

## The Harvey Grammar School

### Minutes of a meeting of the Governing Body number A13 held on Thursday 22<sup>nd</sup> October 2015 at 5.00 p.m. in the Trafalgar Room

**Present:** Mr. J. Dennis (JD) (Chair), Mr. J. Batten (JB), Mr. M. Bridges (MB), Mr. K. Bridgland (KCB), Mrs. A. Brown (AB), Mrs. K. Callander (KC), Mr. W. Dawson (WD), Mrs. S. Hammond (SH), Mrs. M. Mitchell (MM), Mr. S. Norman (SN) (Headteacher), Mrs. A. Shone (AS), Mr. T. Scott (TS) and Mr. J. Smith (JAS)

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

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

*Prior to the start of the meeting Governors met new members of staff over afternoon tea and welcomed them to the school.*

| No. | Item/detail  | Action |
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|     | The following items were published on the website in advance of the meeting: <ul style="list-style-type: none"><li>• Headteacher's Report</li><li>• Chair's report</li><li>• Committee structure and Link Governor arrangements</li></ul>  |        |
|     | <b>Chair's Introduction and Welcome</b>  |        |
|     | The Chair welcomed all to the first meeting of the new academic year and confirmed that the meeting was quorate.<br>The Chair explained that there were four new members of the Governing Body: Mrs. Anne Brown (Community Governor); Mrs. Karen Callander (Community Governor); Mrs. Sheridan Hammond (Parent Governor); and Mrs. Michelle Mitchell (Parent Governor).<br>All present introduced themselves and gave a brief resume of their background and connection with the school.   |        |
| 1.  | <b>Apologies for absence</b>   |        |
|     | <b>None</b>  |        |
| 2.  | <b>Appointment of Chair and vice-Chair</b>   |        |
|     | The Clerk took the Chair and explained that at first meeting of the academic year the Governing Body had to elect a Chair and Vice Chair for a period of office lasting until the first full Governing Body meeting of 2016-2017. The Clerk reported that there had been nominations for Mr. John Dennis as Chair and Mr. Martin Bridges as Vice-Chair and that both had agreed to serve in the respective roles if elected. The Clerk ascertained that there were no other nominations. Messrs. Bridges and Dennis withdrew from the meeting.<br><br>The Clerk asked Governors to vote by show of hands that Mr. Dennis should be elected Chair for the ensuing year. Governors voted unanimously in favour. The Clerk also asked Governors to vote by show of hands that Mr. Bridges should be elected vice-Chair for the ensuing year. Governors voted unanimously in favour.<br><br>Messrs. Bridges and Dennis returned to the meeting and assumed their posts, each thanking Governors for their support. |        |

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| 3.  | <b>Declaration of Business Interests</b>  |       |
|     | Mr. Bridges explained that he was a Trustee of a charity devoted to the promotion of the catholic faith in East Folkestone. He also explained that a fellow Governor, Mr. Will Dawson, was his brother-in-law.<br>The Clerk was asked to record these disclosures.<br>Otherwise, Governors had no business interests to declare other than those already registered.  |       |
| 4.  | <b>Minutes of the Meeting of the Governing Body No. A12 held on 16<sup>th</sup> July 2015.</b>  |       |
|     | Page 1 Item 2 line 1 to read Mr. J. Batten<br>Page 3 Item 6.2.1 last paragraph line 3 'actin' to read 'action'<br>Page 4 item 6.7 noted that 5 appeals had been successful<br>Page 5 item 8.2 noted that the Governor visit to the science department was on-going<br>Subject to these amendments the minutes were accepted as a true and accurate record and signed by the Chair.  | Chair |
| 5.  | <b>Matters arising from the Minutes</b>   |       |
| 5.1 | <b>6.1 School Development Planning</b>  |       |
|     | Governors noted that the official opening ceremony for the new classroom block would take place during term 2 on a date to be confirmed. Mr Bill Wright had agreed to be the guest of honour.<br>Governors were informed that memorial benches in honour of the late Mr. Mark Allen (2003-2010) and the late Mr. Jim Dowie (Groundsman – 1978-2015) were to be placed adjacent to the Cricket Pavilion with a view of the school field. | HT    |
| 5.2 | <b>6.5 Staffing</b>   |       |
|     | The Chair enquired after the health and well-being of Mrs. Heather Turnbull (Assistant Headteacher) and confirmed that he would be writing a letter of support from the Governing Body.   | Chair |
| 6.  | <b>Governing Body matters</b>   |       |
| 6.1 | <b>To confirm Governors' personal details</b>   |       |
|     | The Clerk circulated details of Governors' personal details which were confirmed or amended as appropriate.   |       |
| 6.2 | <b>To note up-dated Business Interest Form and publication of details on the Harvey website.</b>  |       |
|     | The Clerk informed Governors that the school's auditors required an updated Register of Business Interest form to be completed and that Governors' details needed to be available for viewing online. The new form would be circulated in due course.   | Clerk |
| 6.3 | <b>To sign Code of Conduct</b>  |       |
|     | The Clerk asked Governors to confirm by signature that they acknowledged receipt of the Code of Conduct for 2015-2016.  |       |
| 6.4 | <b>To receive Governance Calendar, 2015-2016</b>  |       |
|     | The Clerk informed Governors that a calendar of meetings and key school events was available to view on the school intranet.<br>SPPC committee members were requested to note the amended dates of meetings in 2015-2016 i.e. Monday 16 <sup>th</sup> November 2015 and Monday 22 <sup>nd</sup> February 2016.<br>The Chair encouraged Governors to participate in some important school events in the autumn term as follows:          |       |

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|            | <p>Remembrance Assemblies<br/>Senior 10<sup>th</sup> November 2015 at 8.50 a.m.( Mr. John Smith representing the Old Harveians)<br/>Junior 11<sup>th</sup> November 2015 at 8.50 a.m. (Mr. John Batten representing the Old Harveians)</p> <p>Christmas pantomime<br/>3<sup>rd</sup> and 4<sup>th</sup> December 2015 at 7.30 p.m.</p> <p>Carol Concert<br/>14<sup>th</sup> December 2015 at 7.30 p.m. (St Eanswythe Church)</p> <p>The HT confirmed that arrangements were in hand for the school's participation in the Remembrance Service on 8<sup>th</sup> November at Folkestone War Memorial.</p>  |   |
| <b>6.5</b> | <b>To receive an up-dated Governance Structure and Link Governor arrangements, 2015-2016</b>  |   |
|            | <p>The Chair drew Governors' attention to The Harvey Joint Board and the "working" and "standing" committees in the governance structure. The Chair led a discussion on committee membership and link governor arrangements. It was proposed that Mrs. Brown and Mrs. Hammond should join the PPPF committee and Mrs. Callander and Mrs. Mitchell the SPPC committee for the 2015-2016 academic year. It was agreed that Mrs Shone would continue as Chair of the SPPC committee and Mr. Dennis would succeed Mrs. Garrard following her retirement from the Governing Body. as Chair of the PPPF committee.</p> <p>Governors discussed and confirmed Link Governor arrangements as follows:<br/>Safeguarding -Mrs. Shone<br/>Parental Engagement - Mrs Brown<br/>Pupil Engagement - Mr Bridges<br/>Teaching, Learning and Assessment - Mr. Scott<br/>Curriculum - Mr. Batten<br/>Pupil Behaviour - Mrs Mitchell<br/>SEND and Pupil Premium - Mrs Hammond<br/>Careers - Mr. Smith<br/>Governor Training - Mr. Bridges</p> <p>New Governors' attention was drawn to induction and other training opportunities provided by Kent County Council and other organisations (e.g. the National Governors' Association) which were available both on line (Governors E learning – GEL) and at face-to-face sessions.</p> | - |
| <b>6.6</b> | <b>Annual Plan</b>  |   |
|            | <p>Governors were requested to consult the school calendar about any events they wished to attend (e.g. parents evening) and advise the HT accordingly. Details of Learning Walks and other opportunities to observe the work of the school would be advertised as they became available.</p>   |   |
| <b>6.7</b> | <b>To note Governance Documents and Information</b>   |   |
|            | <p>Governors' attention was drawn to key documents available on the intranet viz Governors' Handbook, Academies Financial Handbook and Guide for Trustees. Section 1 of the Governors' Handbook was noted as essential</p>  |   |

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|              | reading.  |  |
| <b>7.</b>    | <b>The Harvey Academy</b>   |  |
| <b>7.1</b>   | <b>To consider draft Trustees' Report, 2015-2016</b>  |  |
|              | <p>The HT advised Governors that the Trustees Report for 2015-2016 was being finalised.</p> <p>A Governor commented that the school had very high expectations that the annual report and accounts would be available sufficiently in advance of the Governing Body meeting on 10<sup>th</sup> December to enable effective scrutiny. The Chair confirmed that the auditors would be made aware of these expectations.</p> <p>A Governor enquired whether the issue of the directors' duty to prevent fraud was being addressed. The HT noted that this matter had been delegated to the PPPF committee, commenting that internal audits had shown no evidence of fraud e.g. inappropriate disposal of assets. The school had, in fact, on the advice of its auditors, engaged an independent company to draw up a register of assets so that they could be properly monitored.</p> <p>A Governor enquired about the school's banking facilities. It was noted that the school had recently received a communication from its bankers about this matter which had been referred to the PPPF committee.</p>  |  |
| <b>8.</b>    | <b>To receive Headteacher's Report</b>  |  |
| <b>8.1</b>   | <b>School Improvement and Self-evaluation</b>   |  |
|              | Governors were encouraged to acquaint themselves with the school's updated self-evaluation form including the analysis of the school's current performance.   |  |
| <b>8.2</b>   | <b>Pupil Performance</b>  |  |
| <b>8.2.1</b> | <b>Key Stage 5 (A level/AS level)</b>   |  |
|              | <p>Commenting on Key Stage 5 results, the HT noted that attainment was high, and in line with former years, with the performance of students from the first accelerated cohort being exceptional. However, the HT advised governors that he expected the value added with this cohort to fall when external data became available in November. The HT explained that, as a result of the disappointing AS results in 2014 achieved by this cohort, measures had already been taken to modify and improve the post 16 curriculum. Sixth Form numbers had increased by 18% as a result of the significantly improved retention rate into the Sixth Form with many more students choosing to stay at the Harvey. However, the curriculum offer required changes to cater for the wider ability range this expansion brought. The changes involved providing two pathways in Y12, one following a traditional 4 AS level programme and one for a minority of students following a hybrid of A level and Btec courses. The HT explained that although value added would fall for Y13 in 2015, Y12 AS results in 2015 showed a very significant improvement with a 14.0% increase in A*-B grades and 19% increase in the success rate at AS Level in 2015. These results would be an excellent foundation for 2016 and would lead to a return to outstanding A Level value-added.</p> |  |
| <b>8.2.2</b> | <b>KS4</b>  |  |
|              | Governors were pleased to note that GCSE results overall were outstanding in attainment terms and likely to be outstanding for best 8 progress when the RAISEonline results were published. The HT pointed out that there had been many successes in individual subjects and in particular results in the Sciences were of the highest order.   |  |

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| <p>Governors enquired about the school's performance in comparison with other schools. The HT advised that in attainment terms the school had done well in comparison to similar schools e.g. for 5A*-CEM but noted at this stage in the main, only attainment data could be compared until RAISEonline was published in December. At that point the full value-added data could be scrutinised by the SPPC committee. However, the HT explained that the DfE had published for the first time the new progress 8 pilot scores for schools to see in private and The Harvey's score was +0.27 representing a statistically outstanding outcome for the best 8 subjects at KS4.</p> <p>Governors acknowledged that the school had anticipated some issues with English results given that the exam was now linear rather than modular and the mass exodus of schools to the IGCSE. Governors expressed concern at the variation in results between English language and literature with a 16% gap in the number of A/A* grades awarded. The HT advised that he did not believe the marking was sound for Language as groups were taught by the same individual and the disciplines were very similar. The HT explained that the school had challenged the examination board with limited success and a small number of grades had been lifted. The HT had taken the decision not to take this any further with the exam board but to concentrate on the future with all department members to receive bespoke exam board training and one member to mark for AQA GCSE English Language next year. Governors accepted that the existing government progress measure based on English language only was being phased out and replaced with a measure based on the best result in language or literature. On this measure the progress score had already been published by the DfE as part of the progress 8 pilot and governors were pleased to hear that the school had score +0.17 on this measure suggesting a strong outcome for the department overall.</p> <p>Governors accepted that the issue of re-sits also affected mathematics but were pleased to learn that results overall were in line with national from all starting points and that current progress data suggested that the department was dealing with the new assessment programme very effectively. The progress 8 pilot score for the department was +0.14 again suggesting very good progress had been made by boys in this subject in 2015.</p> <p>Governors enquired about any subjects where results had been below expectations and how those outcomes were being addressed. In the case of Spanish, for example, it was noted that that, despite attempts at cross-moderation with another school, Harvey results were moderated downwards and as a consequence, a change of board was now being planned. In other subjects such as Economics and Psychology there had been a decline in attainment despite the groups having the same teacher in 2014 where results had been excellent. The HT explained that action plans have already been agreed with the SLT line manager for any subjects causing concern and a new Head of Department had been secured for January in Business and Economics – a former 'Teacher of the Year'.</p> <p>The Chair commented on the impact of a disappointing set of results in individual subjects on both pupils and staff and the costs involved in investigating outcomes. Governors accepted that, nationally, there was press</p> | <p>SPPC/FGB -<br/>10/12/15</p> |
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|            | <p>coverage about the quality of some examiners but were nevertheless supportive of the school's proactive policy in encouraging staff to gain some experience of marking as individuals and also to invite exam boards into school to provide training on how scripts were assessed.</p> <p>Governors were advised that the summer results would be discussed in detail at the forthcoming SPPC meeting and any further issues highlighted at the December Full Governing Body meeting.</p>   |                                |
| <b>8.3</b> | <b>Finance Update</b>  |                                |
|            | <p>Governors were advised that school finances were currently sound, with appropriate reserves. Governors noted, however, that continuing restrictions on government funding would make achieving a balanced budget increasingly difficult and that the possibility of further staffing changes could not be disregarded.</p> <p>Governors noted that full details would be made available at the next PPPF meeting when there would be opportunities to scrutinise details and report back to the Full Governing Body as necessary.</p>   | PPPF/FGB<br>10/12/15           |
| <b>8.4</b> | <b>Performance Management</b>  |                                |
|            | Governors were advised that the current performance management had been completed and, where appropriate, pay awards had been made subject to ratification by the PPPF committee at its November meeting.  | PPPF<br>19/11/15               |
| <b>8.5</b> | <b>Admissions</b>  |                                |
|            | Governors noted that a total of 344 boys had sat the Shepway Test on September 12 <sup>th</sup> 2015 (2014: 304). Governors asked for confirmation of the admissions criteria and were advised that after Looked After Children (LAC) priority was given firstly to boys in Shepway and then outside Shepway, both categories being based on proximity to the school. Governors acknowledged the fact that tutoring children for the test was virtually impossible ensuring that it was a fair test of ability. Governors noted that there were likely to be a number of appeals which would come before an independent appeals panel. Governors also noted that, dependent on ability, there were a small number of casual admissions over the year |                                |
| <b>8.6</b> | <b>School events</b>   |                                |
|            | The HT drew Governors' attention to <i>The Harveian</i> and its coverage of the range of school activities that took place each term.  |                                |
| <b>8.7</b> | <b>Self-evaluation</b>   |                                |
|            | <p>Governors noted that the school's self-evaluation was available on the intranet and would be up-dated as appropriate. Governors' attention was drawn to the areas for development in each category which under-pinned the evidence that the school merited an outstanding Ofsted rating.</p> <p>Governors were pleased to acknowledge that the school remained committed to the principle established at its foundation of serving children of "the poorer sort of people".</p>   | All<br>Governors –<br>on-going |
| <b>9.</b>  | <b>Chair's Report</b>  |                                |
|            | <p>The Chair reported that he had been in school in August for both A level and GCSE results days. Governors were also informed that the Chair had attended meetings of the Schools Funding Forum (of which he was also the Chair) and the Schools Capital Group. Governors were advised that the next Kent County Governor Assembly was due to be held on Thursday 2<sup>nd</sup> November and Governors were invited to attend if they were able.</p> <p>The Chair invited Governors to enter into a discussion about a range of</p>   |                                |

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|            | scenarios that might be considered regarding the strategic direction the school might take in future years. The context of the discussion was the trend in education policy in favour of economic or social entrepreneurship in education e.g. stronger schools helping the less strong.   |       |
| <b>10.</b> | <b>To Consider Up-dated Policies</b>   |       |
|            | <p>Governors noted up-dates in the Safeguarding and Finance policies as follows:</p> <p>Safeguarding Policy</p> <ul style="list-style-type: none"> <li>• References to now obsolete policies had been removed</li> <li>• All relevant details were updated e.g. reference to the revised version Keeping Children Safe in Education</li> <li>• Reference to the Gillick Principle had been amended</li> </ul> <p>Finance Policy</p> <ul style="list-style-type: none"> <li>• The school is now insured under the Academy Risk Protection Arrangements (RPA) scheme</li> <li>• The Voluntary Fund bank account has been merged with the main school account</li> <li>• The amount of cash held on school premises at any one time has been raised to £5000 the maximum allowed under the school's insurance</li> </ul> <p>Governors were content with the revisions made.</p> |       |
| <b>11.</b> | <b>Dates for future meetings/events</b>  |       |
|            | <p>Monday 16<sup>th</sup> November 2015 SPPC committee at 5.15 p.m.<br/> Thursday 19<sup>th</sup> November 2015 HAJB at 3.00 p.m.<br/> Thursday 19<sup>th</sup> November 2015 PPPF committee at 4.30 p.m.<br/> Thursday 10<sup>th</sup> December 2015 Full Governing Body at 5.00 p.m. (To approve accounts)<br/> Thursday 10<sup>th</sup> December AGM – The Harvey Academy</p>   |       |
| <b>12.</b> | <b>Any Other Business</b>  |       |
|            | None   |       |
| <b>13.</b> | <b>Consider Confidentiality and Publication of Minutes</b>   |       |
|            | Item 9 Governors requested that the notes on the discussion about the school's future should be recorded as a confidential minute.   | Clerk |

There being no other business the meeting closed at 7.10 p.m.

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

Date \_\_\_\_\_

