

The Harvey Grammar School

Minutes of a meeting number 19 of the Governing Body held on Thursday 13 July 2017 at 5.00 p.m. in the Trafalgar Room

Present: Mr. J. Dennis (JD) (Chair), Mr. M. Bridges (MB) (Vice-chair), Mr. J. Batten (JB), Mr. K. Bridgland (KCB), Mrs. A. Brown (AB), Mr. J. Chamberlain (JC), Mrs. S. Hammond (SH), Mrs. M. Mitchell (MM), Mr. S. Norman (SN)(HT) and Mr. J. Smith (JAS).

In attendance: Mr. A. Allon (AA) (DHT Pastoral), Mr. S. Goodfellow (SJG) (DHT Academic).

James S (Head Boy) and Joel A (Deputy Head Boy) were in attendance from 5.00 – 5.20 p.m.

Clerk: Mr. M. Hydes (MCH)

Prior to the start of the meeting , governors met staff who were retiring from the school at the of the summer term including Dr. Pat Argar (English), Mr. David Makepeace (English) and Mrs Heather Turnbull (Assistant headteacher) and thanked them for their service to the school.

No.	Item/detail	Action
	<p>The following papers were available on the intranet in advance of the meeting:</p> <ul style="list-style-type: none"> • <i>Minutes of the meeting held on 2 March 2017</i> • <i>Headteacher’s Report</i> • <i>Chair’s Report</i> • <i>School Improvement Plan 2016-2017 Evaluation</i> • <i>School Improvement Plan, 2017-2018</i> • <i>SPPC Report 26 June 2017</i> • <i>PPPF Report 29 June 2017</i> 	
1.	<p>Chair’s Introduction and Welcome</p>	
	<p>The chair opened the meeting at 5.00 p.m. and confirmed that it was quorate – 10/11 governors being present.</p> <p>Governors were informed that Mr. Kim Bridgland had been re-appointed, and Mr. James Chamberlain appointed, as staff governors following staff governor elections on 10 May 2017.</p> <p>The chair extended a particular welcome to Mr. James Seaton (Head Boy) and Mr. Joel Amaku (Deputy Head Boy) who were in attendance for item 2.</p>	
2.	<p>Question and Answer Session on Y11-Y12 Transition</p>	
	<p>Governors engaged in discussion with James S and Joel A about the transition process from Y11 into the sixth form and aspects of life in Y12.</p> <p>Matters discussed included:</p> <ul style="list-style-type: none"> • Induction arrangements in Y11 with students attending taster sessions in their chosen A level subjects in addition to study skills sessions • The effectiveness of tutor groups in providing academic and pastoral support 	

	<ul style="list-style-type: none"> • The process for electing prefects • The organisation of prefects' duties • Guidance and support on careers (including work experience and interview practice) and higher education opportunities <p>Governors commented on the excellent support that the new prefect body had provided at the recent Open Evening on 5 July engaging positively with parents and prospective pupils as well as undertaking logistical duties.</p> <p>Governors thanked James and Joel for their informative and insightful comments.</p>	
	<i>James S and Joel A left the meeting at 5.20 p.m.</i>	
3.	Apologies for Absence	
	Apologies had been received from Mrs. K. Callandar (personal reasons). The apologies were accepted.	Clerk
4.	Declaration of Business Interests	
	Mr. K. Bridgland explained that he had a connection with the Tower Theatre Folkestone. Mr. J. Dennis noted that he was no longer a director of Kent Music.	Clerk to update ROBI
5.	Minutes of the Meeting held on 2 March 2017.	
	Noted that there two 'item 3s' – 'Apologies for Absence' and 'Declaration of Business Interests'. Subject to this, the minutes were accepted as a true and accurate record and signed by the chair.	Chair/Clerk
6.	Matters Arising from the Minutes	
6.1	5.3 Year 7 Transition	
	Governors were informed that there had been no adverse comment about the way in which the school had handled the power failure on 15 December 2016.	
6.2	5.5 Companies House	
	The clerk advised governors that the directors' names recorded at Companies House were as per their appointment papers.	
7	To Consider the Headteacher's Report	
7.1	School Development Planning	
	<p>Governors noted that:</p> <ul style="list-style-type: none"> • A thorough review of the 2016-17 School Improvement Plan (SIP) had been undertaken by the leadership team. Items in green indicated that the action had been completed. Items in amber indicated that the action was due for completion by the end of term 6 or was pending examination results in August. Items in red indicated that an action had not been followed through with an accompanying explanation. • The draft SIP for 2017-2018 had the same objectives as for 2016-2017 but with two key areas of focus as the result of changes in 	

	<p>the accountability regime and as a response to some of the new challenges faced by schools. The first change of focus was a response to the change in the method of calculating prior attainment at KS2 from English (writing skills) to reading scores. Whereas some Harvey pupils struggled with writing and were assessed at L4, they were proficient in reading and had achieved L5. This meant that the school in future would have to achieve higher attainment at KS4 to maintain our current good progress scores. Consequently, the school would be focusing on ensuring more able pupils gain the new grades 7, 8 and 9 at GCSE. The second area of focus concerned enhancing sixth form provision for example by having two tutor groups in each house comprised only of sixth formers to enable PSHE tutorials to be more relevant. The school was also preparing a Condition Improvement Fund (CIF) bid for a new Sixth Form Centre.</p> <ul style="list-style-type: none"> • The Sports Hall extension was due for handover in the w/b 17 July 2017 and the old gym demolished over the summer holiday. • Following the retirement of Heather Turnbull some adjustment in areas of responsibility had been made to LT portfolios. <p>In discussion, governors:</p> <ul style="list-style-type: none"> • confirmed that the Teaching and Learning Innovation Group (TALIG) (SIP 1.4) under the leadership of Simon Goodfellow and Marc Stevenson continued to provide support and development opportunities for all staff and modelled outstanding teaching practice • acknowledged the on-going focus on the spiritual, moral, social and cultural curriculum (SMSC) including British values SIP (2.9) under the leadership of Sarah Bailey • agreed the importance of supporting pupils with literacy and handwriting under the leadership of Simon Goodfellow (SIP 2.10) • commented on the importance, in the light of the new linear (i.e. 2 year courses) exams at GCSE and A level, of developing literacy skills from Y7 onward and developing memory skills • ascertained that the arrangement for Innovate (school caterers) to prepare school meals for a local primary school (SIP 2/13) was being paid for by the school concerned and that school catering would move into profit in 2017-2018 (i.e. nil cost to the school) • acknowledged the opportunity that Old Harveians had had to view the Old Gym for one last time before its demolition 	
7.2	School Self Evaluation	
	Governors were pleased to note that the current self-evaluation document continued to grade the school as Ofsted outstanding and that it would be	

	<p>fully updated in the autumn term post examination results and the publication of national data.</p> <p>Governors were also pleased to note the very significant increases in positive parental perceptions of the school in a range of categories from the position in 2011-2012 to the current year e.g. those strongly agreeing with the statement 'My son is taught well at the school' rising by 26% in this period.</p>	
7.3	Pupil Performance	
	<p>Governors were reminded of major changes in the assessment landscape at both GCSE and A level e.g. new grades 1-9 in GCSE English and maths and linear rather than modular courses in a number of A level subjects which made stand-alone results very difficult to assess until national data was published in October. Ofqual had warned schools to avoid making knee-jerk assumptions about results until the national picture was clear.</p> <p>The same situation applied to the progress 8 score at GCSE since there was no historic basis on which to sensibly predict progress outcomes. However, the school had concluded that if the attainment 8 score at 64.2 was in line with predictions it was likely that there would be a good progress 8 outcome.</p> <p>At A level, the school was predicting 59.0% A*-B grades with a similar proviso in the light of the new linear rather than modular exams.</p> <p>A governor enquired about the procedure when special consideration was requested from the exam boards as the result of a student not being able to sit all his exams and was advised that as long as 25.00% of the exam had been completed the exam board would award a pro rata grade.</p>	
7.4	Curriculum	
	<p>Governors were advised that, having considered at length the cost, benefit and sustainability of offering AS exams in Y12, it was proposed that they should be replaced by internal 'Progression Exams' in term 6 of Y12. This would enable students to focus on the new two-year linear courses.</p> <p>Governors accepted that factors such as a change in perception by universities of the value of AS and the different style of assessment for each exam meant that the proposed change in policy would be realistic and appropriate for sixth formers and were content to approve the change in policy</p>	
7.5	Teaching Staff	
	<p>Governors were pleased to note the small number of staff leaving at the end of the school year mainly due to retirement.</p> <p>Governors were informed that the following colleagues would be joining the school with effect from 1 September 2017.</p> <p>Kieron Hollier – Maths Rebecca Holness – Science Clare Jamin – English Stephanie Taylor – MFL</p>	

	<p>Additionally, Mr. Will Sanders would be relinquishing his post as Sixth Form Centre Manager on 31 August 2017 and joining the English department on a salaried Schools Direct placement.</p> <p>Alison Halsey would be providing maternity cover in the Business Studies department from October 2017.</p> <p>Governors confirmed that the total number of teaching staff was 52 FTE.</p>	
7.6	Summer Census	
	<p>Governors were pleased to note the continuing rise in pupil numbers from 902 in May 2016 to 923 in May 2017.</p> <p>Governors were also pleased to note that exclusions remained very low with a total of five for the autumn term 2016.</p>	
7.7	Admissions	
	<p>Governors noted that the independent appeals panel had upheld 32 appeals from suitable candidates giving a total entry of 181 pupils. Governors confirmed that the extra form could be fully absorbed within the school's resources infrastructure. Governors acknowledged that this would have an on-going financial benefit for the school but was not a precedent for increasing the Pupil Admissions Number (PAN) in the longer term.</p>	
7.8	Finance	
	<p>Governors noted that the PPPF committee, after scrutinising the school's budget for 2017-18, had been content to give their approval under delegated powers.</p> <p>Governors recognized that there were many constrictions on school finances at the present time, and into the foreseeable future, and acknowledged the cautious approach to finance being taken by the school</p>	
7.9	Performance Management	
	<p>The HT confirmed that support staff were about to complete their performance cycle with decisions about appropriate bonus ensuing. Teaching staff were due to complete their performance management cycle in October 2017.</p>	
7.10	Uniform	
	<p>Governors discussed the outcome of a recent consultation in which sixth formers had expressed their preference for wearing a tie of their own choice with their formal suit and shoes rather than the existing sixth form tie. The existing Harvey tie would be retained, but become non-compulsory and in time a newly designed tie would be introduced which could be 'awarded' to prefects and for other categories of excellence e.g. community service, sporting achievement etc.</p> <p>Governors were content to approve the change on the HT's recommendation and confirmed that years 7-11 would continue to wear the school tie.</p>	
7.11	School Events	

	<p>Governors attending commented on the success of Open Evening held on 5 July 2017 and were pleased to note that a total of 361 boys had signed up for the Shepway Test by the deadline of 10 July 2017.</p> <p>Governors congratulated the school on the very wide range of extra-curricular trips and activities undertaken both at home and abroad.</p> <p>In response to an enquiry from a governor, Simon Goodfellow (DHTA) was able to confirm that a visit to Westfield Shopping Centre by a group of Y12 students was a geography field trip looking at urban re-branding rather than any more hedonistic pursuit.</p>	
8.	To Receive the Chair's Report	
8.1	Admissions	
	The chair commented on item 7.7 in the minutes of the governing body meeting held on 2 March 2017 regarding the impact of admitting additional pupils. Subsequently, in discussion with the HT it had been clear that there compelling reasons why the school could be open to admitting an extra form of entry in September 2017 provided that the independent appeals panel considered that there were enough suitable candidates.	
8.2	Open Evening	
	<p>The chair commented on the success of the recent Open Evening.</p> <p>Also noted was a letter received by the HT from a former pupil thanking the staff for their efforts in providing such an excellent education over seven years both academically and in terms of extra-curricular activities.</p>	
9.	To Consider Governing Body Matters	
	MB, as training governor, noted that induction arrangements were in hand for newly appointed governors.	
10.	To receive Committee Reports	
10.1	SPPC Committee 26 June 2017	
	<p>The SPPC chair provided an oral report on the recent SPPC meeting. The committee had:</p> <ul style="list-style-type: none"> • noted that he method of LT reviews was being revised from September and would involve a longer term focus whereby the DHT and line manager for the head of department would consider departmental reports on the previous year's performance and identify areas for concern which would be followed up in more depth • considered a safeguarding audit including aspects of good practice and recommendations for future action • discussed and recommended to the FGB that AS levels should be dropped • noted that 2017 would be a one off year for public examination results in the light of the new GCSE grading system and the change at A level from modular to linear exams • noted that a full picture of the school's results would only be possible after national data was published in October and which would be discussed at the committee's November meeting • accepted Mrs. Callandar's offer to act as vice-chair 	
10.2	PPPF Committee 29 June 2017	
	The PPPF chair reported that the committee had:	

	<ul style="list-style-type: none"> scrutinised and approved the budget for 2017-2018 reviewed income and expenditure for 2016-2017 noting that school trips income was above budget and that the premises maintenance budget was tight but could be met reviewed the three-year budget plan noting that a small surplus was forecast for each of the ensuing years and that the school had sufficient reserves to deal with any short term concerns received a staffing report noting that five colleagues were due to join the staff in September mainly to fill vacancies occasioned by retirements received a premises report explaining that the Sports Hall extension was due for completion at the end of July following which the Old Gym would be demolished. Plans for a multi-use games area were also discussed noted matters in relation to the Risk Register e.g. the new General Data Protection Regulation (GDPR) due in May 2018 and the question of whether insurance was needed against a cyberattack <p>Governors discussed more generally, the risk of cyberattacks noting that where they had been successful it was usually because the organisation concerned was still using obsolete IT systems.</p>	
10.3	HARB Committee 29 June 2017	
	The chair reported that he had received John Batten's resignation from the governing body. The chair commented that John's long tenure as a governor and vice-chair of governors had made a very significant contribution to the work of the governing body as well as providing excellent links with the Old Harveians' Association in his capacity as president.	
11.	To Approve School Policies	
	<p>Governors discussed up-dated Behaviour and Anti-Bullying Policies:</p> <p>In respect of the Behaviour Policy, governors enquired about consultations with staff and were advised by the DHTP that staff were content with the procedures set out to manage behaviour in the school.</p> <p>In respect of the Anti-Bullying Policy, governors noted that LT members were also heads of house so could maintain a front-line focus on bullying incidents when they occurred.</p> <p>Governors were content to approve up-dated Behaviour and Anti-Bullying policies.</p>	
12.	Dates for future meetings	
	Full Governing Body 12 October 2017 at 5.00 p.m.	
13.	Any Other Business	
13.1	Staff	
	In his capacity as staff governor, Mr. Chamberlain conveyed the thanks of Mr. Paul Barton (DT teacher) to governing body for its on-going support during his recent illness.	
13.2	Air conditioning	

	<p>Governors expressed their concern about the shortcomings of the air conditioning system in the newly opened Wright Block which had been evident during Open Evening.</p> <p>Governors were advised that the matter was scheduled to be investigated over the summer holiday.</p>	DOSS to report to PPPF committee
13.3	Fire safety	
	<p>Governors enquired cladding on school buildings in the light of the Grenfell Tower disaster and were advised that the school did not have any buildings over four storeys where the risk was greatest.</p> <p>The HT advised that confirmation had been sent to the EFA that the site was completely safe in this respect and that he had written confirmation from Abbotts Construction in agreed minutes that a cementitious board was being used in the construction of the new Harvey Sports Building.</p>	HT to confirm with COG
14.	Consider Confidentiality and Publication of Minutes	
	Item 8 Discussion of permanent exclusion SDC hearing to be confidential to governors present.	

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

Signed _____ (Chair)

Date _____

