy e.g. successfully providing increasing challenge for the more able in the school's curriculum offer. In the light of Ofsted's increasing focus on the curriculum from September 2019, curriculum leaders in conjunction with the DHTC were reviewing all aspects of the current offer to ensure the needs of all pupils were being fully met. • Acknowledged that the school was keen to continue offering Drama at KS3 despite this being beyond the expectations of the national curriculum. • Acknowledged that the school would be continuing its commitment to provide a vocational sports related curriculum for all as part of the KS4 curriculum on the secure grounds that it helped pupils to develop healthy lifestyles and an appreciation of the importance of physical exercise and the science behind this. • Noted that, with regard to inspection, the government's intention to legislate to remove the exemption from inspection for outstanding schools. Under current inspection arrangements the school could be inspected in the event of a safeguarding issue or a significant fall in standards to average rather than above average. However, it was noted that all outstanding schools are subject to a risk assessment procedure and that the school should be prepared for inspection whatever the outcome of the government's current intention. • Acknowledged that the SEF had been re-written to match the new Ofsted framework with the school currently self-assessing as outstanding, particularly in the context of an all-boys' school in a coastal town facing significant issues of deprivation. • Noted the role of senior leaders under the leadership of SJG (DHTC) in supporting curriculum leaders as part of the SIP since curriculum leaders were the 'front line' in the new Ofsted inspection methodology. • Noted that the new year 7 cohort had made a very effective primary/secondary transition ably supported by the pastoral team under the leadership of AA (DHTP). • Noted that the school would be submitting a third Condition Improvement Fund bid for a new Sixth Form Centre in November. <p>In discussion, governors:</p>	
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	<ul style="list-style-type: none"> • Asked about the role of governors in an inspection and were advised by the HT/CoG that they should expect to be involved and should be able to demonstrate their awareness of the school's strengths and areas for development using the HT's report (including results), the SIP, the SEF and their own visits to the school through link governor arrangements. The HT added that Ofsted did not expect schools to go beyond everyday routines in preparing for an Ofsted inspection. • Asked about the school's standing compared to other boys' grammar schools in Kent and were advised that there were now only six outstanding boys' grammar schools left in Kent, four of which were super selective plus Harvey and one other selective school. All other boys' schools in Kent were now rated good rather than outstanding. The school recognised that the new framework was challenging especially for all boys' schools given that nationally there is a -0.5 gap between the outcomes of boys and girls at progress 8, but that a solid case could still be made for retaining outstanding status. 	
7.2	Pupil Performance	
7.2.1	A level	
	<p>Governors were pleased to see the improvement on 2018 with the 2019 results at both A level and with applied general qualifications.</p> <p>The HT reminded governors of the problems faced by selective schools in adding value at A level but that, when published, the DfE L3VA outcomes were expected to show that the school was in line with the national average.</p> <p>Governors congratulated leavers on their high level of success in moving to university, gaining apprenticeships, obtaining employment or proceeding to further education and wished them well for the future.</p>	
7.2.2	GCSE	
	<p>Governors</p> <ul style="list-style-type: none"> • were pleased to see that the provisional progress 8 score at 0.27 (2018: -0.06) was back in the above average category and acknowledged that the results were a significant step forward for the school particularly in terms of stretching more able students • noted that overall outcomes for GCSEs improved at G7+ (the old A level boundary by 15.0%) with science subjects exceeding the usual excellent levels and acknowledged that the results provided an excellent foundation for A level studies • noted that there had been improvements in the English results with G7+ outcomes increasing to 36.0% overall and progress 8 outcome now ahead of boys nationally (-0.3 v -0.45) 	

	<ul style="list-style-type: none"> acknowledged the steps being taken by the school (including the recruitment of an additional teacher to reduce set sizes particularly at the lower end and extending contact time to 5 hours per week in Year 7) to address the 7.0% of students who did not reach L4+. <p>In discussion, governors</p> <ul style="list-style-type: none"> Considered the challenge the school faced in English with KS2 data used for benchmarking no longer including writing scores placing boys nationally at a disadvantage to girls with the same reading scores as boys but better writing scores. Congratulated staff and students on the outcomes achieved 	
7.3	Finance update	
	<p>Governors noted that the school had been able to set a sensible balanced budget for 2019-2020 as funding had increased to £4,700 per pupil and the number of boys had risen to 999 and 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 high needs costs.</p> <p>The HT drew governors' attention to a letter from Eileen Milner (CEO, ESFA) dated 19 July 2019 reminding governors of their obligations in respect of:</p> <ul style="list-style-type: none"> Acting on audit findings from external auditors and uploading audit findings with annual accounts Adhering to deadlines Maintaining a risk register Monitoring levels of executive pay Scrutinising management accounts Maintaining robust procurement procedures with regard to related party transactions Benchmarking Maintaining up to date governance details <p>In discussion, governors</p> <ul style="list-style-type: none"> Noted the school's 100.0% compliance with the requirements and enquired whether this could be reported in the trustees' report. The HT advised that the template of the report had limited scope for additional comment but that enquiries would be made of the auditors Asked why school funding per pupil at £4,700 was below the floor level and were advised by the HT that local authorities were able to set their own priorities and in the case of Kent county council money was retained for high needs funding 	<p>HT make enquiries of auditors by PPPF meeting 14/11/19</p>

	<ul style="list-style-type: none"> Noted that the government proposed to increase funding per pupil to £5,000 which, together with housing projects in the locality leading to a higher intake of pupils, could be of significant benefit to the school. The HT commented that with 1000 pupils the school was currently at full capacity. 	
7.4	Performance Management	
	The HT confirmed that review and target-setting meetings for teaching and support staff had been completed and that he would be providing details for scrutiny at the November PPPF meeting.	
7.5	Admissions	
	<p>The HT reported that the 2019 Shepway test had the largest ever number of entrants at 388 and that the results had been forwarded to Kent County Council to be factored in to the PESE (procedure for entry to secondary education) process.</p> <p>The HT commented that it was almost certain that the school would have a full intake of 150 pupils for 2020.</p>	
7.6	School Events and Achievements	
	Governors were pleased to learn of school events and achievements including cookery lessons for sixth formers at a local restaurant, a drama workshop for Year 3 as part of the primary outreach programme and Geography field work for Year 10.	
8.	To Consider Chair's Report	
	<p>The chair informed governors that he had joined GCSE students, staff and parents on Results Day (22 August) to witness the celebration of the excellent results achieved in 2019.</p> <p>The chair noted that an appeal panel was being convened to hear a complaint. Further details were unavailable since any governor sitting on the panel must not have any prior knowledge of the matter.</p>	Chair to report on outcome at FGB on 11/12/19.
9.	To Consider a draft of the Harvey Academy Trustees' Report, 2018/19	
	<p>Governors were asked to consider the draft trustees' report and notify the headteacher of any queries before the PPPF meeting on 14 November 2019.</p> <p>The chair drew governors' attention to the statement on their responsibilities as set out in the Academies Accounts Direction.</p>	Governors to notify HT by 14/11/19
10.	To Consider Policies	
10.1	Safeguarding Policy	
	<p>Governors considered the revised Safeguarding Policy for 2019-20.</p> <p>The DHTP explained that the policy had been reviewed and updated as necessary in line with current legislation e.g. Keeping Children Safe in Education.</p> <p>The chair noted that he had read the policy.</p> <p>Governors were content to approve the policy.</p>	
10.2	Child Protection Policy for Managing Allegations against Staff.	

	<p>Governors considered the Child Protection Policy for Managing Allegations against Staff for 2019-20</p> <p>The HT explained that the policy had been reviewed and updated as necessary.</p> <p>The chair noted that he had read the policy.</p> <p>Governors were content to approve the policy.</p>	
	<i>Mr. Van der Wal left the meeting at 6.15 p.m.</i>	
11.	Governing Body Matters	
	<p>Governors :</p> <ul style="list-style-type: none"> • Updated personal details as necessary noting that these were covered by GDPR • Up-dated and signed Records of Business Interests noting that these details appeared on the school website • Noted and signed the Code of Conduct for 2019/20 • Noted the Governance Calendar for 2019/20 • Noted an up-dated committee structure and link governor arrangements for 2019/20 • Noted training opportunities including induction for new governors <p>In discussion</p> <ul style="list-style-type: none"> • The chair drew governors' attention to the purpose of the Harvey Academy Joint Board as ensuring liaison between Members of The Harvey Academy and the governing body • Governors noted PPPF and SPPC committee and link governor arrangements and were asked by the chair to advise him of any changes in preferences 	Governors to liaise with CoG re governance responsibilities – on-going.
12.	Dates for future meetings	
	<p>Governor meetings</p> <p>SPPC 11 November 2019 at 5.00 p.m. PPPF 14 November 2019 and 5 December 2019 (if required) – both at 4.30 p.m. FGB 11 December (NB Wednesday) at 5.00 p.m. followed by AGM</p> <p>School events</p> <p>7 November Remembrance Assemblies 19 November Autumn Showcase Concert 28/29 December School Pantomime 16 December Carol Service – St Eanswythe and St. Mary's Church</p>	
13.	Any Other Business	
	Governors were advised that a talk on the history of the school was being given at Holy Trinity Church, Folkestone on 6 November starting at 7.30 p.m. (refreshments available).	
14.	Consider Confidentiality and Publication of Minutes	

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

Signed :  (Chair)

Date 11th December 2019

