

**The Harvey Grammar School**

**Minutes of a meeting of the Governing Body number A23 held on Thursday 22 March 2018 at 5.00 p.m. in the Trafalgar Room**

**Present:** Mr. J. Dennis (JD) (Chair), Mr. K. Bridgland (KCB)(from 6.15 p.m.), Mrs. A. Brown (AB), Mrs. K. Callander (KC), Mr. J. Chamberlain (JC), Mrs. S. Hammond (SH), Mrs. M. Mitchell (MM) and Mr. S. Norman (SN)(HT)

**In attendance:** Mr. A. Allon (AA) (Deputy Head Pastoral - DHP), Mr. S. Goodfellow (SJG) (Deputy Head Curriculum DHC)

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

<b>No.</b>	<b>Item/detail</b>	<b>Action</b>
	<p>The following papers were available on the intranet in advance of the meeting:</p> <ul style="list-style-type: none"> <li>• <i>Minutes of the meeting held on 13December 2017</i></li> <li>• <i>Headteacher’s Report (including school self-evaluation, February 2018)</i></li> <li>• <i>School Improvement Plan</i></li> <li>• <i>Committee Reports</i> <i>SPPC 19 February 2018</i> <i>PPPF 15 March 2018</i></li> <li>• <i>GDPR Factsheet for Governors</i></li> <li>• <i>Governor Visit Report – Shepway District Governor Meeting</i></li> <li>• <i>Governor Visit Report – Key Stage 4 Options Evening</i></li> </ul>	
1.	<b>Chair’s Introduction and Welcome</b>	
	The Chair welcomed all to the meeting and confirmed that it was quorate under Article 117 – 8/10 governors being present.	
2.	<b>Presentation by Mrs. Kirsty Bristow – Director of School Support – “General Data protection Regulations (GDPR)”</b>	
	<p>The DoSS explained to governors progress in each of the twelve steps towards the implementation of GDPR on 25 May 2018. Measures included (but were not restricted to):</p> <p><b>Step 1: Awareness</b></p> <p>Staff training, updating the Data Protection Policy and updating staff contracts to ensure compliance</p> <p><b>Step 2: Information we hold</b></p> <p>Identification of personal data held including by third parties such as GCSEPod and purchase of a software package called GDPRIS – a cloud-based platform designed to manage GDPR across the school</p> <p><b>Step 3 Privacy Notices</b></p>	

	<p>Every category requires a privacy notice explaining why the school holds information and how long it is held for; this includes emergency contact details</p> <p><b>Step 4 Individual's Rights</b></p> <p>Data needs to be deleted once a student reaches the age of 25. Staff records should be deleted six years after leaving.</p> <p><b>Step 5 Subject Access requests</b></p> <p>A draft subject access form has been created the purpose of which is to pinpoint what the individual wishes to see</p> <p><b>Step 6 Lawful basis for processing</b></p> <p>The school is not able to rely on public interest; it needs a legal basis for processing data</p> <p><b>Step 7 Consent</b></p> <p>Consent forms have been updated to reflect that consent has to be given for processing certain types of data that does not necessarily need to be held. Stakeholders need to know that consent can be withdrawn</p> <p><b>Step 8 Children</b></p> <p>The age of consent will be lowered to 13 (currently 16) and children have to be notified of their rights when they reach 13.</p> <p><b>Step 9 Data breaches</b></p> <p>Staff will be informed of what constitutes a data breach and how to report it. A data breach can be, for example, sending an e-mail to the wrong address.</p> <p><b>Step 10 Privacy impact statements</b></p> <p>Privacy impact assessments will need to be carried out on all new software purchased.</p> <p><b>Step 11 Data Protection Officer (DPO)</b></p> <p>Kirsty Bristow will be the DPO with some changes to processes so that there will not be a conflict of interest</p> <p><b>Step 12 International</b></p> <p>Checks will need to be done that data is not held outside the EEA or if it is held in the USA the holder subscribes to the US Privacy Shield</p>	
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	<p>Governors were provided with important guidance:</p> <ul style="list-style-type: none"> <li>• The use of e-mails</li> <li>• E-mail addresses need to be registered with the school</li> <li>• Personal data should be accessed via the HGS portal</li> <li>• Paperwork containing personal data should be collected by the clerk at end of a meeting and shredded</li> <li>• Personal devices e.g. laptop/IPad should be encrypted with a unique password to prevent unauthorised access to data</li> <li>• Personal data should not be downloaded onto a school-owned laptop since it could become available to the school</li> <li>• Personal data should not be posted unless as ‘Signed for’ correspondence</li> </ul> <p>In discussion, governors considered a number of points as follows:</p> <ul style="list-style-type: none"> <li>• The need for all governors to know, and use, their HGS e-mail accounts</li> <li>• The risk of sending continuity e-mails and unwittingly causing a data breach</li> <li>• The need to be aware of data breaches and self-report as necessary (within 72 hours) – there is an expectation that there will be data breaches</li> <li>• The importance of clearly auditable processes</li> <li>• The avoidance of naming staff in governance documents where damage to the subject might be caused</li> <li>• Holding pupil data after the age of 25 in the event of litigation</li> </ul> <p>The chair thanked KB for her report on the progress towards GDPR. Governors were content that the implications of the new legislation were being dealt with thoroughly.</p>	
3.	<p><b>Apologies for Absence</b></p>	
	<p>Apologies for absence had been received from Mr. Martin Bridges (work commitment) and Mr. John Smith (personal). Both apologies were accepted.</p> <p>The chair explained that Mr. Smith was unwell. Governors expressed their good wishes for a speedy recovery.</p>	Clerk
4.	<p><b>Declaration of Business Interests</b></p>	
	<p>Governors present declared that they had no business interests to declare other than those already registered.</p> <p>AB informed the clerk that one of her interests was no longer applicable.</p>	Clerk to update ROBI accordingly.

<b>5.</b>	<b>Minutes of the Meeting held on 13 December 2017</b>	
	<p>Page 3 Item 7 add SOFA (Statement of Financial Affairs)  Page 4 Item 9.2 Action Point add DoSS (Director of School Support)  Page 4 Item 9.2 6<sup>th</sup> bullet point insert 'considered' at end of sentence</p> <p>Subject to these amendments, the minutes were accepted as a true and accurate record and signed by the chair.</p>	Chair/clerk
<b>6.</b>	<b>Matters Arising from the Minutes</b>	
<b>6.1</b>	<b>3.Declaration of Business Interests</b>	
	The clerk confirmed that the Register of Business Interests was complete.	
<b>6.2</b>	<b>5.3 EBacc</b>	
	The HT up-dated governors on recent appointments in the modern foreign languages department which gave flexibility in the extent of the provision of both French and Spanish. Various curriculum models were being considered for 2018/19.	
<b>6.3</b>	<b>12.2 Committee Structure</b>	
	The chair commented that, since he had not received any queries about the draft committee structure, this now became the final version.	
<b>7.</b>	<b>To Receive Headteacher's Report</b>	
<b>7.1</b>	<b>1. School Improvement and Self-evaluation</b>	
<b>7.1.1</b>	<b>Self-evaluation form (SEF)</b>	
	<p>Governors noted the following:</p> <ul style="list-style-type: none"> <li>• The Self-Evaluation report had been up-dated as of February 2018 to reflect published 2017 performance data.</li> <li>• The outcomes section of the SEF showed a wide range of key strengths across the school and the sixth form.</li> <li>• Areas for development had been identified including the progress of the disadvantaged cohort in 2017 which for a number of reasons were below the historic trend. As a result, although the current Y11 cohort of disadvantaged students was performing well, progress continued to be monitored to match the outstanding progress by non-disadvantaged students.</li> <li>• Other areas for development included the progress of high KS2 attainers in GCSE languages and departments where A*/A outcomes fell below expectations.</li> </ul>	
<b>7.1.2</b>	<b>League tables</b>	
	Governors noted that as boys' school it had performed exceptionally well and bucked the national trend of under-performance by boys.	
<b>7.1.3</b>	<b>School Improvement Plan (SIP)</b>	
	<p>Governors noted that an up-dated SIP showing progress to February 2018 was available to view on the FGB tile.</p> <p>The chair noted two areas marked red (NQT support and weekly meetings of the Care, Guidance and Support team) and was content with the HT's explanations for this.</p>	
<b>7.1.4</b>	<b>Y7 cohort</b>	

	<p>Governors were pleased to note that the Y7 cohort had now settled well.</p> <p>Governors noted that the forthcoming Y7 parents' evening was likely to be a busy one with a cohort of 180 pupils and their parents/carers.</p> <p>A governor ascertained that the 6 forms of entry was a one-off for 2017/2018.</p>	
<b>7.1.5</b>	<b>Condition Improvement Fund (CIF) bid.</b>	
	<p>Governors noted that a CIF bid for a new Sixth Form and Learning Resource Centre had been submitted with a decision likely before the end of term.</p> <p>The HT commented that although the bid was a very strong one, there was the possibility that it would not be successful first time round.</p>	
<b>7.2</b>	<b>Pupil Progress</b>	
<b>7.2.1</b>	<b>GCSE specifications</b>	
	<p>Governors welcomed a recent comment from the Secretary of State –“that there will be no more new changes to primary tests, GCSEs or A-levels”.</p>	
	<i>KCB arrived at 6.15 p.m.</i>	
<b>7.2.2</b>	<b>Progress data</b>	
	<p>Governors were informed that the predicted attainment 8 score for 2018 was 64 (2017 63). Governors were advised that although this figure represented an improvement in raw scores, because the cohort's KS2 prior attainment scores had significantly increased, the progress 8 score was predicted to be lower at 0.1 (2017 0.4).</p> <p>Governors enquired as to why KS2 prior attainment was higher and were advised that the schools analysis had suggested that this was due to pupils being well prepared for SAT tests in some of our key local primary feeder schools in 2013. The MidYis test undertaken by pupils on entry to the school suggested the pupils prior attainment was in line with previous cohorts as one might expect given the nature of selection process. However, the HT made it clear that school will be judged on progress against those improved KS2 SAT scores despite any reservations about their validity, and as a result all were sharply focused on improving attainment outcomes to maintain an above average P8 score.</p> <p>Governors noted that the school was fully aware of the issue and had focussed on stretching more able students and also providing support for weaker candidates.</p> <p>Governors recognised that the expected drop in the progress score would not be on account of any lack of effort on the part of staff or students and that if the current prediction was achieved that this would still constitute a good outcome. The HT also pointed out that with new gradings and specifications at GCSE, meaningful analysis of performance would be difficult until the publication of national data towards the end of September.</p> <p>Governors were advised that there were similar caveats with A level outcomes e.g. there were a number of subjects with new specifications</p>	

	<p>and a linear examination making it difficult to know how the students had performed until the national picture became clear. It was also noted that predicted grades tended to give students the benefit of the doubt to ensure students get the offers they want from universities.</p> <p>Governors noted that Y12 now sat internal examinations rather than take AS courses and that the school continued to give bespoke advice to students on the courses best suited to their abilities in Y13. The school did not have a policy of asking students to look elsewhere if they had underperformed in Y12.</p>	
<b>7.3</b>	<b>Staffing</b>	
	<p>Governors were advised of staff changes in the MFL department and that the school had been successful in recruiting replacements, as well as negotiating departing staff to fulfil examination commitments e.g. speaking exams.</p> <p>A governor enquired about the recruitment of MFL teachers and was advised that, whilst there was a shortage of MFL teachers, the Harvey had attracted a good field of candidates all of whom would have been suitable for the vacancies on offer.</p> <p>Governors were also informed that it had been decided to re-structure leadership in the science department with discrete heads of subject for each science. To that end, the school had recruited an experienced middle leader as head of chemistry to complement the existing successful heads of biology and physics.</p>	
<b>7.4</b>	<b>Pupil Census</b>	
	<p>Governors noted that the school roll now stood at 965.</p> <p>Governors were pleased to note that the number of fixed period exclusions recorded in the census remained very low and that overall attendance remained excellent and showed an improvement on 2017 figures (3.2% v 3.34%).</p>	
<b>7.5</b>	<b>Finance</b>	
	<p>Governors noted that the school would be under-funded for 2018-19 and 2019-20.</p> <p>Governors asked as to the reason for this and were informed that with the government delegating decisions about funding to local authorities individual LAs had made different decisions. In the case of Kent, MPFLs had been set at £4,500 for 2018-19 and £4700 for 2019-20 as against the government's recommendation of £4,800.</p> <p>Governors recognised that this meant the school needed to continue to be vigilant with its finances.</p>	
<b>7.6</b>	<b>Performance Management</b>	
	<p>Governors were advised that, following the completion of mid-year reviews on 2 March 2018 it was apparent that there were no significant matters of concern. Ultimately, examination outcomes would play a large part in final reviews in October 2018.</p>	
<b>7.7</b>	<b>Admissions</b>	

	<p>Governors were advised that first preference choices assessed as of selective ability were 165 for 2018 (172 in 2017). Some of the successful pupils were out of area so it was anticipated that all pupils of selective ability in Shepway would gain a place at the school. The slight fall in numbers was on account 14 fewer pupils passing the Shepway Test.</p> <p>It was expected that the school was likely to have a large number of appeals which will be heard as usual by our independent appeals panel. The HT explained that school's position was that it was not conducive to effective teaching and learning to have class sizes above 30 and that it would not be feasible this year to admit an additional form of entry above PAN in 2018-2019 because of the need to increase teaching capacity with a consequential significant financial impact. However, the HT also reminded all that any decisions made by the appeals panel were independent and final.</p> <p>A governor enquired as to why the school had been able to accommodate six forms of entry in 2017-18 and was advised that this was because the school had been able to create the capacity to admit this form utilising existing staffing levels.</p> <p>Governors were advised that any future decision to increase our PAN would need to be made at an early date to facilitate curriculum planning and staff recruitment.</p> <p>Governors discussed local house building plans for the area and the need for additional school places as against existing and new school provision. Governors agreed that further discussion should take place on the publication of the next KCC Commissioning Plan.</p>	
<b>8.</b>	<b>To Receive the Chair's Report</b>	
	The Chair reported that, together with representatives of the Old Harveians' Association, he had attended a memorial service for the late Lord Imbert (OH 1944-52) at St Martin-in-the-Fields on 24 January 2018.	
<b>9.</b>	<b>To Consider Governing Body Items</b>	
<b>9.1</b>	<b>Governor Training and Visits</b>	
<b>9.1.1</b>	<b>Shepway District Governor Meeting 24 January 2018 – Karen Callander</b>	
	<p>KC reported on various matters raised – and the Harvey response - at the Shepway District Governor Meeting on 24 January 2018 as follows:</p> <ul style="list-style-type: none"> <li>• Oversight of the financial performance of the school – covered at PPPF meetings</li> <li>• Assurance that secure financial management arrangements are in place e.g. 3 quotations – covered in PPPF meetings</li> <li>• Importance of supporting staff – HGS provides extensive and focussed staff training cf report to FGB March 2016</li> <li>• Performance Management of HT – as recommended, the school uses an independent external advisor to support governors</li> <li>• Safeguarding – the safeguarding governor conducts regular audits with Andy Allon (DHT Pastoral and Kirsty Bristow (Director of School Supprt) to ensure compliance e.g. SCR (Single Central Record) and Disclosure Barring Service (DBS)</li> </ul>	

	<ul style="list-style-type: none"> <li>Preparation for GDPR – the school’s Director of School Support is leading on the introduction of GDPR (see item 2 above)</li> </ul>	
<b>9.1.2</b>	<b>Key Stage 4 Options Evening 20 February 2018 – Anne Brown</b>	
	<p>AB reported on the KS4 Options Evening held on 20 February 2018 as follows:</p> <ul style="list-style-type: none"> <li>The event was led by Simon Goodfellow (DHT Curriculum)</li> <li>The event was very well attended – the hall was full</li> <li>Prior to the evening, all Y9 pupils had participated in an ‘enterprise and skills’ day designed to highlight the relevance of subject disciplines and the importance of particular skills in the workplace</li> <li>The difference between the KS3 and KS4 curriculums with the latter focussing more on independent learning</li> <li>New grading arrangements at GCSE – 9 to 1 rather than A*-G</li> <li>The importance of top grades at GCSE when aiming for Oxbridge and Russell Group universities</li> <li>The structure of the KS4 curriculum and the various options on offer including the possibility of studying two modern foreign languages</li> </ul>	
<b>10.</b>	<b>To Receive Committee Reports</b>	
<b>10.1</b>	<b>SPPC 19 February 2018</b>	
	<p>MM outlined the main features of the SPPC meeting held on 19 February 2018 including a discussion on GCSE/A level results (including SEN), safeguarding and the discrepancy between boys’ and girls’ outcomes.</p> <p>Governors enquired as to the difference between boys’ and girls’ outcomes and were advised that this was a national issue. One cause of boys falling further behind in progress analysis was a recent change in the methodology for calculating prior attainment at KS2 from English writing skills to reading scores. For example, a number of Harvey pupils struggled with writing and were assessed at L4, whilst 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 current above average progress scores.</p> <p>The HT commented that white working class boys (many of whom we serve) in particular were at a disadvantage – but at present this issue did not appear to be given the priority it deserved at the national level.</p>	
<b>10.2</b>	<b>PPPF 15 March 2018</b>	
	<p>SN (on behalf of MB) outlined the main features of the PPPF meeting held on 15 March 2018 as follows:</p> <ul style="list-style-type: none"> <li>Income and expenditure remained on budget</li> <li>A discussion was held about the school’s endowments and agreement reached that the trustees should be asked to review the future use of the funds held</li> <li>The General Annual Grant (GAG) statement was considered and noted that the 2018-19 budget needed to be submitted by the end of July</li> <li>A report from the Director of School Support on personnel changes and premises/maintenance issues was considered including the</li> </ul>	

	renewal of the school's telephone system, upgrading the school's IT system and a proposal to install solar panels	
	Governors were content to approve the up-dated Staff Absence Policy	
<b>11.</b>	<b>To Note Dates for Future Meetings</b>	
	<p><b>Governor meetings:</b></p> <p>HAM 19 April 2018 at 8.00 a.m.  PPPF 3 May 2018 at 4.30 p.m.  SPPC 25 June 2018 at 5.30 p.m.  HAJB 28 June 2018 at 3.00 p.m.  PPPF 28 June 2018 at 4.30 p.m.  FGB 12 July 2018 at 5.00 p.m.</p> <p>.</p> <p><b>School events:</b></p> <p>Spring Concert 8 May 2018</p>	
<b>12.</b>	<b>Any Other Business</b>	
	<b>None</b>	
<b>13.</b>	<b>Consider Confidentiality and Publication of Minutes</b>	
	None	

There being no other business the meeting closed at 7.00 p.m.

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

Date \_\_\_\_\_

