

The Harvey Grammar School

Minutes of a meeting of the Governing Body number A12 held on Thursday 16th July 2015 at 5.00 p.m. in the Trafalgar Room

Present: Mr J Dennis (JD) (Chair), Mrs P A Garrard (PAG) (Vice-Chair) Mr M Bridges (MB), Mr K Bridgland (KCB), Mr S Norman (SN) (Headteacher), Mr T Scott (TS), Mr J Smith (JAS) and Mrs J Reynolds (JMR)

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

Clerk: Mr M Hydes (MCH)

Prior to the start of the meeting Governors met departing members of staff over afternoon tea and thanked them for their service to the school.

No.	Item/detail	Action
	The Chair asked for all present to observe a period of silence in memory of the late Mr Jim Dowie – Groundsman to the School, 1978-2015.	
	<p>The following items were published on the website in advance of the meeting:</p> <ul style="list-style-type: none"> • Headteacher’s Report • School Development Plan, 2014-2015 evaluation • School Development Plan, 2015-2016 • School Council Governor Visit • School Assembly Governor Visit • Open Evening Governor Visit • SPPC Report • PPPF report 	
1.	Chair’s Introduction and Welcome	
	<p>The Chair welcomed Governors and Leadership Team colleagues to the meeting and confirmed that the meeting was quorate.</p> <p>The Chair informed Governors that Mrs Pamela Garrard and Mrs Joan Reynolds would be stepping down from the Governing Body. The Chair explained that Mrs Garrard and Mrs Reynolds had both been long-serving members of staff as Director of Personnel and Bursar respectively. After retirement from the School, both had been appointed to the Governing Body and had served as Governors for over five years, jointly making a very significant contribution, particularly to the work of the Pay, Performance, Premises and Finance Committee. On behalf of the Governing Body, the Chair expressed “thanks and admiration” for their service.</p> <p>The Chair explained that Mr Martin Bridges would be succeeding Mrs Garrard as a Member of the Harvey Academy Trust.</p>	Clerk
2.	Apologies for Absence	
	<p>Apologies for absence had been received from Mr J Batten (work commitment), Mr W Dawson (unwell), Mr Tom Langlands (work commitment) and Mrs A Shone (work commitment). The apologies were accepted.</p>	Clerk
3.	Declaration of Business Interests	

	Governors had no business interests to declare other than those already registered.	
4.	Minutes of the Meeting of the Governing Body No. A11 held on 5th March 2015	
	Item 1 line 5 delete 'that' Item 7.1 end of 4 th paragraph add 'from Ofsted'. Item 10.1 line one should read 25/2/15 Subject to these amendments the minutes were accepted as a true and accurate record and signed by the Chair.	Clerk
5.	Matters arising from the Minutes	
5.1	6.1 Presentation of The Harvey Academy Annual Accounts	
	The Chair requested that the question of 'conflicts of interest' should be discussed at the next meeting of the PPPF committee in November 2015.	PPPF/Clerk
6.	To receive the Headteacher's Report	
6.1	School Development Planning	
	Governors were pleased to learn that the handover of the new classroom block would take place on 17 th July 2015 with demolition of the old mobile building scheduled for the w/b 27 th July 2015. Following debate in school and house council meetings, pupils had voted for the building to be named the Wright Building in honour of former Principal Bill Wright. An official "opening" of the building would take place in the autumn term. Governors noted that a time capsule had already been buried (containing the boys' choices) at the front of the building. A Governor enquired about insurance cover in the context of forthcoming changes to the school's insurers and was advised that this was in place.	
6.2	School self-evaluation	
6.2.1	Self Evaluation Form (SEF)	
	Governors noted that an experienced Ofsted inspector colleague of the HT had visited the school on 19 th June 2015 to externally validate the school's self-evaluation judgements in a number of key areas and hold discussions with members of the Leadership Team. As a result of the visit, various recommendations were made and incorporated into improvement planning for 2015-2016. Governors were pleased to learn that the school's safeguarding arrangements were fully fit for purpose. Governors congratulated the HT on being successful in being offered a contract with Ofsted for 2015-2016. The Chair confirmed with Governors that all were happy for the HT to undertake this additional commitment. The HT explained that his Ofsted fees would be remitted to school funds. Governors were reminded of the new Ofsted inspection framework coming into effect from September 2015 in which the school would be subject to a one-day inspection undertaken by two HMIs. In the event of the school's existing current Ofsted grade possibly going higher (or lower) a second inspection would be held in which the judgement was fully tested. Governors' attention was drawn to anomalies that would occur in the change to the new Progress 8 measure of accountability for GCSEs in 2016. The likely impact of Progress 8 was illustrated by comparing outcomes using existing criteria to outcomes using Progress 8 criteria for the years 2012-2014. These showed Harvey's national ranking to be lower because of the different methodology used to calculate the Progress 8 measure. In 2017 the status quo would resume because of a further adjustment to the A* GCSE grade/points equivalent.	

	<p>Governors were re-assured that results for 2015 based on existing practice for calculating VA would be in line with previous years. Governors noted that the school's SEF contained in Appendix A would be the document sent to Ofsted in advance of an inspection.</p> <p>A Governor enquired in respect of 'Areas for Development' in the SEF whether the performance of the two members of staff in the Art Department who had 'moved on' had had any impact on exam results. Governors were advised by the HT that results from all members of the department had been below expectations in 2014 largely due to an unfavourable moderation outcome. This had been difficult to understand in the context of moderation exercises in previous years. As a result, the department had changed examination boards and two new teachers had been recruited whose progress as NQTs had been excellent. Consequently, the LT felt that the department was back on track to achieve good outcomes in 2015.</p> <p>Governors noted a number of changes in LT responsibilities for 2015-2016 e.g. the wider remit for Mrs Bristow as Director of School Support and the remit for new LT member Mrs Bailey. Governors also were advised that Mr Castle was currently deputising for Mrs Turnbull and would be continuing as a member of LT on her return to work.</p> <p>In reviewing the SIP for 2014-2015, Governors were pleased to note that the vast majority of action points had been successfully addressed. A small number of action points in Key Objective 4 - "Enhance our reputation in the local community and support local primary feeder schools" - had not been completed due to staff illness and would be carried over into 2015-2016.</p>	
6.2.2	School Improvement Plan (SIP)	
	<p>Governors noted the change in emphasis from embedding outstanding teaching to embedding outstanding learning in the 2015-2016 SIP and asked for illustration. Governors' attention was drawn to KO1 AP2 "Modify HGS lesson planning...sharper focus on 'learning' rather than 'doing' in lessons" and KO1 AP3 "...further develop quality and impact of student engagement with staff feedback".</p> <p>Governors also enquired about how "learning" would be monitored and were advised that this would be done through LT departmental scrutinies e.g. KO1 AP3 "robust monitoring of middle managers and their departments".</p> <p>The Chair concluded the item by thanking the HT for his detailed report and confirmed that the GB was content with the outcomes of the 2014-2015 SIP and happy to approve the 2015-2016 SIP. Governors were requested to keep themselves up-dated on the SIP by viewing the document on Governors' website on the Intranet where any modifications would be shown.</p>	Governors
6.3	Pupil performance	
	<p>Governors were pleased to note the school's extensive efforts to prepare students for their exams this year including (but not restricted to) holding Saturday revision classes and breakfast sessions on the day of key English and mathematics exams. In all cases of revision classes put on attendance was very high.</p> <p>Governors were advised that there was some apprehension about English and</p>	

	<p>maths results since 2015 was the first time that students had to sit the whole exam at the end of Year 11 rather than in stages. It was also noted that assessment across all subjects was likely to be tougher.</p> <p>Governors were made aware that some schools had chosen to enter students for the 'easier' IGCSE English exam although Harvey had chosen not to, given its record of outstanding English results.</p> <p>Governors also noted the change whereby should a student enter the Sixth Form without an English or mathematics qualification, the school would be obliged to provide taught lessons which would have an impact on the timetable.</p> <p>Governors were content that the school was anticipating the impact of changes and planning accordingly. Governors requested continuing up-dates on the new measurement criteria and how the school stood in relation to them.</p>	SJG
6.4	Curriculum	
	Governors noted that SMCS, curriculum breadth and the "accelerated cohort" programme had been confirmed as strengths in the recent external validation of the school's self-evaluation.	
6.5	Staffing	
	In noting staff leavers and starters, Governors appreciated the opportunity that staff movement gave for new ideas and approaches to learning in the school. It was noted that several members of the support staff had taken up the offer of voluntary redundancy as part of the re-structuring of the support staff team. The Governing Body expressed its thanks to departing staff for their service to the school and looked forward to welcoming new colleagues at the start of the autumn term.	Clerk
6.6	Pupil census	
	Governors noted an upward trajectory in pupil numbers which was anticipated to continue for the next four years as a result of the introduction of the Shepway Test.	
6.7	Admissions	
	<p>Governors noted that there had been an increase from 260 to 355 in the numbers of children applying for the Shepway Test. Governors were pleased to see the increase in numbers joining the school in Year 7 from primary schools who might otherwise have joined hitherto more favoured grammar schools. This reflected the rapidly growing popularity in the wider community of Harvey as a destination for selective pupils.</p> <p>Governors noted that there had been 46 parental appeals in 2015 (up from 32 in 2014). Governors ascertained that 5 appeals had been successful.</p> <p>Governors thanked AA and SJG for their extensive efforts with admissions arrangements.</p>	
6.8	Performance Management	
	Governors noted that mid-term reviews for teaching staff had been completed and scrutinised by the HT. There were no causes for concern. Support staff had completed the 2014-2015 performance management round and bonuses/salary uplifts applied as appropriate.	
6.9	School events	
	Governors noted that the final Parent Focus Group on PSHE had taken place and had had the best uptake ever with 28 parents participating. Input from parents and actions taken as a result would be published in <i>The Harveian</i> .	
7.	Chair's Report	

	<p>The Chair commented that he'd been in regular contact with the HT liaising on school leadership issues and participating in activities such as job interviews and meeting prospective new Governors</p> <p>The Chair noted that he had been re-elected as Chair of the Delegated Formula Funding Group for Kent for 2015-2016.</p> <p>The Chair commented that the Open Evening on 8th July 2015 had been the best he'd ever attended with pupils and staff making an excellent impression on the very large number of visiting families.</p>	
	<i>Mr J Smith left the meeting at 6.10 p.m.</i>	
8.	To consider Governing Body matters	
8.1	Governor training	
	<p>Governors had participated in training activities as follows:</p> <p>19/3/15 Governors E-Learning E-Safety for Governors</p> <p>19/3/15 Governors R-Learning Looked After Children</p> <p>30/4/15 Governor Visits to School</p> <p>10/6/15 What does Challenge and Impact Look Like</p> <p>Outcomes from the training had been fed back to all Governors e.g. <i>What Every Governor Should Know About Looked After Children in Their Schools</i></p>	
8.2	Governor Visits	
	<p>Governors had participated in a number of visits to the school as follows:</p> <p>8/5/15 School Council Meeting</p> <p>Science department (On-going)</p> <p>7/7/15 Discovery House Awards Assembly</p> <p>8/7/15 Open Evening</p> <p>Detailed feedback from visits had been published on the Governors' website for all Governors to view.</p> <p>Governors were asked to regularly check the school calendar on the website to identify activities in which they would like to participate and advise the HT accordingly.</p>	Governors
8.3	Insurance – Governor liability	
	<p>MB advised Governors of the new insurance arrangements that the school was entering into on 1/8/15 with the Government backed Risk Protection Agreement (RPA). Governors noted that 'Governors Liability' insurance which offers protection to Governors in the event of any claim being made against them personally was included in the RPA. Governors were, however, requested to sign a disclaimer to the effect that they had no prior knowledge of any claims against the school or circumstances which might give rise to a claim before 1/8/2015. The Clerk was asked to ensure that Governors received details of the disclaimer for acknowledgement and signature as appropriate.</p>	Clerk/ Governors
9.	To receive Committee reports	
9.1	Harvey Academy Joint Board – 18/6/15	
	<p>Governors noted that the HAJB had met on 18/6/15 and minutes would shortly be posted on the Governors' website.</p>	Clerk
9.2	SPPC Committee – 13/7/15	
	<p>Governors received a written report on the recent meeting of the SPPC Committee containing items on:</p> <ul style="list-style-type: none"> • Safeguarding • Pupil Progress • Pupil Premium • Curriculum Planning 	

	<ul style="list-style-type: none"> • School Council Achievements • Governor visit to the Science department <p>Governors noted that information and guidance from the meeting had been disseminated to all Governors as appropriate.</p> <p>Governors also noted the points made in the Science Visit Report to the need to encourage greater awareness amongst students to pursue careers in engineering, science and medicine.</p>	
9.3	PPPF Committee – 26/3/15, 7/5/15, and 9/7/15	
	<p>The Chair (PPPF Committee) drew Governors’ attention to a number of points in the written report as follows:</p> <ul style="list-style-type: none"> • The attendance of LT members at PPPF meetings has been very helpful when discussing items such as Premises, Pupil Premium and Personnel issues. • The in-year credit rollover for the y/e 31st August 2015 is forecast to be c £79k. This reflects meticulous financial management by the school in dealing with insufficient government funding, greatly increased staff on-costs and early intervention on support staff re-structuring. • A cautious approach will be required to finances over the next two years where there is the possibility of an in-year deficit. This is because government funding can only be estimated making budget forecasting difficult. • The PPPF committee had been able to accept the forecast 2014-2015 budget and proposed 2015-2016 budget on behalf of the Governing Body. <p>The CoG noted that in his capacity as Chair of the DFFG for Kent he would be able to advise Governors on the national picture.</p>	
10.	To approve school policies	
	<p>The Chair explained that the opportunity had been taken to review and, where necessary, update a number of school policies all of which had been published on the Governors’ website for Governors to view. The Chair confirmed that he had read all the policies and was content that they were fit for purpose.</p> <p>Governors discussed items regarding some of the policies as follows:</p> <p>Governors enquired about monitoring policies coming up for review and were advised that this would be shown in a schedule of policies displayed on the Governors’ website. In addition, all policies clearly showed a review date on the front cover.</p> <p>“Recruitment & Retention Policy” - Para. 2. Governors enquired about teachers who did not have QTS status and were advised that this applied only to teachers in training – they would achieve QTS status at the end of their training.</p> <p>“No Smoking Policy” Governors were advised that e-cigarettes were now included in the “No Smoking Policy”</p>	

	<p>“Behaviour Policy” Governors noted that procedures on mobile phone use had been up-dated.</p> <p>The Chair ascertained that the Governing Body was happy to approve the policies in question noting that any further queries should be directed to the HT.</p>	
11.	Dates for future meetings/events	
	<p>A level results published – 13th August 2015 GCSE results published – 20th August 2015 Full Governing Body – Tuesday 15th September 2015 @ 5.00 p.m.</p>	
12.	Any Other Business	
	None	
13.	Consider Confidentiality and Publication of Minutes	
	No issues were deemed confidential.	

There being no other business the meeting closed at 6.50 p.m.

Signed _____ (Chair)

Date _____