

WALSALL CHILDREN'S SERVICES

<p>MINUTES OF THE MEETING OF THE GOVERNING BODY OF ALDRIDGE SCHOOL – A SCIENCE COLLEGE HELD AT THE SCHOOL AT 6.00 PM ON TUESDAY 1 MARCH 2011</p>

PRESENT:

Mr S Davies
Mrs V Devi
Mrs K Dutton
Mrs J Halifax
Mr W Hodson
Mr K Holland - Chair
Mr D Jones
Mr A Lamb
Mr R Mason
Mrs P Mattu
Mr J Messenger
Mr D Mountney – Headteacher
Miss M Moylan
Mr J Murray
Mr P New
Mrs P Randall
Dr H Slominski
Mr N Wharton

IN ATTENDANCE:

Mrs F Boyle
Mrs N Eaton
Mrs J Morton - Associate
Mrs E Thackwray – Clerk
Mrs C Welch - Associate

CONSENT TO ABSENCE:

Mr J De-Hayes
Mr P Elwell

395 **WELCOME**

Mr D Jones and Mr N Wharton newly elected Parent Governors were welcomed to the meeting and the Governing Body.

396 **DECLARATION OF INTEREST/CONFIDENTIALITY**

Governors were reminded of the regulations regarding declarations of interest and the need for matters discussed to remain confidential was stressed - until

minutes were approved and became public documents.

There were no declarations of interest.

397 **NOTIFICATION OF ANY OTHER BUSINESS**

There were no items of Any Other Business.

MINUTES OF THE PREVIOUS MEETING

- 398 **RESOLVED:** That the minutes of the previous meeting held on Tuesday 7 December 2011 be approved as a correct record.

MATTERS ARISING FROM THE MINUTES

399(a) Minutes of the Finance Committee (Minute No. 374)

The Headteacher confirmed that the Property and Services Committee had approved the purchase of the Cashless Catering system.

399(b) Minutes of the Property and Services Committee (Minute No. 376)

A Governor advised that the Property and Services Committee were still unhappy regarding the cost of the buildings work and that the matter would be discussed in detail at the next meeting of the committee.

399(c) School Improvement Plan (Minute No. 386)

The Headteacher circulated copies of the School Improvement Plan (Appendix 1).

MINUTES OF THE PERSONNEL COMMITTEE

The Chair questioned if the IIP payments of £500 were per person or a total amount. The Headteacher advised that there were per person and totaled £1,000. The payments had been made to ensure that the School had the correct staffing for the faculty structure.

The Headteacher advised that there would be budget implications as funding for training for Associate Staff had ended. The School had paid for one member of staff to complete their training as they had been part way through a training programme.

The Chair requested that the Chair of the Finance Committee prepare a report detailing what training had been received and cost details so that Governors could see the exact cost of the loss of funding.

The Headteacher advised of a number of funding streams that had been cut, including the Black Country Challenge.

- 400 **RESOLVED:** That the minutes of the meeting of the Personnel Committee, held on Tuesday 11 January 2011 (Appendix 2) be adopted.

MINUTES OF THE CURRICULUM COMMITTEE

The Headteacher advised that SWAPs would begin in September and current indications were that 18 pupils wished to remain at Aldridge but use the SWAPs scheme. It was estimated that there would be between 100 and 150 pupils across the borough using the scheme.

Governors questioned who was leading the SWAPs project and the Headteacher advised that the central officer was Mr Mike Gillard, currently funded by Serco.

Governors were asked to note that the APCC (Aldridge Parents Consortium Committee) would be discussing the condensed KS3 curriculum at their next meeting.

The request to increase the number of music scholars had been passed to the Local Authority.

- 401 **RESOLVED:** That the minutes of the meeting of the Curriculum Committee, held on Tuesday 18 January 2011 (Appendix 3) be adopted.

MINUTES OF THE PROPERTY AND SERVICES COMMITTEE

A Governor advised that the issues with the B Block Toilets would be discussed further at the next meeting of the committee as there were issues with the breakdown of costs. The overspend had been due to the fact that the job had been rushed and members of the Committee had considered that a more rigorous process was needed to prevent future overspends.

The Chair considered that there was not a clear and defined process and this needed to be rectified.

A Governor advised that the lift had been out of action and that the Local Authority had sent contractors who did not have CRB clearance and so had been asked to leave. When the School had called the Local Authority and demanded that the lift be repaired by contractors with CRB clearance, the request had been actioned.

The Headteacher advised that incidents of this nature would become the responsibility of Mr Howard Kay, the newly appointed Site Manager. Mr Kay

would be evaluating all current processes and had liaised with the Local Authority and a local school on their procedures.

- 402 **RESOLVED:** i) That the minutes of the meeting of the Property and Services Committee held on Tuesday 25 January 2011 (Appendix 4) be adopted; and
- ii) That the Committee Structure as detailed in Appendix 5 be approved.

MEMBERSHIP OF THE GOVERNING BODY

The Clerk advised that the Dr H Slominski had been nominated for appointment as a Partnership Governor. Following discussion it was

- 403 **RESOLVED:** That Dr H Slominski be appointed as Partnership Governor with immediate effect.

404 **GOVERNOR TRAINING**

Governors were reminded that the Governor Development Training Programme was included in "The Walsall Governor" which could be accessed via www.walsallcs.com (WCS-Serco website). A Governor considered that the courses were relevant and well delivered.

405 **ANY URGENT ACTION TAKEN BY THE CHAIR**

There was no urgent action to report.

REPORT OF THE HEADTEACHER

The Headteacher presented his report and apologised for the lateness in it being circulated. He drew the attention of Governors to the following matters:

406(a) **News and Events**

The Headteacher had watched a Debating Competition on how the British Budget should be controlled.

406(b) **Examination and Achievement Data**

SWAPs was continuing to develop.

The Gaining Ground programme would be ending at the end of the month. Fifteen staff, who had attended Earls High School in Halesowen, would lead a whole school inset day.

406(c) SEF and QA

The Headteacher referred Governors to Appendix 1 and circulated a copy of the School Improvement Plan (SIP) 2010-11 Overview (Appendix 6) and drew Governors attention the following:

- The SIP had been written prior to the Ofsted visit but had since been amended.
- The SIP had been divided into four strands.
- An explanation of CVA (Contextual Value Added) was given.
- There was a focus on Gifted and Talented.
- An explanation was given of AfL (Assessment for Learning).

Governors questioned when AfL had first been used by the School. The Headteacher advised it had been used at the School for a number of years.

- The School Council was nationally accredited.
- All staff had completed TEEP training.
- An E-portal would be developed to allow parents to see data remotely.

Governors were reminded that Ofsted had set the School 3 points for improvement and the plan had been amended accordingly. A measurement system had been developed and progress was looked at, in detail, on a monthly basis.

Governors had previously received a copy of the Post Inspection Action Report (Appendix 7). The Headteacher advised that the three areas were based on Progress, Teaching and Learning and Leadership.

406(d) Key Area for Improvement One

A particular focus was the sixth form and specific targets had been sent. Governors were reminded that there had been a management restructure in September 2010 and the Headteacher considered that when Ofsted had visited, it had been too early for the new structure and team to be assessed.

Since Ofsted's visit the School had changed their assessment system to ALPS which could measure against national results.

Deliberate observations had been carried out and on occasions a number had been undertaken jointly. School judgments were often confirmed by any external agency bought in.

The School had recently been subject to a Local Authority inspection and suggestions had been made.

406(e) Key Area for Improvement Two

The Headteacher reminded Governors that when Ofsted had been in attendance, 63% of lessons had been graded as good or better and only 1 lesson had been graded as inadequate.

The Headteacher considered that there had been a significant improvement based on their own measures but there was still a long way to go.

The Headteacher wished to focus on achieving more outstanding lessons and some systems needed to be completely rewritten.

Governors were advised that the recently appointed AST (Advanced Skills Teacher) delivered outstanding lessons and although her role had initially been based around transition from Primary schools, she was now working with other staff in school.

406(f) Key Area for Improvement Three

The Headteacher advised that a faculty system was being introduced on a phased basis. Previously when middle leaders had met there had been 30 attendees. The Headteacher considered that this was too big a body. In future there would be 8 faculty leaders and 2 Deputy Headteacher attending the middle leaders meetings.

Progress would be evaluated on a regular basis and evidence kept for Ofsted's return.

The Headteacher advised that School Improvement Partners would end in April due to funding. He considered that Governors may wish to pay a consultant as external opinions were useful. A member of the SLT could train as an Ofsted Inspector at a cost of £1,500.

The Headteacher advised Governors, that on entry pupils were above average and that the School needed to raise the progress of pupils so progress made was well above average. The Headteacher considered that the School had a large amount of good teachers that could teach well.

Governors considered that it was excellent that the School had drilled down to individual issues.

Governors requested that they receive an update on Post Inspection action at each meeting. Governors considered that they needed to know where the School was in order to know where support was needed and agreed that the issues also be discussed at Committee meetings. A discussion was held regarding the establishment of a dedicated committee to deal with post Ofsted

actions but Governors agreed that this was not required at the moment.

Mr Messenger had attended, as Safeguarding Link Governor, and checked all Safeguarding procedures that were in place.

The Headteacher advised that surveys would randomly be sent to a third of parents and pupils from KR and used to track general impact.

A lengthy discussion was held regarding Link Governor positions and decreasing them to have more secure and robust monitoring from the Governing Body.

The Headteacher advised that there was a possibility that Community Cohesion would be removed from Ofsted's agenda although this would not be confirmed until at least January 2011.

Governors questioned how accessible student result data was to staff and Mrs Boyle confirmed that it was accessible and that it was updated on a monthly basis. The data was tailored to meet the audiences' needs and would be presented at the next meeting of the Curriculum Committee.

The Headteacher circulated a copy of Development of the Board Role (Appendix 8) and a lengthy discussion was held on how Governors could raise their grading to outstanding.

The Headteacher referred Governors back to his report.

406(g) Curriculum

Governors questioned why results in Y9, Y11 and Y13 would not meet the targets set. Mrs Boyle advised that there was an improvement on the previous year and updated levels had been requested from staff. There was an issue with Y11 pupils who had not achieved required grades in either Mathematics or English. A large amount of intervention work was planned.

APS had improved due to pupils sitting 3 A Levels; there had been a dip when pupils had been allowed to sit just 2.

Mrs Boyle advised that the School was penalised for the AS level as the grade of zero was still carried forward. Some schools did not retain students with a 0 grading.

406(h) Staffing

There were currently 8 members of staff on maternity leave.

There would be staffing implications in more students chose humanities in order

to achieve the English Baccalaureate.

Due to the rigorous monitoring of previous 1:1 by Mrs Morton, the School had been awarded 30 places for the 2011/12 financial year. Mrs Morton confirmed that these places would ring-fenced for use with KS3 pupils. A Governor questioned what criteria was used to selection pupils and Mrs Morton advised that LAC (Looked After Children) and then under achieving pupils. These were set by the DfE and Governors were welcome to visit any sessions.

The Headteacher confirmed that minutes of the APCC would be published online and would be circulated with the agenda prior the meeting.

406(i) Site

The Headteacher advised that there were issues with the heating. There were no available plans to show where pipes ran. There was also an issue with the fire alarm. The Schools would receive £30,000 in capital funding for the 2011/12 financial year but would be applying for matched funding from the Local Authority.

406(j) External Links and Funding

The Maths Futures programme would be sold to local schools.

406(k) Productions

Governors were informed that the School would be performing Les Miserables during the summer term. Invitations would be issued in due course.

The Chair expressed grave concern regarding the lack of funding for schools and the potential impact that this would have on programmes delivered by the School and requested that a copy of the School Budget Plan be forwarded to him as soon as figures were confirmed.

406(l) **RESOLVED:** That the report of the Headteacher (Appendix 9) be adopted.

BULLYING FLOWCHART

Governors had previously received a copy of the Bullying Flowchart (Appendix 10).

The Headteacher advised that bullying had been raised by Ofsted as they were concerned about the high amount of recorded issues. The Headteacher advised that a new procedure had been implemented for recording bullying as it had appeared that the School was recording incidents that were not defined as bullying.

A Governor questioned the School's actions in the event of bullying on Social Networking sites. The Headteacher confirmed that this was monitored and was addressed by the School and it was

407 **RESOLVED:** That the Bullying Flowchart be approved.

408 **INSTRUMENT OF GOVERNMENT**

The Clerk circulated a copy of the new Instrument of Government which had taken effect from 1 January 2011(Appendix 11).

SCHOOL IMPROVEMENT PARTNER-ANNUAL REPORT

409 **RESOLVED:** That the annual report from the School Improvement Partner be received at the next meeting of the Governing Body.

410 **SELF EVALUATION FORM – UPDATE**

This item had been discussed under the Headteacher's Report.

411 **SCHOOL IMPROVEMENT PLAN**

This item had been discussed under the Headteacher's Report.

412 **SINGLE CENTRAL REGISTER**

Governors received a copy of Mrs Welch's Report (Appendix 12) and the Chair duly signed the Single Central Record. Mrs Welch advised that records were available to view if Governors required.

413 **NEW STAFF REPORT AND UPDATE**

Governors were referred to Appendix 12. Mrs Welch advised that a new caretaker had been appointed and CRB clearance and references were awaited.

414 **LINK GOVERNOR REPORTS**

The Every Child Matters (ECM) Link Governor advised that he had attended an ECM meeting and considered the group to be dynamic. He would submit a report for the next meeting.

CLERKING SERVICE LEVEL AGREEMENTS 2011/2012

The Clerk informed Governors of the cost of the SLA from Wolverhampton City Council. A lengthy discussion was held about alternative providers and it was

- 415 **RESOLVED:** That the Service Level Agreement for clerking arrangements be purchased from Wolverhampton City Council.

GOVERNOR ALLOWANCES

Governors discussed the payment of allowances to Governors and

- 416 **RESOLVED:** That allowances would be paid to Governors in exceptional circumstances.

417 **GOVERNOR NEWSLETTER**

Governors received “The Wolverhampton Governor Newsletter” for the Spring Term 2010 (Appendix 13).

418 **CORRESPONDENCE**

The Chair outlined to Governors the content of correspondence he had received since the previous meeting and, in particular, drew their attention to the following:

Letter relating to Exclusion

The Chair advised that a parent had withdrawn his appeal against his son’s permanent exclusion. The Chair thanked all parties involved in the exclusion.

419 **STATUTORY CONSULTATION ON ADMISSION ARRANGEMENTS 2012/2013**

Governors received the report advising them of the formal consultation process and timetable for Education Walsall’s 2012/13 admission arrangements (Appendix 14).

CODE OF CONDUCT FOR GOVERNORS

Governors received and considered a revised Code of Conduct, as recommended by Walsall (Appendix 15).

- 420 **RESOLVED:** That the Code of Conduct for Governors be adopted.

421 **GUIDELINES FOR GOVERNORS ON ACCOUNTING AND AUDIT ARRANGEMENTS FOR SCHOOL FUNDS/UNOFFICIAL FUNDS**

Governors received the guidelines relating to accounting and audit

