

The Harvey Grammar School

Minutes of a meeting of the Governing Body number A31 held on Thursday 27 February 2020 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. A. Carney (AC), Mr.W.Caudwell (WGC), Mr. J. Chamberlain (JC), Mrs. Polly Davis (PD), Mr. Charles Lancefield (CL) and Mr. S. Norman (SN)(Headteacher - HT)

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

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 11 December 2019</i> • <i>Headteacher's Report (including Self Evaluation Form)</i> • <i>School Improvement Plan Update</i> • <i>Policy Up-dates:</i> <i>Complaints Policy</i> <i>No-Smoking Policy</i> <i>Freedom of Information Publication Scheme</i> <i>Lone Working Policy</i> 	
1.	Chair's Introduction and Welcome	
	The Chair welcomed all to the meeting and confirmed that it was quorate under Article 117 – 9/12 governors being present.	
2.	Apologies for Absence	
	Apologies for absence had been received from Mrs K. Callander (personal commitment), Mrs. M.Mitchell (work commitment) and Mr. D. Van der Wal (work commitment) The 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.	Clerk
4.	Minutes of the Meeting held on 11 December 2019	
	Present: Mrs. Anne brown to read Mrs.Anne Brown 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	8. To Consider Governor Training and Visits	
	Governors present confirmed (with one exception) that the KCSIE acknowledgment form had been submitted.	Missing form to be submitted at SPPC meeting on 02/03/20
5.2	10.1 Admissions Policy	

	The HT confirmed that revised Admissions Arrangements had been published by the deadline of 31 January 2020.	
6.	To Receive and Consider the Headteacher's Report	
6.1	School Improvement and Self-Evaluation	
	<p>The HT commented as follows:</p> <ul style="list-style-type: none"> • The significant improvement shown in the validated GCSE and A level results for 2019 had enabled the school to re-visit its self-evaluation form (SEF) and grade the school, once again, as outstanding. • Governors needed to be aware, however, that the new Ofsted Education Inspection Framework (EIF) with its focus on curriculum was welcomed but that the current accountability framework represented an increase in challenge for an all boys' school, with the performance of boys nationally in terms of progress being -0.5 behind that of girls. Whilst the school was performing very well, notably in terms of comparison against boys nationally, maintaining its outstanding status would remain challenging due to being measured against the progress of all nationally rather than by gender. • The revised published post 16 applied general progress score came out as below average despite the attainment of pupils being one of the best in the county for new specifications. This is in part due to the fact that many providers have continued to deliver the legacy specification for Btec. The school has decided to revert to those legacy specifications which allow coursework as it is deemed to be in the best interests of its students. This is despite the issues this causes in league table terms as university feedback has indicated that they do not discriminate between the two specifications and raw outcomes for the legacy specifications are significantly higher. • Her Majesty's Chief Inspector had spoken in her annual report about the strategy of some schools of "forcing" all students through a sports science qualification thereby using up a valuable slot in GCSE option choices (and narrowing the curriculum) and "gaming" the system to improve league table positions. Whilst, at Harvey, all students were given the opportunity to complete BTEC sport as part of their KS4 curriculum, since it was delivered through normal sports provision, it had no impact on GCSE choices and actually provided students with a very useful overlap with PSHE issues such as healthy lifestyles. In the light of HMCI's comments the school would cover the units felt most beneficial in year 10 so that students could be given the chance to opt out from completing the qualification in year 11 • The school was delivering training to senior leaders and heads of department on the new Ofsted inspection methodology of "deep dives" and had commenced a cycle of "deep dives" into various subjects. 	

	<ul style="list-style-type: none"> • The leadership team had undertaken a mid-year review of the school improvement plan and coded progress on a RAG basis. • A revised bid had been submitted to the Condition Improvement Fund (CIF) for a new Sixth Form and Learning Resources Centre with an outcome expected at the beginning of April <p>In discussion, governors:</p> <ul style="list-style-type: none"> • Ascertained that the school was last inspected under the old system (noting that recently two boys' selective schools previously graded outstanding under the old system had dropped a grade under the new Education Inspection Framework) • Acknowledged that although the school had outstanding results it was at a disadvantage when data for boys was compared to national data for boys and girls • Confirmed that the school would retain its outstanding status and be technically exempt from inspection until the relevant legislation received parliamentary approval...unless a safeguarding issue arose • Noted that it was an Ofsted priority, once the law had been changed, to inspect schools that had not been looked at for ten years or more and resume a five-year cycle of inspections • Acknowledged that whilst "gaming the system" could distort the curriculum offer this was not an issue at Harvey as judged by the school's increasing EBacc participation and exam outcomes • Noted that the school had originally been a specialist school in sport and had the infrastructure to deliver BTEC sport at KS4 without it impacting on curriculum choice • Acknowledged the value of physical health in today's world • Noted that the self evaluation form (SEF) followed the new inspection framework • Asked about amber entries in the SIP and were advised that these were actions that had been started but not completed • Asked about the disparity between the CIF bid submitted in 2018 being 1.0% off success and virtually the same bid submitted in 2019 being 20.0%+ off success and were advised by the HT that this was most likely because the Education and Skills Funding Agency (ESFA) had different priorities year on year for granting funds. 	<p>Governors to be advised of outcome of bid – on-going</p>
6.2	Pupil Progress	

	<p>The HT commented as follows:</p> <ul style="list-style-type: none"> • Data indicated that the school was on track to deliver another strong set of KS4 results further utilising strategies that had been implemented following the dip in results in 2018 • Outcomes were likely to be adversely affected by a small number of students with on-going health issues who the school was fully supporting at a difficult time • A level predictions for 2020 were marginally down on last year, although it was possible that the progress score might not be too adversely affected given the lower prior attainment of the cohort • Attainment in applied general subjects was again predicted to be very strong with over 90.0% of students predicted to gain distinction+. Such results would greatly facilitate meaningful higher education destinations for the students involved • 66.0% of year 13 students had applied to university for 2020 although the school remained concerned about the lure of unconditional offers and lowered offers if a student made a university their firm choice • Two students had been offered places at Cambridge colleges • A number of students were looking at apprenticeships and had been provided with advice and guidance in visits by specialists • Sixth form retention continued to be very strong with the vast majority of students staying at school until 18. <p>In discussion governors:</p> <ul style="list-style-type: none"> • Noted that year 12 students were using their non-contact time well and working hard in preparation for the exams • Asked about comparisons with other schools and were advised by the HT that the current A Level progress score for the Harvey compared very well with similar selective schools many of whom struggle to score above 0 as the Harvey had done in 2019. • Noted that the year group did not have an accelerated cohort • Asked about entries to Oxford university and were advised by the HT that this was possibly due to an interview procedure that tended to favour independent schools • Noted that an Old Harveian was now the principal of an Oxford college whilst another was currently a student at Oxford and that 	<p>School to make enquiries of</p>
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	advice/guidance might be sought from these sources on entrance procedures.	appropriate individuals – on-going
6.3	Staffing	
	<p>The HT noted that, following a long period of almost complete stability in staffing, a small number of changes were now impending in the English (HoD), psychology and sociology (HoD), and members of the ICT, MFL, D&T and maths departments. The HT explained the reasons for the changes in each case and outlined replacement arrangements as appropriate.</p> <p>Governors asked that the members of staff concerned should be invited to the FGB meeting on 9 July 2020.</p>	Clerk to invite staff to 09/07/20 FGB
6.4	Pupil Census	
	<p>The HT reported that the school population now totalled 1000 boys. The HT also noted that fixed period exclusions remained very low and that absence figures remained well below the national average for absence.</p> <p>Governors asked about bullying statistics and were advised that these were collated by the DHP and submitted to the Safeguarding Governor.</p>	
6.5	Finance Update	
	<p>The HT noted that per pupil funding had risen to at least £4,950 and that, consequently, after allowing the funding of teacher pay rises, the school would be a little better off financially. The extra funds would help in the reduction of class sizes and premises improvements.</p> <p>The Chair explained that, as chair of the Schools Fair Funding Forum, he was aware of the current inequities in school funding as compared to London schools and that measures were being considered to address the anomaly.</p> <p>Governors asked why the KCC figure was £4,950 per pupil compared to the published figure of £5,000 and were advised that this was likely to be the case because the local authority planned to retain £50 per pupil to meet the shortfall in high needs funding. However, the ability to do this was subject to an expected ruling from the DfE.</p>	
6.6	Performance Management	
	The HT noted that all staff were currently undertaking their mid-year performance management review due for completion on 28 February 2020.	
6.7	Admissions	
	<p>The HT informed governors that the total of first preference choices of selective ability pupils was 179 (2019:164) and of all pupils 223 (2019: 198).</p> <p>The HT advised governors that these numbers would lead to a high number of parental appeals.</p>	
6.8	Self Evaluation Form	

	The HT invited governors to contact him with any further queries about the SEF as necessary.	Governors to contact HT with any queries about the SEF – on-going
7.	To Receive and Consider the Chair's Report	
	<p>The Chair drew governors' attention to a number of points as follows:</p> <p>Possible consequences of the December 2019 general election result for grammar schools and single academies</p> <p>The Chair had received a letter from Lord Agnew (Parliamentary Under-Secretary of State for the School System) dated 12 February 2020 which drew attention to the importance of the financial resources being made available to schools being used effectively and the variety of resources available to enable this.</p> <p>The Chair was aware that a complaint had been made against the school and a complaints panel would be convened as necessary in accordance with the school's Complaints Policy.</p>	
8.	To Consider Governing Body items	
8.1	Governor Training and Visits	
	<p>The Training Governor confirmed that local authority courses needed to be authorised through the Clerk.</p> <p>The Chair noted that there had been difficulties with booking places for governor training on the KCC website and that, as Vice-Chair of the Kent Governance Association, he had raised the matter with the appropriate parties</p> <p>The Clerk was asked to check that new governors had been registered with the National Governors Association (NGA).</p> <p>Governors were asked to check with the Director of School Support (Kirsty Bristow) if they were encountering difficulties with e-mail access.</p> <p>The Chair confirmed that he would be having a meeting with CL about governance matters.</p>	CoG/CL to meet – on-going
9.	To Consider/ Approve Policies as appropriate	
9.1	Complaints Policy	

	<p>The HT drew governors’ attention to aspects of the policy as follows:</p> <ul style="list-style-type: none"> • Guidance was given on dealing with what the HT/CoG deemed to be unreasonable complaints/complainant behaviour with examples cited e.g. making excessive demands on school time by frequent, lengthy, complicated and stressful contact with staff while the complaint is being dealt with • At appeals, the school would be represented by the HT or another senior member of staff <p>In discussion, governors</p> <ul style="list-style-type: none"> • ascertained that complaints could only be dealt with in term-time/school working days • ascertained that only the school’s secure e-mail should be use for communication about complaints. 	
9.2	No-Smoking Policy	
	<p>The HT drew governors’ attention to revised aspects of the policy as follows:</p> <ul style="list-style-type: none"> • Definition of smoking to include “together with liquid nicotine and similar appliances” • Inclusion of details of free services to help people give up smoking 	
9.3	Lone Working Policy	
	<p>The HT drew governors’ attention to revised aspects of the policy as follows:</p> <p>Addition of Appendix 1 providing pupil lone working guidance – out of school hours</p> <p>In discussion, governors noted:</p> <ul style="list-style-type: none"> • Guidance was already given by the school as a matter of course to, for example, geography students embarking on field work activities • The information in Appendix 1 was provided as guidance to parents and pupils in line working 	
9.4	Freedom of Information Publication Scheme	
	<p>The HT drew governors’ attention to aspects of the policy as follows:</p> <ul style="list-style-type: none"> • The policy outlined the various classes of information, the method by which information published under the scheme will be made available, charges which may be made for information published 	

	<p>under the scheme and arrangements for requesting information not published under the scheme</p> <ul style="list-style-type: none"> The policy was about the availability of public information and not personal information which was accessed by a subject access request (SAR) 	
9.5	Approval	
	The Chair confirmed that governors present were content to approve the policies subject to any queries being sent to the Director of School Support (DoSS) by 6 March 2020.	Governors to contact DoSS as appropriate by 06/03/20
10.	To Note Dates for Future Meetings/School Events	
	<p>Governors noted future dates as follows:</p> <p>SPPC Committee 2 March 2020 at 5.00 p.m. PPPF Committee 12 March at 4.30 p.m. Prizegiving 20 March 2020 at 2.00 p.m. Old Harveians' Concert 21 March 2020 at 7.30 p.m. PPPF Committee 30 April 2020 at 4.30 p.m. SPPC Committee 15 June 2020 at 5.00 p.m. FGB 9 July 2020 at 5.00 p.m.</p>	
11.	Any Other Business	
	Governors asked about the COVID-19 outbreak and were advised by the HT that the school was following guidance provided by Public Health England.	
12.	To Consider Confidentiality and Publication of Minutes	
	None	

There being no other business the meeting closed at 7.05 p.m.

Signed  (Chair)

Date 11th July 2019