



We aim for every student to develop the knowledge, skills and self-confidence to become **the best they can be**'

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| <b>16/17</b>  | <b><u>Meeting of Full Governance Board</u></b>   |  |
| <b>Date:</b>  | <b>17.05.17</b>  |  |
| <b>Venue:</b>   | <b>Conference room 2</b>   |  |
| <b>Time:</b>  | <b>4:30pm - 7:15pm</b>   |  |
| <b>Governors:</b>   | Allan Foulds – Headteacher<br>Neil Spurrier – Chair of Governors<br>Scott Harvey<br>Andy Ponting<br>Katherine Safe<br>Steve Reis<br>Allan Hastings (School Business Manager, staff governor)   | Krissy Scott<br>Niki Cox<br>Ken Goodwin<br>Paul Baker<br>Sam Watson<br>Stuart Hutton<br>Julie Bodilly (staff governor)<br>Richard Knight |
| <b>Present:</b>   | Gareth Burton (GB) Associate Headteacher, Jules Godfrey (JMG) Deputy Headteacher, Karen Hanley (KJH) Deputy Headteacher, Mike Stratford (MZS) Assistant Headteacher, David Hillyard (DAH) Assistant Headteacher and Clare Johnson (CHJ) Clerk  |  |
| <b>Acronyms:</b>  | SLT: Senior Leadership Team<br>GDC: Governors' Discipline Committee<br>CIF: Condition Improvement Fund<br>SED: Summary Evaluation Document<br>ESFA: Education and Skills Funding Agency  |  |
| <b>AGENDA</b>   |  |  |
| <ol style="list-style-type: none"> <li>1. Apologies for absence</li> <li>2. Governor business</li> <li>3. Declarations of interest</li> <li>4. To confirm the minutes of the previous meeting</li> <li>5. Matters arising</li> <li>6. Report from Sixth Form Link Governor</li> <li>7. Clarification of Members and Governors</li> <li>8. Headteacher's Report</li> <li>9. Level 3 Complaint Hearing</li> <li>10. Governance and Nominations Committee</li> <li>11. Strategy &amp; Policy Committee             <ol style="list-style-type: none"> <li>11.1 SPO4 minutes</li> <li>11.2 Operational Plan</li> <li>11.3 Supporting Students with Medical Needs (Policy)</li> <li>11.4 Grievance Policy</li> <li>11.5 Disciplinary Policy</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>12. Curriculum Committee             <ol style="list-style-type: none"> <li>12.1 C4 minutes</li> <li>12.2 Special Educational Needs &amp; Disabilities Policy</li> </ol> </li> <li>13. Finance &amp; General Purpose Committee             <ol style="list-style-type: none"> <li>13.1 F4 minutes</li> <li>13.2 Income &amp; Expenditure Report</li> <li>13.3 Budget Forecast</li> </ol> </li> <li>14. To consider the policy schedule</li> <li>15. Any other business</li> <li>16. Confidential Governors' item</li> </ol> |  |



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| <p>11.6 Drugs Policy<br/>11.7 Child Protection &amp; Safeguarding</p> |  |
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|                    | <p>David Hillyard, Assistant Headteacher, delivered a presentation on enhanced learning through technology at Bournside.</p> <p><b>GQ: a governor queried why Y11 who have left had been left out of the presentation.</b></p> <p>A: DAH explained that in terms of new specifications in the curriculum, it has been appropriate to make changes for Y10 but not Y11.</p> <p><b>GQ: A governor queried the impact on teachers' use of time.</b></p> <p>A: DAH spoke about the infusion of technology used in general and at the right times. Being easy to put away was cited as an advantage of a tablet device. DAH estimated from spontaneous class visits that in c.1/10 lessons students were using iPads.</p> <p><b>GQ: A governor queried the use of technology in exams.</b></p> <p>A: Whilst not possible yet, other than for students with additional needs, DAH predicted that this might change in the future.</p> <p><b>GQ: A governor asked about defence for the school in light of recent global cyber-attacks.</b></p> <p>A: The issue was discussed broadly and potential dangers highlighted. DAH noted that the school's chosen defence system offered greater protection than alternatives.</p> <p><b>GQ: A governor asked about the exclusivity of using Apple devices.</b></p> <p>A: DAH advised that whilst the school allowed students to use other devices it could not deploy free apps for platforms other than Apple.</p> <p><b>GQ: A governor asked is there any way we can measure outcomes and impact?</b></p> <p>A: DAH spoke about the challenges in capturing this data based on experience from other schools using a controlled group for example. DAH had received an overall impression from students via tutor questionnaires and 1:1 discussions. The interest from external sources on the school's approach to enhanced learning through technology also tallied with the perceived level of engagement from the students. Consideration of goals rather than an evaluation of figures was discussed.</p> <p>GB asked DAH what he had found the most rewarding. DAH reflected on the resulting flexibility of teaching derived from the programme and the focus of continual improvement. That Bournside is "ahead of the game" in this area was considered a source of pride.</p> <p>DAH assured governors that the scheme was financially sustainable and on track to be cost neutral.</p> |                           |
| <p><b>Item</b></p> | <p><b>Subject</b></p>  | <p><b>Action Date</b></p> |
| <p><b>1</b></p>    | <p><b>Apologies &amp; Acceptance</b><br/>Apologies were accepted from the following governors: -<br/>Susie Dawson – Vice Chair of Governors<br/>Antonia Noble<br/>Steve Rudge<br/>Nikki Hayward</p>  |                           |





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|      | <p>the school's articles of association. The Business Manager reminded governors of the background details concerning the school's conversion to an academy in 2011.</p> <p>The original advice from solicitors was that it was more straightforward if all governors became a company director and member. Although there is some more recent contrary advice, there was agreement for the status quo to remain.</p>   |  |
| 8    | <p><b>Headteacher's Report</b></p> <p>GQ: Looking at the assessment criteria for student outcomes are we able to do more to support teaching in mathematics?</p> <p>In response, aspects within the headteacher's report (Page 15) were highlighted quantifying statements in regards to Y9 and Y10 expected progress. It was also noted that the school is building on a solid position in Mathematics and that the school had commissioned external expertise, with much of the attendant detail being presented to the Curriculum committee.</p>   |  |
| 9    | <p><b>Level 3 Complaint Hearing</b></p> <p>The Chair advised that the complaint panel had met to consider a complaint from a parent and outlined the four main areas raised. The panel had been chaired by Scott Harvey. The majority of recommendations resulting from the report had been already been implemented.</p> <p>The rarity of such a complaint was noted. The parent had since escalated the matter further. Relevant to this a disability discrimination tribunal will be heard in late September with barristers working on behalf of the ESFA supporting school witnesses.</p> <p>GQ: A governor asked if the complaint had been upheld?</p> <p>The Chair advised that there were 18 different issues of complaint and whilst a minority of issues were found to require further action it had proved very difficult to find any resolution to others.</p> <p>The Headteacher confirmed that the complaints panel did not uphold all of the allegations of the complainant and assured governors that the complaint had been extensively documented and filed securely.</p> |  |
| 10   | <p><b>Governance &amp; Nominations Committee</b></p>  |  |
| 10.1 | <p>The Chair of the Governance and Nominations committee encouraged governors to take up safeguarding training which was likely to become mandatory.</p>  |  |
| 10.2 | <p>Profiles of governors were requested (on behalf of the careers office) to facilitate a Y7 project. Governors to register their interest with Scott Harvey or the Clerk.</p>  |  |
| 11   | <p><b>Strategy &amp; Policy Committee</b></p> <p>The Chair explained an item concerning site development had received governor approval before Easter and had therefore been reported to the Strategy and Policy Committee as opposed to the Finance Committee. Key areas of discussion had been the monitoring of teaching and learning and the Operational Plan where good progress was reported.</p>   |  |
| 11.1 | <p>SP04 minutes (30.03.17)</p> <p>Governors were reminded that the notes in the minutes regarding policies give a clear indication of proposed amendments and therefore the context note with the Headteacher's report would no longer be</p>   |  |



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|      | necessary.   |  |
| 11.2 | <p><b>Supporting Students with Medical Needs</b><br/>There were significant changes made in order for statutory obligations to be met. In addition, areas of responsibility had been further clarified.</p>  |  |
| 11.3 | <p><b>Grievance</b><br/>Some minor changes to wording were proposed.<br/><br/>It was noted that policy had not been invoked to date at a formal level.</p>   |  |
| 11.4 | <p><b>Disciplinary</b><br/>There were minor proposed changes to the policy to correct grammatical errors.</p>  |  |
| 11.5 | <p><b>Drugs</b><br/>No changes were proposed other than the date of the policy.</p>  |  |
| 11.6 | <p><b>Child Protection and Safeguarding</b><br/>JMG confirmed that as a key policy this needed to be a working document for staff and so readily accessible and offering clear guidance. For this reason and the need to bring up to date with a number of statutory imperatives the policy had been subject to major re-draft. Krissy Scott indicated her support for the re-drafted policy. Governors were invited to ask questions in relation to this Policy. Some minor re-wording was proposed to enhance clarity.</p> <p><b>Adoption of all five policies:-</b></p> <p><b>Proposed:</b> Neil Spurrier<br/><b>Seconded:</b> Kath Safe</p> <p><b>Approved:</b> No abstentions</p> |  |
| 12   | <p><b>Curriculum Committee</b><br/>The Vice Chair of the Curriculum committee, Sam Watson, outlined the main discussion points of the curriculum as contained in the minutes.</p>  |  |
| 12.1 | <p><b>Adoption of the proposed Special Educational Needs &amp; Disabilities Policy</b></p> <p>It was reported that there had been no significant change to this policy. The name for the Learning Centre had been revised to comply with school terminology.<br/>Steve Rudge due to present an audit report on SEND policy and practice and report back to G5.</p> <p><b>Proposed:</b> Sam Watson<br/><b>Seconded:</b> Steve Reis</p> <p><b>Approved:</b> No abstentions</p>   |  |



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| <b>13</b>   | <b>Finance &amp; General Purpose Committee meeting</b>   |                 |
| <b>13.1</b> | F4 minutes (04.05.17) were received and noted.   |                 |
| <b>13.2</b> | <p><b>Income &amp; Expenditure Report from 01.09.16 – 29.03.17</b><br/>           GB outlined some detail in relation to individual cost centres and confirmed none showed particularly material variance. He also confirmed that at this stage of reporting the school has sufficient funds to meet all liabilities.<br/>           NS reminded governors of their right to scrutinise budget information.</p>  |                 |
| <b>13.3</b> | <p><b>Budget Forecast 2017-2020</b><br/>           It was confirmed that this important document will be subject to further refinement and amendment. It was also confirmed that capital and revenue funding is included in the 3-year budget forecast.<br/>           Beyond F5 the forecast will be presented again. It was noted that an in year deficit needs addressing. This results from income falling in relative terms whilst costs are rising.<br/>           NS reflected that MZS had previously carried out an analysis of the real terms costs of Post-16 provision in relation to whole school expenditure. He further commented that it may be helpful to revisit this analysis.<br/>           AGF commented on the important difference between the monitoring of budget expenditure and the forecasting. He expressed the view that the school and governors manage the school's finances well and that in practice 3 year contingency forecasts had been exceeded for years.<br/>           Stuart Hutton commented on the usefulness of more detail around potential risks and the possibility of additional underlying information to be presented.<br/>           GB Commented on the CIF bids which had been successful for the school recently and commended AFH and his team.<br/>           Scott Harvey stated he would like to see the forecast with capital funding either stripped out or more clearly delineated. There was general support for this view.<br/> <b>GQ What if any plan do we have for apprenticeships and plan for spending the levy?</b><br/>           AFH responded that it would cost us more to spend the levy than claim it back.<br/>           Paul Baker queried the main aims in terms of what was to be achieved with the investment in the development of the new Science Centre.<br/>           AFH confirmed the principle objective is improvement to the specialised learning environment with it currently being outdated with undersize classrooms.<br/>           SAM commented that planning should include what is going to happen to the Learning Centre provision within the new developments.</p> |                 |
| <b>14</b>   | <p><b>To consider the policy schedule</b><br/>           JMG confirmed a separation of two policies, namely anti-bullying and behaviour.</p>   |                 |
| <b>15</b>   | <b>Any Other Business</b>  |                 |
| <b>15.1</b> | Next meeting (G5) Steve Rudge (Link Governor for Learning Support) and Krissy Scott (Link Governor for Safeguarding) due to give a report on SEND & safeguarding respectively.   | <b>13.07.17</b> |
| <b>15.2</b> | The chair queried SLT regarding leadership projects and KJH confirmed  |                 |



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|    | it would be an item in the next Headteacher's report.  |  |
| 16 | <b>Confidential Governors' item</b><br>The chair gave an update as to the recruitment for the post of Headteacher. |  |
| 17 | <b>Date of Next Meeting 13.07.17</b>   |  |