

**The Harvey Grammar School**

**Minutes of a meeting of the Full Governing Body number A4 held on Thursday 26<sup>th</sup> September at 5.00 p.m. in the Trafalgar Room**

**Present:** Present: Mr J Dennis (JD) (Chair), Mrs P A Garrard (PAG)(Vice-Chair), Mr J Batten (JB), Mr W Dawson (WD), Mr E Howard (EH), Mrs J Reynolds (JMR), Mr J Smith (JS), Mrs A Shone (AS), Dr K Whitby (KW) and Mr W T Wright (Principal) (WTW)

**In attendance:** Mr S Norman (SN) (Senior Vice-Principal)

**Clerk:** Mr M Hydes (MCH)

Prior to the meeting, over afternoon tea, Governors welcomed new members of staff to the school.

No.	Item/detail	Action
1.	<b>Chair's Welcome and Apologies for Absence</b>	
	The Chair welcomed Governors to the meeting. Apologies had been received from Mr K Bridgland (personal), Mr J Peters (personal) and Mr D Pinto (business commitment). All apologies were accepted.	
2.	<b>Appointment of Chairman and Vice-Chairman</b>	
	The Chair and Vice-Chair withdrew from the meeting and the Clerk took the Chair. The Clerk explained that at first meeting of the academic year the Governing Body had to elect a Chair and Vice Chair. The Clerk also explained that Governors had to determine the length of the term of office for both appointments. The Clerk advised that it was common practice to appoint for a period of one year. No other suggestions being forthcoming a vote was held which proved unanimous in favour of a one-year period of office. The Clerk then reported that he had received one nomination for Mr J Dennis as Chair in advance of the meeting and Mr Dennis had agreed to serve if elected. There being no further nominations, a vote was held which proved unanimous in favour of Mr John Dennis's re- election as Chair. The Clerk further reported that he had received one nomination for Mrs P Garrard as Vice-Chair in advance of the meeting and Mrs Garrard had agreed to serve if elected. There being no further nominations, a vote was held which proved unanimous in favour of Mrs P Garrard's re-election as Vice-Chair. Mr Dennis and Mrs Garrard returned to the meeting, took up their respective appointments as Chair and Vice Chair and thanked Governors for their continuing support.	
3.	<b>Declaration of Interests</b>	
	Governors confirmed that they had no business interest to declare other than those already registered.	
4.	<b>Minutes of the Meeting of the Governing Body Number A3 held on 11<sup>th</sup> July 2013</b>	
	<b>Present</b> It was noted that DP and JMR had been present at the meeting. <b>Item 9 SPPC Committee Report 3<sup>rd</sup> July 2013</b> A Governor clarified that the phrase 'mathematics would be setted throughout the school' meant that the subject would be taught in sets based on ability. Subject to these corrections the minutes were accepted as a true and accurate record and signed by the Chair	JD /Clerk

5.	<b>Matters arising from the Minutes</b>	
5.1.6. 1	<b>Governors' Intranet</b>	
	Governors were advised that an up-date of the Governors' website would be provided after the meeting.	
5.2.10	<b>To approve policies</b>	
	The Chair ascertained that Governors were content with the Data Protection and Health & Safety Policies and both policies were consequently adopted.	
6.	<b>Governing Body matters</b>	
6.1	<b>Governor details</b>	
	<p>The Chair reported that the Members had re-appointed both himself and Mr J Batten as Academy Governors for terms of four years ending on 2<sup>nd</sup> July 2017 and 31<sup>st</sup> August 2017 respectively.</p> <p>The Chair also reported that the terms of office of Mr J Peters and Mr D Pinto (both Parent Governors) would be coming to an end on 28<sup>th</sup> September 2013 and 13<sup>th</sup> October 2013 respectively. It was understood that neither Governor would be seeking re-election. In his absence, the Chair read a note that he had received from Mr Pinto wishing the Harvey well. Governors agreed that a letter of thanks should be sent to both Governors acknowledging their significant contributions to the work of the Governing Body.</p> <p>The Chair informed Governors that the procedure for electing one Parent Governor would be commencing on 27<sup>th</sup> September 2013. Governors were also made aware that it was the Members' intention to appoint a parent as an Academy Governor based on the particular skills/expertise that that person could bring to the work of the Governing Body.</p>	<p>JD /Clerk</p> <p>WTW/ Clerk</p>
6.2	<b>Business Interest Declaration Form</b>	
	The Clerk requested that Governors up-date and sign the ROBI form provided.	Clerk
6.3	<b>Governance Calendar, 2013-2014</b>	
	<p>The Chair informed Governors that the calendar was available on the Intranet and would be regularly up-dated as appropriate.</p> <p>Governors were pleased to learn that the Sponsored Walk on 20th September had gone well and that a Governor had participated in the activity.</p> <p>With regard to the Remembrance Assembly on 11<sup>th</sup> November the Principal advised that due to a public examination taking place in the School Hall in the morning, the assembly would be in the afternoon at a time to be advised.</p> <p>Governors were reminded that the Autumn Music Concert was scheduled for 26<sup>th</sup> November and that School pantomime for 5<sup>th</sup>/6<sup>th</sup> December.</p> <p>The Chair advised Governors that the AGM of the Academy Trust would take place following the Full Governing Body meeting on 12<sup>th</sup> December.</p> <p>The Chair drew attention to the Principal's retirement party planned for 20<sup>th</sup> December. Governors were also advised that that the Governing Body was planning a dinner to mark the retirement of the Principal – details to follow.</p>	<p>JD /Clerk</p>
6.4	<b>Committee Structure and Membership, 2013-2014</b>	
	<p>Governors had been provided details of proposed governance/committee arrangements for 2013-2014 in advance of the meeting.</p> <p>The Chair explained the membership and function of The Harvey Joint Board. Governors expressed their approval of the new Joint Board arrangements and that the minutes of Joint Board meetings would be published (with the exception of Members' discussions about Governing Body membership).</p> <p>In respect of standing committees Governors agreed that if any of the listed standing committee members should be unavailable a suitably qualified</p>	

	<p>Governor could be substituted. It was also noted that, following the change in nomenclature of 'Principal' to 'Headteacher' from 1<sup>st</sup> January 2014, appropriate amendments in the documentation needed to be made. Governors also sought clarification on what constituted a quorum for the various groupings. Subject to these points Governors also approved the membership and function of the various working committees and standing committees.</p> <p>The Chair explained that Mr E Howard had indicated that he would be stepping down on the expiry of his term of office on 16<sup>th</sup> November 2013 but had said that he was not intending to 'rush away' and would be happy to oversee transitional arrangements in respect of the chairmanship of the SPPC committee.</p>	JD /Clerk
6.5	<b>Annual Plan</b>	
	<p>Governors agreed that, <i>inter alia</i>, priorities for the 2013-2014 academic year should comprise;</p> <ul style="list-style-type: none"> <li>• ensuring a smooth transition in leadership from WTW to SN;</li> <li>• continuing the process of change from maintained to academy status</li> <li>• enhancing further the quality of teaching and learning;</li> <li>• planning and implementing a building programme to develop the curriculum;</li> <li>• acquiring Governormark status;</li> <li>• Developing governor expertise through training events and school experiences.</li> </ul> <p>PAG and JMR agreed to take the lead on acquiring Governormark status.</p>	PAG /JMR
6.6	<b>Governors' Handbook, May 2013</b>	
	Governors were advised that the new Handbook for Governors was available for viewing on the Governors' intranet site. It was noted that there was a much sharper focus on the strategic functions of the governing body.	
6.7	<b>'The Governor'</b>	
	The Chair drew Governors' attention to the Autumn edition of 'The Governor' and in particular an article on Soundhub, an organisation charged with working with partners to ensure that every child can make good progress as musicians. Governors were exhorted to support the school's music programme as fully as possible (see Autumn concert 6.3 above)	
6.8	<b>National Governors' Association</b>	
	Governors' attention was drawn to the regular e-mail newsletters from the NGA and briefings on pertinent educational issues.	
7.	<b>The Harvey Academy</b>	
7.1	<b>Trustees' Report</b>	
	<p>Governors had been provided with a draft version of the report in advance of the meeting.</p> <p>Governors were advised that the draft version would be submitted to the accountants (Williams Giles) who would be adding relevant financial data. Items in the report were discussed as follows:</p> <p>'Going concern'</p> <p>Governors were informed that the phrase meant that in the opinion of the trustees the Academy Trust had sufficient resources to maintain its operations for the foreseeable future. In connection with this, Governors also considered that the Trust should investigate the level of overdraft its bankers might provide should the need arise.</p> <p>'Interest rate risk'</p> <p>Governors were informed that investments in charity shares had been sold because of the poor return and the funds placed on deposit.</p>	

	<p>Governors requested that they were provided with a final draft of Trust's accounts prior to publication.</p> <p>Governors were advised that once approved at the AGM on 12<sup>th</sup> December the Trustees' Report would be placed in the public domain and available to view on the Companies House site.</p>	Bursar /Clerk
8.	<b>Principal's Report</b>	
	Details of the Principal's Report had been circulated to all Governors in advance of the meeting.	
8.1	<b>School Improvement and Self-Evaluation</b>	
	<p>Governors noted with approval that the School Improvement Plan was linked to the teaching staff Performance Management system for reference when individual targets were set.</p> <p>Governors were pleased to learn that the refurbishment of the pupils' toilets would be completed virtually on schedule.</p>	
8.2	<b>Pupil Performance</b>	
	<p>Governors noted that exam results in the summer at both GCSE and A level were very pleasing especially in terms of provisional positive value added calculations. Governors accepted that there would be some differences at GCSE between the 2012 and 2013 results because the cohort contained a significantly higher number of middle achievers than previously.</p> <p>Governors were advised that a detailed analysis of the school's performance would be provided after the SPPC meeting in November and the opportunity to monitor outcomes.</p>	
8.3	<b>Staffing</b>	
	Governors were pleased to have had the opportunity to meet a number of new staff prior to the meeting.	
8.4	<b>Pupil Census</b>	
	Governors were advised of the importance of the Census in respect of determining 6 <sup>th</sup> form funding arrangements and for Ofsted to calculate improvement rates.	
8.7	<b>Admissions</b>	
	<p>SN reviewed the administration of the new Shepway Test which had taken place on 14<sup>th</sup> September. Out of the 248 boys who sat the test, 159 were successful and of these 33 were 'out of area'. SN confirmed that this was a very encouraging outcome with the possibility of a further increase in numbers following the appeals process and the prospect of a cohort of <i>circa</i> 150 in September 2014. A Governor commented on positive feedback that he had received about the logistical arrangements for the test which had enabled the large number of boys involved to take the test in a calm yet purposeful atmosphere.</p> <p>Governors commended the work of Mr P Aherne (Exams Manager) in organising the test and also noted the effectiveness of the team of sixth formers who had been recruited to manage car parking arrangements.</p>	
	The Chair, after ascertaining whether there were any further questions from Governors, thanked WTW for a detailed and informative report.	
11.	<b>Policies</b>	
11.1	<b>Teacher Pay Policy (TPP)</b>	
	<p>A draft of the TPP had been circulated to all Governors prior to the meeting. SN informed that Governors that the TPP had gone to consultation among the teaching staff and had been general well received. A number of queries had been raised as follows:</p> <ul style="list-style-type: none"> <li>• by individual teachers concerned about pay progression and how to</li> </ul>	

	<p>achieve it</p> <ul style="list-style-type: none"> <li>by the National Union of Teachers representative (Mr G Kinrade) on behalf of NUT members about the qualifying number of 'good' lesson observations and the question of pay portability.</li> </ul> <p>SN noted that it had been agreed to amend the policy wording in respect of lesson observations from 'all' to 'their' to allow for the possibility of one lesson being only 'satisfactory'. It was also agreed to allow pay portability 'where feasible'.</p> <p>SN commented that, overall, more staff were persuaded by the potential to progress by one or more points dependent on ability than progression solely based on length of service.</p> <p>The Chair noted that deputy headteacher pay would be determined by the Headteacher and Chair of Governors based on performance.</p> <p>Governors agreed to adopt the TPP <i>nem con</i>.</p> <p>The Chair concluded by requesting that the thanks of Governors should be conveyed to Mr Kinrade for his union's input into the consultation process.</p>	JD /Clerk
	<i>Mr J Smith left the meeting at 6.35 p.m.</i>	
9.	<b>Chairman's Report</b>	
	<p>Details of the Chairman's Report had been circulated to all Governors in advance of the meeting.</p> <p>The Chair drew the attention of Governors to meetings at both local and county level of the Kent Governors' Association to which all Governors were invited.</p> <p>The Chair commented that he had been able to attend A level results day on 15<sup>th</sup> August and had been privileged to witness the successes achieved.</p>	
10.	<b>Principal's Performance Management Review</b>	
	<p>The Chair informed Governors that meetings were being arranged to:</p> <ol style="list-style-type: none"> <li>Review the performance of the retiring Principal – Mr W T Wright</li> <li>Set targets for the incoming Headteacher – Mr S Norman</li> </ol>	JD
12.	<b>Dates for future Meetings</b>	
	<p>13<sup>th</sup> November SPPC Committee @ 5.00 pm</p> <p>21<sup>st</sup> November PPPF Committee @ 4.30 p.m.</p> <p>12<sup>th</sup> December Full Governing Body + AGM of The Harvey Academy @ 5.00 p.m.</p> <p>NB Governors are requested to check the Governance Calendar on the intranet</p>	
13.	<b>Any Other Business</b>	
13.1	<b>Mr S Norman</b>	
	The Chair congratulated Mr Norman on his gaining a place on the Ofsted Inspectors' training course. This was endorsed by EH (Chair SPPC Committee)	
13.2	<b>Governors' questions</b>	
	The Chair reminded Governors that they were positively encouraged to raise a matter about which he/she was concerned under Any Other Business.	
14.	<b>Consider Confidentiality &amp; Publication of Minutes</b>	
	Governors did not consider that any items needed to be placed in the Confidential Section of the Minutes.	
	There being no other business the meeting closed at 6.47 p.m.	

Signed \_\_\_\_\_ Mr J Dennis (Chair)

Date \_\_\_\_\_