

## The Harvey Grammar School

### Minutes of a meeting of the Governing Body number A10 held on Thursday 11<sup>th</sup> December 2014 at 5.00 p.m. in the Trafalgar Room

**Present:** Mr J Dennis (JD) (Chair), Mrs P A Garrard (PAG) (Vice-Chair), Mr J Batten (JB), Mr K Bridgland (KCB), Mr W Dawson (WD), Mr R Nixon (RN), Mr S Norman (SN) (Headteacher), Mrs J Reynolds (JMR), Mrs A Shone (AS) and Mr J Smith (JS)

**In attendance:** Mr A Allon (AA), Deputy Headteacher (Pastoral), Mr S J Goodfellow Deputy Headteacher (Curriculum), Mrs Alyson Howard (Williams & Giles) (for item 3) and Mrs Alison Silk (Bursar)(for item 3).

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

No.	Item/detail	Action
1.	<b>Chair's Welcome</b>	
	The Chair welcomed Governors to the meeting and in, particular, Mr Kim Bridgland following his recent illness. Newly-elected Parent Governors Mr Robin Nixon and Mr Tom Langlands (in absentia) were introduced to Governors. The Chair also introduced Alyson Howard of Williams & Giles (Auditors) who would be presenting the annual accounts and Mrs Alison Silk (Bursar) representing the School Finance Team. The Chair drew Governors' attention to recently published RAISEonline data which indicated that Harvey had achieved a value-added score of 1025 placing it in the top 16.0% of schools in the country. Governors recognized this as an outstanding achievement and asked the HT to convey their appreciation of the school's work to all staff.	
2.	<b>Apologies for Absence</b>	
	Apologies for absence had been received from Mr Martin Bridges (business commitment), Mr Tom Langlands (business commitment) and Mr Tony Scott (personal commitment). All apologies were accepted.	Clerk
3.	<b>Presentation on The Harvey Academy Annual Accounts Y/E 31<sup>st</sup> August 2014</b>	
	AH drew Governors' attention to the following: p.19 SOFA - The distinction between 'Unrestricted' and 'Restricted' funds in terms of the school's charitable status noting that 'Unrestricted' funds were more flexible in use. p.19 SOFA - 'Endowment' funds was the interest paid on endowment capital and used for purchasing prizes. Because this sum was so small (£63), the school made additional funds available (£1,300) leading to endowment capital showing a decrease for 2014. p.21 Balance Sheet - Both restricted and unrestricted funds had increased from 2013 showing the school in a very healthy financial position and able to comfortably exceed the auditor's recommendation of a two-week buffer for operating costs. p.27 Note 3 – GTP income represented funds reimbursed to the school for costs in operating the Graduate Teacher Programme. p.28 Note 5 - Pupil Premium had increased from 2013. However, the start-up grant of £25,000 was not payable in 2014. p.29 Note 8 – Although direct costs had increased in 2014 this was mitigated by the school's healthy surplus.	

p.31 Note 13 - Teaching costs had decreased in 2014 partly on account of a fall in the number of FTE staff from 82 to 80.

p.32 – Note 14 Trustees' remuneration included on-costs.

Governors raised queries about the accounts and were advised as follows:

- **Pension scheme liability**

The deficit of £1,079,000 on the LGPS was the notional cost of meeting pension obligations on 31/8/14.

Pension costs are assessed on the basis of advice from independent qualified actuaries (Bartlett Actuarial Group Ltd).

- **Accounting Policies**

Accounting policies were the same as in 2013 i.e. Statement of Recommended Practice (SORP) (2005), Academies Accounts Direction 2013-2014 and the Companies Act,2006.

- **Minibus funded by Old Harveians' Association**

This was included as a fixed asset donation

- **Pupil Premium**

Correct use of Pupil Premium Funds was assessed by scrutiny of minutes and a view taken by the auditors. Should it choose to do so, the school could spend more on PP and add an appropriate note to the accounts.

**Issues arising:**

AH drew Governors' attention to a small number of matters requiring their attention as follows:

- Governors now needed to declare all business interests on line and ensure that DOBI was raised at every governor meeting including committees.
- Credit card control in a small number of cases should be better documented with pre-authorisation being mandatory with larger amounts of expenditure
- The method of identifying the recording of fixed asset purchases should be reviewed in the context of purchasing 30 individual laptops as opposed to equipping a classroom with 30 machines.

In conclusion, the Chair noted the excellent work of the School Finance Team in managing the accounts over the year. Governors were concerned, however, by the late hour at which the school had received the accounts from the auditors

	which had restricted a thorough scrutiny before the Governing Body actually met. Governors agreed that the work of the auditors had been otherwise good and looked forward to a smoother end-of-year process in 2015.	
4.	<b>Declaration of Business Interests</b>	
	Governors had no business interests to declare other than those already registered.	
5.	<b>Minutes of the Meeting of the Governing Body No. A9 held on 18<sup>th</sup> July 2014.</b>	
	<p><b>p.4 8.2 Pupil Performance.</b>  Lines 8/9 Expected progress in maths: 91.0% should read 95.0% and 86.0% should read 89.0%</p> <p><b>p.4 8.2 Pupil Performance</b>  Line 17'to first' to read 'the first'.  Subject to these amendments the minutes were accepted as a true and accurate record and signed by the Chair.</p>	
6.	<b>Matters arising from the Minutes</b>	
6.1	<b>1. Apologies for absence</b>	
	KCB expressed his great appreciation of the support that he had received from governors, staff and pupils during his recent illness.	
6.2	<b>8.7 Admissions</b>	
	<p>The HT informed Governors that 191 families had placed the Harvey as a 'first preference' compared to 103 in 2012( before the Shepway Test came into operation). Of the 191, 149 were deemed selective and offered a place so the school had all but met its PAN of 150. Governors noted that any appeals would be from families whose son(s) had not been deemed selective.</p> <p>A Governor enquired about the total school roll and was advised that there were currently 892 pupils at the school which was expected to rise to 911 by September 2015.</p> <p>Governors enquired whether the school could safely accommodate this number of pupils. Governors were advised that adjustments had been made to the timetable to facilitate split breaks and lunchtimes. From September 2015 a new classroom block would be in place and there was the possibility of access to a new astro turf field currently under construction.</p> <p>A Governor enquired about the school's outreach programme to primary schools. The HT explained that this worked in conjunction with Folkestone School Girls offering Y5 boys and girls an experience of grammar school life in a six-week programme designed to raise children's aspirations. It was noted that this had been very successful with the intake from one primary school, for example, being more in the last three years than in the previous ten.</p>	
7.	<b>Governing Body items</b>	
7.1	<b>Audited Accounts Y/E 31<sup>st</sup> August 2014</b>	
	JMR proposed and JB seconded that the audited accounts be approved for the Y/E 31 <sup>st</sup> August 2014. The motion was carried <i>nem con</i> .	
7.2	<b>Governor details</b>	
	Governors were requested to inform the Clerk of any change in their governor details including business interests and related parties.	
7.3	<b>Governance Calendar</b>	
	Governors were informed that the date of the next PPPF meeting had been put back from 22/1/15 to 19/3/15 to facilitate a timely review of the half-yearly accounts.	
7.4	<b>Committee Structure and Membership</b>	
	The Chair noted that he was consulting with new Parent Governors about their	

	appointment to Governing Body committees.	Chair
7.5	<b>'Governor Mark'</b>	
	Governors acknowledged the very valuable work of PAG and JMR in preparing the Governing Body for the 'Governor Mark' award. Governors were advised that final submission was likely to be towards the end of 2015. The Chair reminded Governors of the importance of triangulation in assessing the effectiveness of their work as a corporate entity.	
7.6	<b>Governor training and visits</b>	
	Governors had been provided with written reports on training and visits in advance of the meeting as follows: School Council – 14/10/14 Remembrance Assemblies – 11/11/14 and 12/11/14 Harvey Environmental Network Meeting – 12/11/14 Good Governance towards Ofsted – 18/11/14 Learning Walk – 21/11/14 Safeguarding – 2/12/14	
7.6.1	<b>School Council Meeting 14/10/14</b>	
	Governors noted that the meeting had been very well run and an impressive display of democracy in action. A range of topics were discussed including use of the Library, a forthcoming Kent Youth SACRE Meeting and Kent Youth County Council. Governors were pleased to learn that a Harvey student would be the youngest competitor to participate in the London Marathon 2015 raising money for a Spinal Research charity. Governors also noted that the Head Boy was keen to develop a dialogue between the School Council and the Governing Body to enable a better understanding of each other's role in the school community.	Chair
7.6.2	<b>Remembrance Assemblies – 11/11/14 and 12/11/14</b>	
	Governors were informed that representatives of the Governing Body had been present at both Upper and Lower school assemblies. All had commented on the dignified and respectful way in which the school community remembered Old Harveians who had died in the 1914-1918 and 1939-1945 world wars in the service of their country.	
7.6.3	<b>Harvey Environmental Network 12/11/14</b>	
	Governors were provided with an update on HEN activities which included the Gardening Club, "ragbag" recycling and weather recording. Governors were pleased to learn that the group was considering a range of further fund-raising activities.	
7.6.4	<b>"Good Governance towards Ofsted" 18/11/14</b>	
	Governors' attention was drawn to a number of key points for consideration in preparation for an Ofsted inspection. These included differences in the new inspection arrangements such as grades for individual lessons no longer being recorded but instead a grade for overall teaching in the school. Other new aspects included discrete inspection of the sixth form, assessment of the development of British values and a case-study approach to safeguarding.	
7.6.5	<b>Learning Walk – 21/11/14</b>	
	Governors were given an overview of the day's programme which had focused on Year 7 transition. Parents attending said that they were pleased to meet representatives of the Governing Body and have discussions with them during the day. Governors noted that outcomes of the day would be reported to parents in the next edition of "Harvey News".	AA
7.6.6	<b>Safeguarding</b>	

	<p>Governors received a report on a check made on the school's Single Central Record and were satisfied that all appropriate checks were being undertaken and safe recruitment processes were fully in place.</p> <p>A Governor enquired about the requirements for an enhanced DBS check for governors and was advised that Academies are required to carry out a barred list check and an enhanced DBS check against all their serving Governors. And that these checks were fully in place at The Harvey.</p>	
<b>7.7</b>	<b>National Governors' Association</b>	
	Governors were reminded of the information and guidance that could be obtained from the NGA website on current educational and governance issues.	
<b>8.</b>	<b>Committee reports</b>	
<b>8.1</b>	<b>Harvey Academy Joint Board</b>	
	Governors noted that the HAJB had met on 20/11/14 and minutes would shortly be posted on the Governors' website.	Clerk
<b>8.2</b>	<b>PPPF Committee</b>	
	<p>A brief report on the meeting had been circulated via the website to all Governors. <i>Inter alia</i>, the following points were drawn to Governors' attention:</p> <ul style="list-style-type: none"> <li>• Allocation of Pupil Premium funding and outcomes thereof e.g. PP recipients are currently outperforming expectations</li> <li>• Performance Management Reviews and Pay Recommendations – having examined the evidence and questioned the HT at length the committee was satisfied that the process had been carried out in accordance with school policy and applied with rigour, challenge and openness. Recommended pay rises were within budget.</li> <li>• A draft version of the Risk Register had been scrutinised and a working party was to be convened in the new year to finalise details</li> <li>• The new fire alarm/class change system was working well and had been tested in a fire drill in October</li> <li>• The new Maths Block build was well underway after a short hiatus prompted by archaeological discoveries. A fresh bid was being prepared to demolish the Gym and extend the Sports Hall</li> <li>• Draft annual accounts had shown a healthy end-of-year balance.</li> <li>• The Finance Policy had been up-dated in line with Academies Financial Handbook guidance and adopted in accordance with pre-agreement protocol.</li> <li>• The committee would be reviewing the school's Incident Register at its next meeting.</li> </ul>	PAG
<b>8.3</b>	<b>SPPC Committee</b>	
	<p>A brief report on the meeting had been circulated via the website to all Governors. <i>Inter alia</i>, the following points were drawn to Governors' attention:</p> <ul style="list-style-type: none"> <li>• Overall 2014 exam results at KS4 and KS5 had been outstanding. In the very few instances of underperformance the committee had been advised of the strategies for improvement being implemented.</li> <li>• The focus on Pupil Premium students to make 'more than expected' progress in 2015.</li> <li>• The increase in Y7 admissions following the introduction of the Shepway Test will have staffing implications in the coming years</li> <li>• Assessment at KS5 will be undergoing significant change from September 2015 with the link between AS and A2 exams ended. The committee had endorsed the school's plan for Y12 students to continue to study 4 AS subjects with end-of-year assessment before proceeding</li> </ul>	

	<p>to study 3 A levels in Y13. This was on the basis that externally validated results would inform progression into Y13 and subsequent university and career choices</p> <ul style="list-style-type: none"> <li>• Safeguarding (including e-safety) continued to be a key feature of the curriculum. 2015 would see training opportunities for parents, staff and governors.</li> </ul> <p>Discussing the report, Governors were keen to ascertain that subject content with the new discrete AS and A level exams was compatible whilst noting that assessment patterns would be different. The full Governing Body confirmed the committee's endorsement of new KS5 assessment arrangements and asked to be kept informed of developments.</p> <p>Governors also expressed their support for the school's focus on social media issues and the dangers for students that were posed. Governors were invited to attend an e-safety presentation to parents on 15/1/15.</p>	<p>SJG</p> <p>Governors</p>
9.	<b>Policies</b>	
9.1	<b>To adopt an up-dated Finance Policy</b>	
	JAS proposed and JB seconded a proposal that the up-dated Finance Policy should be adopted. The motion was carried nem con	
10.	<b>Dates for Future Meetings/Events</b>	
	15 <sup>th</sup> December 2014 Carol Service St Eanswythe's Church at 7.30 p.m. 5 <sup>th</sup> March 2015 Full Governing Body	
11.	<b>Any Other Business</b>	
11.1	<b>Value for Money Statement</b>	
	Governors noted that the annual Value for Money statement had been signed by the HT as Accounting Officer.	
12.	<b>Consider Confidentiality and Publication of Minutes</b>	
	No issues were deemed confidential.	

There being no other business the meeting closed at 7.16 p.m.

Signed \_\_\_\_\_ (Chair)

Date \_\_\_\_\_