

The Harvey Grammar School

Minutes of a meeting of the Governing Body number A7 held on Wednesday 16th July at 5.00 p.m. in the Trafalgar Room

Present: Present: Mr J Dennis (JD) (Chair), Mr J Batten (JB), Mrs P A Garrard (PAG) (Vice-Chair), Mr K Bridgland (KCB), Mr W Dawson (WD), Mr S Norman (SN) (Headteacher), Mr A Scott (TS), Mrs A Shone (AS) and Dr K Whitby (KW).

In attendance: Mr A Allon (AA), Deputy Headteacher (Pastoral) and Mr S J Goodfellow Deputy Headteacher (Curriculum).

Clerk: Mr M Hydes (MCH)

No.	Item/detail	Action
	Chair's Introduction	
	The Chair informed Governors that he, together with Mr John Batten (President, Old Harveians' Association) and Mr Scott Norman (Headteacher), had represented the Governing Body at the funeral of the late Mrs Ann Smith, wife of Mr John Smith (Governor). Mr Simon Goodfellow was welcomed to his first meeting of the Governing Body as Deputy Headteacher (Curriculum).	
1.	Apologies for Absence	
	Apologies had been received from Mr John Smith and Mrs J Reynolds both of whom had personal commitments. The apologies were accepted.	Clerk
2	Declarations of Business Interests	
	JD noted that he had been re-elected Chair of the School Funding Forum and was also a director of Kent Music and Kent Soundhub.	Clerk
3.	Minutes of the Meeting of the Governing Body Number A6 held on 6th March 2014.	
	The minutes were accepted as a true and accurate record and signed by the Chair.	Clerk
4.	Matters arising from the Minutes	
4.1	5.1. Meeting Review Document	
	The Chair ascertained from the Clerk that all Governors had returned their Meeting Review forms. PAG confirmed that the information received would be used as evidence in the application for Governor Mark status.	PAG
4.2	5.3 Governors' documentation	
	The Chair ascertained from the Clerk that all Governors had acknowledged receipt of the Code of Practice distributed at the meeting.	
4.3	5.4 Governor Mark	
	PAG noted that a number of meetings had been scheduled during August to progress work on the Governor Mark application. It was also noted that training on Ofsted expectations of governors would now take place in the autumn term in the light of likely changes in Governing Body membership. All Governors had been up-dated on the use of the Pupil Premium both through SPPC and PPPF committee meetings and information available on the intranet website.	PAG/ JMR
4.4	5.7 Governor visits	
	Following a Governor's query about the number of external students joining the Sixth Form in September 2014 SJG confirmed that 12 students from a range of local schools had been made conditional offers. Governors saw this as a welcome	

	development whilst accepting that the offer of a place was dependent on the student meeting the criteria and then taking up the offer.	
4.5	5.8 The Governor	
	The Chair confirmed that, following discussion with the Chairs of the PPPF and SPPC committees, the Governing Body had signed up to a Service Level Agreement with KCC Governor Services which would enable Governors to participate in training opportunities without charge.	Clerk
5.	To receive the Headteacher's Report.	
	The Headteacher's Report including the current School Improvement Plan and the draft plan for 2014-2015 had previously been circulated to all Governors via the intranet.	
	<p>1. School Development Planning</p> <p>2013-2014</p> <p>Noting that the review of the 2013-2014 School Improvement Plan was dated May 2014, the Chair ascertained that items identified for completion in Term 6 had been finalised e.g. updating Teaching & Learning Handbook.</p> <p>Governors were advised that the success criterion of 50.0% for Objective 1 – 'Increase the proportion of outstanding teaching' – had virtually been met. All teachers had now been graded in line with Ofsted criteria. In response to a Governor's question about teachers whose practice needed improvement SJG explained that the small number so identified had been supported in a variety of ways e.g. by 'buddying up' with a colleague, perhaps in another department, who had a particular expertise. A Governor also enquired about 'unannounced' lesson observations and was informed that practice had moved away from a planned annual visit (as part of appraisal) to an approach that looked at progress over time. Judgements were not now being made on the basis of one 25 minute observation but from an overall perspective. Furthermore, rather than having a 'set piece' scrutiny of pupils' work a spot check might be made with work being photographed at intervals to determine improvement in assessment practice. In this way a meaningful body of evidence could be created and acted upon.</p> <p>Governors were pleased to note the extremely positive outcomes for Objective 3 – 'Further improve our engagement with parents' - whereby, for example, from a total of 335 parent questionnaires 99.1% would recommend the Harvey to another parent.</p> <p>In respect of Objective 4 - 'Enhance our reputation in the local community and support local primary feeder schools' - Governors noted with approval the increase in the number of pupils wishing to take the Shepway Test, the vast majority of whom were local.</p> <p>2014-2015</p> <p>Commenting on the School Improvement Plan for 2014-2015 SN drew Governors' attention to the fact that the SIPs for 2013-14 and 2014-15 should be seen, in fact, as a 'Two Year Plan'. In that sense in respect of Objective 1, for example, it was intended to progress from 'increasing' to 'embedding' outstanding teaching.</p>	

<p>Governors were pleased to see the focus on the quality of written feedback and it complementing oral feedback which was already seen as a strength of classroom practice.</p> <p>Whilst accepting that it was the Headteacher who was solely accountable to the Governing Body for the school's performance, Governors acknowledged the detailed outline of individual LT responsibilities e.g. 'The more able', 'attendance'. 'spiritual, moral, social and cultural aspects' and 'literacy'.</p> <p>2. School Self Evaluation</p> <p>Governors were pleased to see that the SEF graded the school as 'outstanding' across the board whilst noting the importance of sustaining standards and confirmed that was also their view.</p> <p>In connection with Section 2 – 'Progress in previous inspection key issues' - a Governor commented on the favourable impression that a Y7 parent had conveyed about the effectiveness of Talisman in keeping parents up-to-date about their son's progress.</p> <p>In response to a Governor's query about the various acronyms used in the SEF, SN agreed to place a glossary on the Governors' website on the Intranet.</p> <p>3. Pupil Performance</p> <p>Governors noted that pupil performance data had been scrutinised by the SPPC committee and there was a clear understanding of the school's strengths as well as those few areas where specific improvements were required.</p> <p>4. Curriculum</p> <p>As for Pupil Performance, the SPPC committee had been able to review curriculum arrangements for 2014-2015 and were aware of issues that were likely to impact on the school over the coming years such as the school's PAN of 150.</p> <p>5. Staffing</p> <p>In response to a Governor's enquiry SN expanded on certain staffing issues (see Confidential Section).</p> <p>Governors were encouraged that it had been possible to appoint suitably qualified replacements for departing staff. SN, however, explained that this had not been possible with the vacancy in the Computing Department at such a late stage in the recruiting round. Consequently, the vacancy would be re-advertised later in the year.</p> <p>A Governor enquired about the nature of the Schools Direct programme. SN explained that this was the successor to the Graduate Teacher Programme. Two trainee teachers had been recruited – one for English and one for PE. They would be trained by the school in conjunction with Canterbury Christ Church University.</p>	<p>SN</p>
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Governors were concerned that one post would be salaried (English) and the other not (PE). SN explained that this was due to 'market' forces whereby teachers of English were harder to recruit than teachers of PE. The Chair added that, nevertheless, after a year's training a successful outcome would result in greatly enhanced employment prospects for a non-salaried trainee.

In seeking clarification on the role of the newly appointed part-time Early Intervention Officer, a Governor was informed that the post was designed to co-ordinate support for the most vulnerable pupils. At present, such children came within the remit of the LSM in each House who was responsible for up to 300 pupils. The EIO would work solely with very vulnerable children in conjunction with the School Counsellor and LSA. The team would be based in The Cottage (which was to be re-furnished). The new post was also intended to focus on home-school links with home visits being arranged where necessary. A Governor was able to establish that, although the post was initially part-time, flexible working with other members of the team would ensure coverage throughout the week. Governors were pleased to learn that it was the intention from September for the EIO, LSMs and the School Counsellor to meet informally once a week to review casework.

6. Pupil census

In respect of data on the Pupil Census Governors were pleased to see absence rates falling.

7. Admissions

Governors noted that there had been 32 appeals following the Shepway Test, five of which were successful. Two pupils, however, had obtained places at other schools meaning that there would be a cohort of 153 in September 2014 compared to 137 in 2013.

8. Performance Management

Governors were advised that mid-term reviews for teaching staff had been conducted rigorously with clear focus on evidencing performance. Examples were given. In response to a Governor's query about support staff SN was able to confirm that final reviews had been conducted and staff informed of outcomes.

9. Visits

Governors expressed their appreciation of the time and effort involved in organising such a wide range of visits and activities both at home and abroad. The inclusion of the final cost to parents (after very careful budgeting) was noted. Governors acknowledged how the visits programme could be particularly helpful to children from vulnerable backgrounds and were pleased to learn that a planned visit to the Kent Mountain Centre in 2014-15 was aimed at Pupil Premium children and would be subsidised from the PP budget at circa £200 per pupil. A Governor also noted from the list the links being established with local primary schools in a range of activities.

The Chair thanked the Headteacher for a detailed report and Governors for the

	questions they had raised.	
6.	To receive the Chairman's report	
	The Chairman's Report had previously been circulated to all Governors via the intranet.	
	<p>The Chair remarked on how impressive Open Evening had been with the commitment of both pupils and staff clearly evident.</p> <p>JD drew attention to the importance of being able to adopt a new or revised policy as soon as it is required (which might be some time before an appropriate meeting of the Governing Body). Governors agreed that the Chair should be empowered specifically to adopt any such policy on behalf of the full Governing Body subject to it being discussed at next meeting of the full Governing Body meeting.</p> <p>JD also drew Governors' attention to the possibility of a hiatus at the beginning of a new academic year before the full Governing Body had the opportunity to elect a Chair and Vice-Chair of Governors. This was because we had previously agreed the positions were for one year. Governors consequently resolved that the term of office should extend to the first meeting of the new academic year.</p>	Clerk
7.	To consider Governing Body matters	
7.1	Governing Training	
	<p>The Chair advised Governors that a range of courses were advertised in the back of 'The Governor' and could also be viewed at CPD Online. JD also drew Governors' attention to county-wide meetings organised by Kent Governor Services which provided excellent opportunities for networking.</p> <p>A written report (also available on the website) on the 2014 KCC Governors' Conference- 'What Dynamic Governance Looks Like' - was provided by the two Governors (PAG/ JMR) who had attended. With two Governors attending it had been possible to participate in a range of sessions on topics such as 'Governance Making an Impact', 'Building an Effective Team', 'Assessing Challenge and Impact', 'Governing Bodies for the Future' and 'Performance Related Pay Management'.</p> <p>Governors' attention was drawn to conclusions about the merits of the various workshops e.g. 'The focus on impact – making a difference by the way we govern, holding people accountable for improvement, and how we understand and measure that clarified...the way we record our activities really matters' ('Governance Making an Impact').</p> <p>The Chair thanked PAG and JMR (<i>in absentia</i>) for their reports and noting how the theory and practice gleaned from the workshops could further enhance the work of the Harvey Governing Body.</p>	
7.2	Governor Visits	
	<p>Details of visits and activities attended by Governors had previously been made available to all Governors on the Intranet as follows:</p> <p>25th March 2014 Learning Walk 27th March 2014 D&T Departmental Review 6th May 2014 Spring Concert 7th May 2014 Harvey Environmental Network Meeting 7th May and 1st July 2014 PPPF Chair/Vice Chair meetings with Bursar 9th July 2014 Open Evening</p>	

	<p>Various aspects of the visits were highlighted as follows:</p> <p>Harvey Environmental Network</p> <p>Due to a range of other school commitments Mrs Middleton was stepping aside as Co-ordinator and was being succeeded by Mr Simpson. The HEN team had acknowledged the huge impact Mrs Middleton had made since the group's inception e.g. textile recycling which raised considerable sums of money for the school.</p> <p>Learning Walk</p> <p>Parents had been pleased to see Governors on the Learning Walk and had welcomed the opportunity to discuss various matters with them e.g. about statistical results for middle achievers in the selective system. Governors noted that all points raised by parents had been discussed and actioned by the Leadership Team e.g. provision of photos of the Head of Year in the Y7 induction pack so that they could easily be identified.</p> <p>Open Evening</p> <p>Governors had been impressed by the obvious diversity of the school in the wide range of activities being undertaken and had noted that some parents had indicated that they would like to attend the school themselves!</p> <p>Meetings with the Bursar</p> <p>Governors noted the value of these 'prep' meetings in obtaining clarification of various technical points the better to inform full PPPF meetings.</p> <p>In concluding the item, the Chair thanked Governors for their active involvement in school life and encouraged the production of even more reports in the forthcoming academic year. The Chair also noted that three Governors' terms of office were coming to their end in the near future and that he would be discussing this with the Governors concerned.</p>	JD
8	To receive Committee Reports	
8.1	SPPC	
	Details of the SPPC report had been previously circulated to all Governors via the Intranet	
	<p>AS drew Governors' attention to aspects of the report as follows:</p> <ul style="list-style-type: none"> • Mr R Hancox had succeeded Ms Collette Brannelly as Child Protection Co-ordinator and is currently undertaking training for the role. Mr A Allon continues to hold overall leadership responsibility. • KS3 progress will now be reported at the Autumn meeting of the SPPC. • Y11 pupils have undertaken a two-week induction programme prior to entry into the sixth form. A key feature of the programme had been the raising of awareness of individual learning styles as well as familiarisation with subjects not previously attended e.g. psychology and sociology. • Pupil premium funding had increased significantly and was, in part, being used to assist Pupil Premium students with enrichment opportunities. • The current PAN of 150 is likely to have an impact on staffing levels. 	

8.2	PPPF	
	Details of the PPPF reports had been previously circulated to all Governors via the intranet	
	<p>PAG reported on aspects of the report as follows:</p> <ul style="list-style-type: none"> • Governors were content that, following a scrutiny of a range of documentation, the overall financial position was healthy • Governors had regularly requested further information on matters such as fire drills, the catering operation (Innovate) and plans to increase the number of parking spaces • The PPPF had worked with the SPPC committee to evaluate the impact of Pupil Premium funding <p>Further to a Governor's enquiry, it was ascertained that variables were built into planned fire drills to simulate unusual circumstances e.g. a corridor blocked off necessitating the use of a different escape route. Governors were also able to confirm that feedback from each drill was recorded and actioned as appropriate. This was always contained in the Premises Report submitted to the committee.</p> <p>On behalf of the Governing Body, JD recorded thanks to the Old Harveian Association for the provision of a new School Crest at the entrance to Reception and also for underwriting the costs of Prizegiving. JD added that there were two prospective speakers for Prizegiving in 2015 and 2016 –Professor Gill Nicholls (Vice President and Deputy Vice Chancellor at the University of Surrey and Mr. Steven Kelly (Old Harveian and now Chief Operating Officer for Government and Head of the Efficiency and Reform Group).</p>	JD/SN
9.	To approve school policies	
	<p>The Chair, having ascertained that there had been no further comment on the draft policies – Whistleblowing, Anti-bullying, Redundancy and Safeguarding – proposed that they should be adopted. This was approved by Governors <i>nem con</i>.</p> <p>PAG (Chair PPPF) advised that a statutory policy on the Local Government Pension Scheme would need to be approved before the next full Governing Body meeting. Governors agreed that JD should act on this accordingly for adoption at the next full Governing Body meeting. In the meantime the policy would be uploaded onto the Governors' website.</p>	Clerk
10.	Dates for future meetings and events	
	<p>2014</p> <p>14th August Harvey Academy Joint Board @ 10.00 a.m. 18th September Full Governing Body @ 5.00 p.m. 19th September Sponsored Walk starting at 9.00 a.m. 10th November Remembrance Assembly @ 9.00 a.m. 11th November Remembrance Assembly @ 9.00 a.m. 19th November SPPC Committee @ 5.00 p.m. 20th November PPPF Committee @ 4.30 p.m. 11th December Full Governing Body @ 5.00 p.m. Annual General Meeting @ 7.00 p.m.</p> <p>Other events to be advised:</p> <ul style="list-style-type: none"> • Autumn Concert • Christmas Pantomime 	

11.	Any Other Business	
11.1	To consider careers opportunities	
	<p>Further to a Governor's request to consider careers opportunities particularly for those not contemplating a university route the Chair invited the Headteacher and his colleagues to give an outline of the careers programme with a more in-depth analysis by the SPPC committee to follow in the autumn term.</p> <p>Governors' attention was drawn to the following points:</p> <ul style="list-style-type: none"> • Careers education started in Year 8 • In-depth, impartial guidance was given at key transition points e.g. KS3/KS4, KS4/KS5 and during KS5. • In Year 11 various career routes were identified e.g. Apprenticeships, Employment and Further/Higher Education. Discussions took place on a 1:1 basis to consider whether to stay at the school, enter employment or move to another school/college. <p>A recent success was highlighted on the EDF apprenticeship scheme where four Harvey students (2 x Y11 and 2 x Y13) had secured apprenticeships from a national field of 400 16-24 year olds.</p> <p>In discussion, Governors also noted:</p> <ul style="list-style-type: none"> • The two different curriculum routes offered at KS4 • The benefits of the Y10 Work Experience programme • The value of visits by Old Harveians to talk about career opportunities 	
12,	To consider Confidentiality and Publication of Minutes	
	See confidential section	
	There being no other business the meeting closed at 6.55 p.m.	

Signed _____ **Mr J Dennis (Chair)**

Date _____

