

The Harvey Grammar School

Minutes of a meeting of the Governing Body number A30 held on Wednesday 11 December 2019 at 5.00 p.m. in the Trafalgar Room

Present: Mr. J. Dennis (JD) (Chair), Mr. M. Bridges (Vice-chair), Mrs. Anne brown (AB), Mrs. K. Callander (KC), Mrs. A. Carney (AC), Mr. J. Chamberlain (JC), Mrs. Polly Davis (PD), Mr. Charles Lancefield (CL), Mrs. M. Mitchell (MM), Mr. Dominic van der Wal (DVW) 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) and Mrs. Alison Silk (AS) (Bursar)

Clerk: Mr. M. Hydes (MCH)

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 10 October 2019</i> • <i>Trustees' Report for y/e 31 August 2019</i> • <i>Statement of Accounts for y/e 31 August 2019</i> • <i>Committee Reports</i> <i>SPPC 11 November 2019</i> <i>PPPF 14 November 2019</i> • <i>Policy Up-dates:</i> <i>Admissions Policy</i> 	
1.	Chair's Introduction and Welcome	
	The Chair welcomed all to the meeting and confirmed that it was quorate under Article 117 – 11/12 governors being present. A particular welcome was extended to Mr. Charles Lancefield attending his first governing body meeting.	
2.	Apologies for Absence	
	Apologies for absence had been received from Mr. W. Caudwell (personal commitment). The apology was accepted.	Clerk
3.	Declaration of Business Interests	
	Governors present declared that they had no business interests to declare other than those already registered.	Clerk
4.	Minutes of the Meeting held on 10 October 2019	
	Item 2 page 1 To read 'None'. Item 7.2.2 page 4 to read 'GCSE's improved at G7+ (equivalent to the old A*/A grade) by 15.0%' 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	6.7 Admissions	
	See below item 10.1	

5.2	7.1 School Improvement Plan	
	In respect of the renewed Condition Improvement Fund Bid for a Sixth Form Centre the HT explained that this was being finalised by the school's surveyors for submission by the due date of 13 December 2019.	
5.3	8. To Consider Chair's Report	
	<p>The Chair explained that a scheduled panel hearing to hear a parental complaint had not taken place as the matter had been resolved through the school's internal procedures.</p> <p>Governors suggested that aspects of the complaints policy needed clarification (e.g. whether the time-frame for conducting a complaint should be in school days, working days etc.) and it was agreed that the DoSS should undertake a review in the new year including looking at policies provided in other schools.</p> <p>The training governor noted that there did not appear to be any on-line training for governors on panel hearings.</p>	
6.	To Consider Trustees' Report and Governance Statement for the Period Ending 31 August 2019	
	<p>Governors noted that:</p> <ul style="list-style-type: none"> • the objectives, strategies and activities of the trust were as outlined in the school improvement plan for 2018-19 • future plans were outlined in the school improvement plan for 2019-20 • The attainment 8 and progress 8 (for boys) scores were significantly above average and the attendance rate was among the best in the country • At A level, attainment was above average with a pass rate of 100.00% and 64.00% of all grades at A*/B including equivalent qualifications • parental surveys indicated all parents would recommend the school to another parent • the school was hugely popular as a parental choice • 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 2019 totalling £13,333,408 (2018: £13,999,490 • the governing body met 4 times in 2018-19 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 noted a number of matters as follows:</p> <p>Page 8 financial review</p> <p>Governors noted that the drop in reserves was largely due to an increase in the pension fund reserve deficit from £967,000 to £1,343,000,</p>	

	<p>Page 8 reserves policy</p> <p>Governors considered the matter of the appropriate level of free cash at approximately £300,000 to provide sufficient working capital to cover delays between spending and receipt of grants and to provide a cushion to deal with unexpected emergencies such as urgent maintenance.</p> <p>The bursar explained that with funding paid into the bank account on the first of the month and wages (the largest item of expenditure) leaving the bank account on the twenty-fifth of the month the amount of free cash was appropriate.</p> <p>Governors agreed that the PPPF committee should review the matter at the March 2020 meeting.</p> <p>Governors noted that the school additionally held approximately £500,000 in a Lloyds Bank high interest account at 0.8% interest expiring in March 2020.</p> <p>After discussion, governors were content to approve the trustees' report for 2018-19.</p>	<p>PPPF Agenda 12 March 2020 - Clerk</p>
<p>7.</p>	<p>To Consider Statement of Accounts for the Period Ending 31 August 2019.</p>	
	<p>Governors noted that draft accounts had been scrutinised by the PPPF committee and enquiries raised addressed.</p> <p>Governors considered a number of matters as follows:</p> <p>Page 37 Note 6 Expenditure</p> <p>Governors enquired about the layout of the expenditure figures for 2018-19 and were advised by the bursar that the figures should be seen as in two parts – the first on expenditure for raising voluntary income and the second on expenditure on educational operations. Governors commented that the way the figures were set out was confusing.</p> <p>Governors clarified that the expenditure on raising income at £187,098 comprised school trip costs at £186,250 and uniform costs at £848 (see note 7).</p> <p>Governors noted that breakdowns of 'direct costs' were shown on page 39 and support costs on page 40 (see note 9).</p> <p>Page 43 Note 17 Debtors VAT recoverable</p> <p>Governors confirmed that VAT recoverable was now shown as a separate item rather than as 'Other debtors'.</p> <p>Page 44 Note 10 Creditors</p>	

	<p>Governors enquired about a drop in the amount owed to creditors and were advised by the bursar that this was due to money still being outstanding for the Sports Hall build in the 2018 accounts.</p> <p>Page 47 Note 19</p> <p>Governors enquired whether endowment funds at £175,724 were the same in 2019 as in 2018 and were advised by the bursar that the figures should be the same as the funds were what was brought into the accounts when the school became an academy.</p> <p>Page 49 Note 21</p> <p>Governors asked why the adjustment for depreciation had increased from £92,649 to £343,115 and were advised by the bursar that the figures were in line with previous years with the exception of 2019. The accounts for 2019 reflected a rebasing of values following the implementation of a revised fixed assets register with the charge writing off the assets over the periods in the accounting policies of the trust (see note 1.8).</p> <p>Page 51 Note 25 Pension Commitments</p> <p>Governors asked why mortality assumptions showed a decline in life expectancy and were advised by the bursar that this was due to an overestimate of life expectancy at the previous triennial valuation.</p> <p>After discussion, governors were content to approve the financial statements for 2018-19.</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 accounts.	
8.	To Consider Governor Training and Visits	
	<p>The training governor reminded all governors that they needed to have completed an acknowledgement that they had read the relevant section of the "Keeping Children Safe in Education" document (September 2019).</p> <p>All governors present confirmed that this was the case.</p> <p>The clerk was asked to contact any governor absent from the meeting.</p>	Clerk to contact absent governors re completion of KCSIE form w.i.e
9.	To Receive Committee Reports	
9.1	SPPC Committee 11 November 2019	
	<p>The chair SPPC provided a report on the meeting as follows:</p> <p>The PPPF chair had joined the meeting to gain an insight into the issues raised and discussed.</p>	

	<p>GCSE The maths pass rate was very close to 100.0% and attainment in English had significantly improved from the dip in 2018 There were a number of successes in terms of attainment, for example, Physics, Spanish, psychology, design and technology and religious studies had all achieved a 100.0 % pass rate. Progress scores were also strong for example in Science and MFL Overall results reflected the success of the measures implemented in 2018-19 to improve on the 2018 results with progress 8 returning to an above average score of 0.27 The KS4 disadvantaged cohort had achieved a progress 8 score of -0.21 – ahead of the -0.25 national score for boys overall</p> <p>A level/BTEC A level grades at A*/B had risen from 52.6% to 57.7% with an improved progress score of +0.1. The BTEC VA score had improved from -0.59 to -0.29 with very high attainment leading to strong destinations for the cohort</p> <p>Curriculum The school’s curriculum model at KS3 was being reviewed for September 2020 to ensure we continue to deliver above and beyond the expectations of the national curriculum</p> <p>Safeguarding A report on safeguarding had been provided by the DHP and the committee had discussed incident reporting procedures</p> <p>In, discussion governors were particularly pleased to note the excellent results in the sciences.</p>	
9.2	PPPF Committee 14 November 2019	
	<p>The chair PPPF reported on the meeting as follows:</p> <p>Management accounts had been scrutinised including income/expenditure against budget Arrangements for the publication of end-of-year accounts had been considered Staffing and premises issues had been discussed including performance management reviews of teaching, and support staff and the HT’s recommendations approved Correspondence from Eileen Milner (CE – ESFA) and Lord Agnew (Minister for the School System) had been noted and discussed as appropriate</p>	
9.3	HT’s Performance Management Review	
	<p>The chair explained that the HT’s performance management review had been completed by the chair, vice-chair and an independent member. The chair confirmed that the process had closely followed government guidelines (“Setting executive salaries: guidance for academy trusts” – June 2019) including benchmarking against comparable grammar school.</p> <p>The chair noted that one of the HT’s targets was to focus on the disparity between boys’ and girls’ results commenting that although data</p>	

	suggested that Folkestone School for Girls (and many other girls' selective schools) had outperformed the Harvey in terms of progress at GCSE, in reality both Folkestone schools had actually achieved exactly the same creditable score of 0.5 above national for their gender in terms of progress 8. The overall difference in the published progress 8 score was because in national progress data, girls continue to significantly outperform boys.	
	<i>DvW left the meeting at 5.50 p.m.</i>	
10.	To Approve Policies	
10.1	Admissions Policy	
	Governors discussed the school's Admissions Arrangements and agreed revised wording in line with recent observations by the Schools Adjudicator on the provision of a second test for children absent through illness or unable to sit the test on the stated day for religious reasons.	Revised Admissions Arrangements to be published by 31 January 2020.

There being no other business the meeting closed at 6.40 p.m.

Signed:  (Chair)

Date 28th February 2020