

## The Harvey Grammar School

### Minutes of a meeting of the Governing Body number A14 held on Thursday 10<sup>th</sup> December 2015 at 5.00 p.m. in the Trafalgar Room

**Present:** Mr. J. Dennis (JD) (Chair), Mr. J. Batten (JB), 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) and Mr. J. Smith (JAS)

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

Mr.S. Barkway (Williams and Giles)

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

| No. | Item/detail   | Action |
|-----|---|--------|
|     | The following items were published on the website in advance of the meeting: <ul style="list-style-type: none"> <li>The Harvey Academy Annual Accounts Y/E 31<sup>st</sup> August 2015</li> <li>SPPC Committee 16<sup>th</sup> November 2015</li> </ul>   |        |
| 1.  | <b>Chair's Introduction and Welcome</b>   |        |
|     | The Chair welcomed all to the meeting and confirmed that it was quorate. The Chair explained that Mr. Symon Barkway FCCA (Williams and Giles - auditors) would be presenting the annual accounts.   |        |
| 2.  | <b>Apologies for absence</b>  |        |
|     | Apologies had been received from Mr. Martin Bridges and Mr. Tony Scott in both cases because of work commitments. Governors accepted the apologies.   | Clerk  |
| 3.  | <b>Declaration of Business Interests</b>  |        |
|     | None declared other than always registered.   |        |
| 4.  | <b>Presentation of The Harvey Academy Annual Accounts Y/E 31<sup>st</sup> August 2015.</b>  |        |
|     | Governors noted that the accounts had previously been scrutinised by members of the PPPF committee at a meeting on 7 <sup>th</sup> December 2015 and a number of questions raised (see below).<br><br>In presenting the accounts, Mr.Barkway commented that school finances had been managed well against a background of rising costs and showed a surplus.<br><br>Governors noted a number of points as follows:<br><br>p.3 There were two staff trustees rather than three<br>p.7 Consideration needs to be given to incorporating the impact of Industrial action by staff into the school's risk assessments<br>p.14 The fact that the Statement on Regularity, Propriety and Compliance was non-negotiable was a matter that needed to be raised with the EFA<br>p.22 The drop in restricted funds and rise in unrestricted funds in 2015 compared to 2014 showed that the school was approximately £50k better off The amount of unrestricted funds equated to one month's operating costs and was an appropriate reserve for the school to have.<br>p.25 The capitalisation of assets costing more than £3k was clarified as being one single item or a group of items (e.g. computers) with an aggregate value |        |

|     |   |             |
|-----|---|-------------|
|     | <p>of £3k</p> <p>p.26 The rates of depreciation for specific assets (e.g. motor vehicles @ 20.0% straight line) were confirmed as a statutory requirement</p> <p>p.28 Voluntary income had increased in 2015 compared to 2014 from £24,925 to £43,599.</p> <p>'Other income' for generating funds included the sale of travel cards and the proceeds from the sale of an historic locomotive nameplate.</p> <p>p. 29 The way insurance costs were apportioned was due to a change to the DfE's Risk Protection Arrangements ( RPA) scheme</p> <p>p. 37 The type of software used in producing the accounts precluded a breakdown of the FR17 adjustments figure of £42,000</p> <p>p. 39 It was accepted that it was necessary to provide pension statistics in the accounts and the obligation involved might cause concern to governors. However, the inclusion of the figures was an Academies Financial Handbook requirement to make stakeholders aware of the current position regarding pension commitments and costs.</p> <p>p. 41 FRS17 was the agreed accounting standard for a 6.0% return on the academy's share of assets in the pension scheme though a figure of 2.75% was considered to be more realistic</p> <p>Audit Management letter to the Educational Funding Agency (EFA)</p> <p>Governors noted that the auditors had indicated to the EFA that some standing order payments for school trips had not been paid into the academy's main bank account by the financial year end (31<sup>st</sup> August 2015). The Bursar confirmed that the sums involved had been subsequently posted into the correct account and that there were no issues of probity.</p> <p>Governors were also advised that the auditors were satisfied that procedures for authorising credit card transactions had been up-dated in line with best practice.</p> <p>Governors thanked Mr. Barkway for his presentation.</p> |             |
|     | Mr. Barkway was requested to leave the meeting for a short time while Governors considered item 7.  |             |
| 7.  | <b>To Approve the Annual Accounts for the Y/E 31<sup>st</sup> August 2015</b>   |             |
|     | Governors voted unanimously to approve the accounts subject to a small number of minor amendments.  |             |
|     | Mr. Barkway returned to the meeting and was informed of the Governors' vote. The necessary documents were then signed by the appropriate parties for submission to the EFA.   | Chair/HT    |
| 5.  | <b>Minutes of the Meeting of the Governing Body No. 13 held on 22<sup>nd</sup> October 2015</b>   |             |
|     | Page 1 Chair's Introduction and Welcome 'psent' should read 'present'<br>Page 4 Item 7.1 'To' should read 'To'<br>Subject to these amendments the minutes were accepted as a true and accurate record and signed by the Chair.  | Chair/Clerk |
| 6.  | <b>Matters Arising from the Minutes</b>   |             |
| 5.1 | <b>6.1 School Development Planning</b>  |             |
|     | Governors noted that the official opening of The Wright Building by former headteacher Bill Wright would be taking place on 17 <sup>th</sup> December 2015 at   |             |

|     |   |   |
|-----|---|---|
|     | <p>11.00 a.m. All members of the Governing Body were invited.</p> <p>Governors also noted that memorial benches on the school in honour of the late Mr. Mark Allen (Member of staff, 2003-2010) and the late Mr. Jim Dowie (Groundsman, 1978 – 2015) had been dedicated during the morning of Saturday 5<sup>th</sup> December on the occasion of the School v Old Harveians’ football match and Old Harveians’ Annual Dinner.</p> <p>The Chair thanked the Old Harveians’ Association for its support in funding the provision of the benches.</p> | HT  |
| 5.2 | <b>6.5 Staffing</b>   |   |
|     | Governors were pleased to learn that it was expected that Mrs. Heather Turnbull would be making a managed return to work in January 2016.   |   |
| 5.3 | <b>6.4 Governance Calendar</b>  |   |
|     | <p>A number of Governors indicated that they had very much enjoyed the Christmas pantomime – “The Four Skilful Brothers”. Governors noted that the panto had been written by a sixth form student and had received an excellent review in the local press.</p> <p>Governors were reminded that the school carol concert would be taking place on 14<sup>th</sup> December at St. Eanswythe’s Church starting at 7.30 p.m.</p>   | Governors                                   |
| 5.4 | <b>8.2 Pupil Performance</b>  |   |
|     | Governors were pleased to note that the school had been rated Sig+ for best 8 progress in recently published RAISEonline data. Governors were advised that the PPPF committee would be reviewing RAISEonline data at its first meeting in the new year.   | Chair PPPF by 22/2/16                       |
| 5.5 | <b>8.5 Admissions</b>   |   |
|     | Governors were informed that it was proposed to add an extra line to the admissions criteria whereby parents would be advised against holding children to the following year of entry. This would bring Harvey in to line with its sister school, Folkestone School for Girls. In response to a Governor’s enquiry it was noted that test results were weighted to take account of a child’s age. The Admissions Policy would be discussed at the March 2016 meeting of the Governing Body.   | Clerk to circulate updated policy by 3/3/16 |
| 5.6 | <b>9. Chair’s Report</b>  |   |
|     | <p>The chair explained a recent development in the debate about the possible future strategic direction of the school. A number of local primary schools had approached the headteacher investigating the possibility of forming an umbrella trust with Harvey.</p> <p>It was agreed that no formal commitments could be made at this point to any specified future direction, but given the political situation, that all options would need to remain open to discussion.</p>   | Chair/HT – on-going                         |
| 8.  | <b>Governor Training and Visits</b>   |   |
|     | Governors reported on the Parents’ Focus Group meeting held on 24/11/15 and subsequent Learning Walk on 25/11/15. Governors noted that a small number of parents had commented that the Year 7 Parents’ Evening had been held too early in the term. The HT explained that holding the evening in term 1 was designed to ensure that all parents were happy with how their son’s had settled in and that this suited the vast majority of parents from whom feedback had been overwhelmingly positive. However, he also explained that              | DHT   |

|            |   |  |
|------------|---|--|
|            | next year the Year 7 parents' evenings is likely be held two weeks later to give a little more time for progress to be fully assessed.  |  |
| <b>9.</b>  | <b>To Receive Committee Reports</b>   |  |
| <b>9.1</b> | <b>Harvey Academy Joint Board – 18<sup>th</sup> November 2015.</b>  |  |
|            | The Chair noted that board members had discussed, inter alia, Companies House/EFA requirements, the agenda for the current FGB meeting, and the matter noted in item 9 above.   |  |
| <b>9.2</b> | <b>PPPF Committee 19<sup>th</sup> November 2015 and 7<sup>th</sup> December 2015.</b>   |  |
|            | <p>The Committee Chair drew Governors' attention to a number of points arising at the meeting on 19<sup>th</sup> November 2015 as follows:</p> <ul style="list-style-type: none"> <li>• Since Harvey sites were less than ½ mile apart extra government funding was not available</li> <li>• No significant issues for concern had been raised in the latest UHY internal audit</li> <li>• Pupil premium spending had been targeted appropriately</li> <li>• An unplanned fire evacuation( at which the Chair was present) had taken place with minimum delay</li> <li>• The HT's pay progression recommendations had been discussed and accepted unanimously</li> <li>• Mrs Bristow's role had been re-named as Director of School Support including responsibility for Personnel, Premises and Health &amp; Safety.</li> </ul> <p>The committee held an additional meeting on 7<sup>th</sup> December 2015 at which the annual accounts were scrutinised and questions prepared for the auditors</p>  |  |
| <b>9.3</b> | <b>SPPC Committee 16<sup>th</sup> November 2015</b>   |  |
|            | <p>The Committee Chair drew Governors' attention to a number of points discussed at the meeting on 16<sup>th</sup> November 2016 including:</p> <ul style="list-style-type: none"> <li>• Although Harvey had not participated officially in the Progress 8 pilot, KS4 results for 2015 indicated that the school would have achieved a measure of 0.27 for best 8 which is significantly above national expectations.</li> <li>• A small number of curriculum areas where under-performance had been identified were scrutinised</li> <li>• KS5 results compared favourably with recent years in terms of raw attainment and were in line with predictions. However L3VA for A2 was disappointing although still broadly in line with average according to the ALIS analysis.</li> <li>• Sixth form numbers had increased by 18.0% over the previous 3 years as a result of the school's increasing success at KS4. However, this also meant a wider ability range of students to cater for. The curriculum had been modified in 2014 to extend the range of BTEC courses to cater for the minority of students who found the offer of a 4 A Level programme too challenging.</li> <li>• As a result of this, with pupils placed on the correct programmes of study, Y12 outcomes in 2015 had been significantly improved and indicated the potential to achieve 63.0% A*-B grades in 2016 and a</li> </ul> |  |

|     |   |  |
|-----|---|--|
|     | <p>swift return to outstanding value added for A2 level.</p> <ul style="list-style-type: none"> <li>• Work was on-going on Harvey levels particularly with equalising attainment between other subjects and modern foreign languages where outcomes created negative self-perception with some pupils</li> <li>• Curriculum planning was taking into account changes with GCSE and A level specifications being implemented from 2015 onwards</li> <li>• An audit of CEG provision was being undertaken leading to enhanced accessibility for students (and parents) on the school intranet</li> <li>• The English department had been reviewed in Term 1 and sixth form teaching in Term 2.</li> <li>• Pupil premium statistics demonstrated that the intervention strategies put in place to support learning had had a very positive impact on progress, standards and achievement on those pupils eligible for additional funding</li> <li>• The SEN policy had been up-dated in line with the 2014 Code of Practice</li> <li>• A recent Governor safeguarding visit was discussed including the completion of on line safer recruitment training.</li> </ul> |  |
| 10. | <b>Dates for future meetings</b>  |  |
|     | <p>The Chair confirmed dates for future meetings as shown on the governance calendar and on the school intranet.</p> <p>It was noted that Prizegiving would take place on 24<sup>th</sup> March 2016 with Mr Stephen Kelly (CEO Sage UK Ltd and Old Harveian) as guest speaker.</p>   |  |
| 11. | <b>Any Other Business</b>   |  |
|     | Noted that Mrs M Mitchell had agreed to serve as SPPC vice-Chair with immediate effect  |  |
| 12. | <b>Consider Confidentiality and Publication of Minutes</b>  |  |
|     | None  |  |

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

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

Date \_\_\_\_\_

