

The Harvey Grammar School

Minutes of a meeting of the Governing Body number A11 held on Thursday 5th March 2015 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 M Bridges (MB), Mr K Bridgland (KCB), Mr S Norman (SN) (Headteacher), Mrs J Reynolds (JMR) and Mrs A Shone (AS)

In attendance: Mr A Allon (AA), Deputy Headteacher (Pastoral), Mr S J Goodfellow Deputy Headteacher (Curriculum), and Mrs J Thompson (JAT)(AHT Endeavour House) (for item 2)

Clerk: Mr M Hydes (MCH)

No.	Item/detail	Action
1.	Chair's Welcome	
	<p>The Chair welcomed all to the meeting.</p> <p>The Chair noted that Mr R Nixon (Parent Governor) had offered his resignation on 28 /2/15.due to unanticipated work commitments and this had been accepted. A letter of thanks had been sent to Mr Nixon.</p> <p>The Chair also confirmed that that, following the expiry of her term of office on 27 /2/15 as Parent Governor, the Academy Trust had been pleased to appoint Mrs Shone as an Academy Governor with immediate effect.</p>	Clerk
2.	Presentation by JAT on the "Spiritual, Moral, Social and Cultural" curriculum .	
	<p>Governors were informed of the journey of SMSC education being embedded in the school curriculum. The school could now clearly demonstrate the impact of SMSC through teaching and learning, the promotion of SMSC by the school leadership and the engagement of parents and carers in SMSC issues. Governors were shown examples of SMSC topics generated by pupils (such as promoting mental health), how the delivery of SMSC education was audited and how pupils, parents and staff could engage with the SMSC curriculum through on line resources such as 'The Day'.</p> <p>In discussion, Governors were able to ascertain that SMSC curriculum could be clearly evidenced in lesson planning. Governors also noted the links with PSHE, Citizenship and the promotion of British values.</p> <p>The Chair thanked JAT for an excellent presentation which had given Governors a clear insight into this aspect of the curriculum.</p>	
3.	Apologies for Absence	
	<p>Apologies for absence had been received from Mr W Dawson (illness), Mr T Scott (work commitment) and Mr J Smith (illness).</p> <p>All apologies were accepted.</p>	Clerk
4.	Declaration of Business Interests	
	<p>Governors had no business interests to declare other than those already registered.</p>	
5.	Minutes of the Meeting of the Governing Body No. A10 held on 11th December 2015.	
	<p>P.1 Item 1 Mr Tony Langlands should read Mr Tom Langlands <i>passim</i>.</p> <p>p.6 Item 10 The date for the Carol Concert should read 15th December 2014</p> <p>Subject to these amendments the minutes were accepted as a true and accurate</p>	

	record and signed by the Chair.	Clerk
6.	Matters arising from the Minutes	
6.1	Presentation of The Harvey Academy Annual Accounts	
	<p>In respect of matters brought to Governors' attention by Williams Giles, the Chair requested that the PPPF committee to check credit card control measures.</p> <p>Governors noted that the matter of publishing business interests and related parties on line was being addressed in consultation with Williams Giles.</p> <p>KCB highlighted a potential conflict of interest which Governors agreed should be explored after the Williams Giles documentation had been received.</p>	PPPF 26/3/15
6.2	(7.6.5) Learning Walk – 21/11/14	
	Governors noted that the "Harvey News" had been re-titled "The Harveian".	
7.	To receive the Headteacher's Report (including RAISEonline)	
	RAISEonline	
	<p>The HT gave a brief up-date to Governors from the school's RAISEonline report highlighting areas of particular importance for Governors (designated by the letter 'G') and giving examples of questions that Governors might ask.</p> <p>Table 1.1.1 Basic characteristics</p> <ul style="list-style-type: none"> - for a selective school, Harvey had a relatively high proportion of FSM pupils whose numbers were increasing significantly – a fact not yet evident in the report <p>Table 1.1.3 Ethnic groups</p> <ul style="list-style-type: none"> - the school population reflected the transient nature of the town's Gurkha garrison <p>Table 2.1.1 Absence & exclusions</p> <ul style="list-style-type: none"> - absence figures had improved year on year <p>Table 3.1.1 Prior attainment</p> <ul style="list-style-type: none"> - Harvey pupils were increasingly able on entry to the school <p>Table 4.1.11 Summary of performance tables</p> <ul style="list-style-type: none"> - Art showed as blue for reasons previously discussed at SPPC (e.g. course work moderation) <p>Table 4.1.16 Attainment at KS4 – English Baccalaureate</p> <ul style="list-style-type: none"> - all categories showed green <p>Table 5.1.1 Progress Measures Value Added</p> <ul style="list-style-type: none"> - the school was rated Sig+ for the Best 8 subjects and the school's percentile ranking had jumped from 34 in 2012 to 16 in 2014 - progress in English and science were rated Sig+ whilst maths, MFL and humanities whilst at or around a value of 1000 needed to make still further progress <p>Table 5.1.4 Progress Measures Value Added – Summary Report</p> <ul style="list-style-type: none"> - the blue classification for SEN in 2013 mainly reflected a School Action + pupil who had been unable to sit the examination due to a medical condition - the school value of 1025.3 was particularly impressive when set against the national average for boys' schools of 988.9 <p>Table 5.2.1 Expected progress – English</p> <ul style="list-style-type: none"> - pupils had exceeded expected/more than expected progress national statistics <p>Table 5.2.2 Expected progress – English (Disadvantaged pupils)</p> <ul style="list-style-type: none"> - the school has made disadvantaged pupils a priority and current tracking 	

	<p>data the percentage making more than expected progress in 2015 was 62.0% compared to 11.0% in 2014</p> <p>Tables 5.3.1/2 Expected progress – Maths/Maths (Disadvantaged)</p> <ul style="list-style-type: none"> - evidence of continuing improvement in percentages of pupils achieving expected/more than expected progress <p>In discussion, Governors acknowledged the impact of the school’s Early Intervention Officer on the significant drop in absence statistics. Governors enquired about the question of holidays taken in term-time and were informed that the school had to abide by more stringent government requirements whilst endeavouring to be as sensitive as possible (e.g. service children whose parent was returning from active service overseas).Governors also noted that study leave no longer existed and that the school now operated a flexible timetable during the examination period.</p> <p>In respect of attainment, Governors noted that whilst the ability of pupils showed a rising trend, there was a possibility of this falling back as a result of a wider ability intake from the Shepway Test.</p> <p>Governors were reminded of the importance of progress statistics and the reasons for where further progress was required. Governors noted that progress was contingent on the starting point used and so its measurement was the same for all schools, selective or not.</p> <p>Governors acknowledged that the school accommodated a greater than average (for selective schools) number of FSM pupils whose progress was well above the national average.</p> <p>A Governor noted that a recent survey had found that borderline selective pupils did better in non-selective schools. Governors were pleased to note that this was not the case at Harvey and that middle achievers made excellent progress. This was supported by the significant (82.0% over the last three years) rise in the number of first choice preference applications for places at the school.</p> <p>A Governor commented that RAISEonline had been an important aspect of his induction training and welcomed the greater access to RAISEonline in understanding the work that the school was doing to raise standards.</p>	
	<p>Headteacher’s Report</p>	
7.1	<p>School Improvement and Self-evaluation</p>	
	<p>Governors noted the significant gender gap between boys and girls in terms of both attainment and achievement and that this received comparatively little national attention. Governors were pleased to note the school’s excellent ratings coming 28th in the country for boys’ schools 5A*-C and 46th for progress made by pupils in their best 8 subjects.</p> <p>Governors were pleased to note that the new build was on target and progressing well.</p> <p>Governors were pleased to learn that the school had received planning permission for its bid to the EFA’s Condition Improvement Fund (CIF) and that a</p>	

	<p>decision was expected on 20/3/15.</p> <p>Governors noted the HT's frustration with the proposed new inspection framework from September 2015 which had the potential to defer the school's quest for 'Outstanding' status.</p> <p>A Governor enquired about the HT's commitments in respect of his role as an Additional Inspector and was advised that this would total 16 days p.a. from September 2015. Under the circumstances, Governors agreed that the role had professional benefits for the HT, DHTs leading the school when the HT was absent and for the wider educational community in sharing in his skills.</p>	
7.2	Pupil performance	
	<p>Governors were pleased to see that the school was cautiously confident for achieving another set of excellent results in 2015 at both GCSE and A level.</p> <p>Governors acknowledged the efforts being made by the school to prepare students for their exams, particularly the GCSE cohort who now had to sit all their exams in one session in the summer term.</p>	
7.3	Staffing	
	<p>Governors were concerned to learn about Mrs Turnbull's ill-health and wished her a speedy recovery. Governors noted that Mr Castle had been asked to join the Leadership Team as Acting Head of Endeavour House and that Mrs Turnbull's Y11 English set had been allocated an experienced member of the English department to complete their GCSE course.</p> <p>Governors were advised that Miss Sarah Bailey, currently Director of Curriculum & Raising Standards Leader Y11, had been recruited to succeed Mrs Thompson on the Leadership Group from a very strong field of candidates.</p> <p>Governors were advised that the school would also be recruiting teachers of Computing, English, MFL, Science and a Head of RE to fill vacancies and accommodate expanding numbers of students. Governors were re-assured that the bulk of the costs of these appointments would be within budget.</p>	
7.4	Pupil Census	
	<p>Governors noted that the increase in pupil numbers reflected the outcome of the Shepway Test. Governors were also pleased to note the very small number of exclusions and the improvement in the overall absence figure from 3.48% to 2.93%.</p> <p>A Governor enquired about measures being taken to address the 10 pupils who had missed 22+ sessions and who were at risk of becoming Persistent Absentees and was advised that the pastoral team worked very closely with these families, staying in regular contact and offering support (and , if necessary, challenge) as appropriate.</p>	
7.5	Finance Update	
	<p>Governors were concerned to learn of the increase in costs and reduction in funding coming into effect in September 2015 which, after allowing for additional funding for extra pupils, would lead to a drop of £100k in revenue.</p> <p>A Governor enquired about sixth form funding and was advised that, due to skilful management, the vast majority of students will attract full time funding.</p> <p>Governors were disappointed to note that Y14 students, however, would attract reduced funding but considered that the extra costs involved were outweighed by the educational benefit to the students.</p>	
7.7	Admissions	

	<p>Governors were pleased to note that the 191 first preference parental choices represented an 82.0% increase in the last three years demonstrating the school's increasing popularity.</p> <p>A Governor asked for clarification as to why numbers in Year 9 were low and was informed that this was partly due to the impact of the Kent Test under the old system and partly to the small number of boys in the accelerated cohort who were shown in Year 10 numbers.</p> <p>A Governor enquired about the process for parental appeals. Governors noted that the appeal panel was completely independent and considered each case on its merits. The panel usually looked for evidence of rapid progress between the sitting of the test and the end of year 6 in cases where a child had marginally underperformed.</p>	
	The Chair thanked the HT for his presentation on RAISEonline and Report and asked that details of the school's success with middle achievers be put on the website.	HT
8.	To receive the Chair's Report	
	Governors' attention was drawn to the purchase process in schools e.g. competitive tenders and the use of purchase cards. The Chair asked for the PPPF committee to consider this matter at their next meeting at the end of March.	PPPF 26/3/15
9.	To consider Governing Body items	
9.1	Governance Calendar	
	Governors were informed that an up-dated calendar incorporating recent changes in meeting dates was available on the intranet.	
9.2	Committee Structure and Membership	
	Governors were advised that committee membership would be reviewed following the election of a new Parent Governor.	
9.3	"Governor Mark"	
	<p>PAG noted that all Governors had now returned their SEFs and the NGA questionnaire on governance had been completed successfully.</p> <p>In respect of "Governor Mark", PAG explained that, after discussion, the HAJB had decided to defer application until 2015-6 to enable further work on aspects of the assessment criteria.</p> <p>Newer Governors commented that it would be helpful to have some idea of priority of what to read first in preparation for governor meetings. Governors noted that details of activities in which they might like to participate were published on the website or circulated by e-mail. GEL was recommended as a useful starting point for training activities in areas of particular interest.</p> <p>In respect of question 12 on the NGA questionnaire the Chair reminded Governors that Staff Governors were Governors in their own right and not delegates for teaching/support staff respectively.</p> <p>The Chair also commented on the matter of "assessing" governors' contributions (question 8) and the need to see contributions in different lights. Governors noted the suggestion that governors serve for no longer than two terms and that the Chair is replaced at least every six years (question 7) but were content with the <i>status quo</i> at Harvey.</p> <p>In concluding the item, the Chair thanked PAG and JMR for their excellent contributions to governance at the Harvey and asked that further consideration should be given to the matter at the next FGB meeting in July.</p>	
9.4	Governor training and visits	
	KCB reported on his attendance at a training session on outdoor learning provided by KCC. KCB commented that the robust arrangements at Harvey	

	<p>appeared fit for purpose noting, in particular, the work of NB as Educational Visits Co-ordinator (EVC).</p> <p>Governors requested that NB provide an up-date on educational visits arrangements to the next meeting of the SPPC.</p> <p>PAG and JMR reported on their regular visits to School Council meetings noting in particular the very professional way in which meetings were conducted. The range of issues that came up at meetings was considered to be an excellent indicator of the value of the School Council particularly the way in which matters were followed up.</p> <p>Governors' attention was drawn to the range of modules available on the GEL site which were easily accessible from home.</p>	<p>SPPC</p> <p>Governors</p>
10.	To receive Committee reports	
10.1	Harvey Academy Joint Board – 25/2/15	
	Governors noted that the HAJB had met on 25/2/14 and minutes would shortly be posted on the Governors' website.	
10.2	SPPC Committee – 25/2/15	
	<p>AS Chair,SPPC) commented that committee members had been very impressed with pupil attainment and achievement and looked forward to another successful outcome in 2015. Committee members were aware of subjects that needed to make further improvements and the steps being taken to do so.</p> <p>AS drew Governors' attention to plans for offering sixth formers two curriculum routes at KS5 dependent on average GCSE scores: one route would be a traditional A level programme and the other would combine A levels with BTec qualifications.</p> <p>AS commented that full details of the Harvey's curriculum were available on the school website.</p>	
11.	To consider Chair's paper on policies	
	<p>Governors ratified, subject to minor amendments, the Governor Visits and Allowances, Equality Objectives and Admissions policies.</p> <p>Governors also agreed that a number of policies identified in the Chair's paper could be removed from the approved list since they were no longer required e.g. the contents of the Images of Children Policy was fully covered in terms of parental consent through the admissions process. In addition, all staff are given very clear guidance on the appropriate use of images through the safeguarding policy and, in terms of internet use, through the e-safety policy. There is also a detailed entry in the staff handbook providing guidance of what is and is not appropriate.</p> <p>Governors noted that references to pupils by name on the school website was in line with current e-safety practice.</p>	
12.	Dates for future meetings	
	<p>The Chair informed Governors that all would shortly be receiving an invitation to Prizegiving on 1/4/15</p> <p>The next meeting of the Full Governing Body would be on 16 /7/15.</p>	
13.	Any Other Business	
13.1	Correspondence	
	The Chair commented on the impressive way in which LG members had responded to a potential parental complaint.	
14.	Consider Confidentiality and Publication of Minutes	
	No issues were deemed confidential.	

There being no other business the meeting closed at 7.17 p.m.

Signed _____ (Chair)

Date _____