

WALSALL CHILDREN'S SERVICES

**MINUTES OF THE MEETING OF GOVERNORS OF
ALDRIDGE SCHOOL – A SCIENCE COLLEGE
HELD AT THE SCHOOL AT 6.00 PM ON TUESDAY 21 SEPTEMBER 2010**

PRESENT: Mr J De-Hayes
Mr P Elwell
Mrs J Halifax
Mr W Hodson
Mr K Holland - Chair
Mr A Lamb
Mr R Mason
Mr D Mountney – Headteacher
Mr J Murray
Mr P New
Mrs P Randall
Mr N Wharton

IN ATTENDANCE: Miss F Boyle – Assistant Headteacher
Mr L Horobin – Head Boy
Mr R James – School Administrator
Mrs G Morris – Associate Governor
Mrs J Morton – Associate Governor
Miss V Rogers – Head Girl
Dr H Slominski - Associate
Mrs E Thackwray – Clerk
Mrs C Welch – Headteacher's PA
Mrs J Wilson – Governor Services

CONSENT TO ABSENCE: Mr S Davies
Mr J Messenger
Mrs T Pearson

ELECTION OF CHAIR

- 335 **RESOLVED:** i) That the term of office for the position of Chair shall be one year; and
- ii) That Mr K Holland be elected Chair.

ELECTION OF VICE-CHAIR

- 336 **RESOLVED:** i) That the term of office for the position of Vice-Chair shall be

one year; and

ii) That Mr J Murray be elected Vice-Chair.

APPOINTMENT OF CLERK TO THE GOVERNING BODY

337 **RESOLVED:** That the Wolverhampton Governors' Support and Advisory Service be appointed as Clerk to the Governing Body for the remainder of the academic year 2010/2011.

DECLARATION OF INTEREST

There were no declarations of interest.

CONFIDENTIALITY OF INFORMATION

Governors were reminded that care should be taken to ensure that they were aware of agenda items of a confidential nature. In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as, once approved, these became public documents.

REGISTER OF BUSINESS INTERESTS

Governors' attention was drawn to the Fair Funding Regulations regarding the maintenance of a Register of Governors' Interests. They were requested to complete the form for the academic year 2010/2011 and return it to the Governors' Support and Advisory Service (Appendix 1).

PRESENTATION FROM HEADBOY AND HEADGIRL

Introductions were made around the table. The Headboy and Headgirl informed Governors of their interpretation of their roles. The Headboy advised that he saw their role as being a role model to other pupils and a spokesperson for the voice of the pupils.

The Headboy considered that both staff and pupils should be seen as one team. He considered that both he and the Headgirl were very approachable. Governors were advised that regular meetings would be held and that the involvement of all would be ensured. Both would represent the School at events, for example parents evenings and award evenings. He wished all pupils to know who they were and that they could be approached at any time. He considered that they were selling the School from the opinion of the pupil.

Governors questioned what the Headboy and Headgirl considered as their biggest challenge. The Headgirl considered that this was uniting the whole school as there was a large gap. The Headboy considered that as pupils

progressed through the School and got older, friendships were forged with staff. He advised that when he had joined in Y7 he was very nervous when he had to speak to staff but this became easier.

Governors questioned if there were common issues raised by students in meetings and the Headgirl advised that no meetings had taken place yet, the first meeting was scheduled for Tuesday 5 October. Comments that had been made were the considerations of the Headboy and Headgirl. The Headteacher considered that pupils would be discussing the amendment to lunch times.

The Chair advised that the Governing Body wished to monitor the concerns of students in order to enhance learning and development.

Governors questioned if they could offer any assistance and the Headboy advised that once the School Council had met, Governors would receive feedback. Governors questioned if their attendance at meetings would be considered of use and the Headboy considered this would be very positive.

The Chair thanked both the Headboy and Headgirl for their attendance and advised that the Governing Body would look forward to receiving their reports.

342 **NOTIFICATION OF ANY OTHER BUSINESS**

Governors considered items of Any Other Business and agreed that the following be discussed at the appropriate time during the meeting:

Outturn Statement

MINUTES OF THE PREVIOUS MEETING

- 343 **RESOLVED:** That the minutes of the previous meeting, held on Tuesday 18 May 2010 be approved as a correct record.

MATTERS ARISING FROM THE MINUTES

- 344(a) **Report of the Headteacher (Minute No. 310)**

Governors questioned if the Headteacher had received the SIP report. The Headteacher advised that a meeting with the SIP had been scheduled and a copy of the report would be circulated prior to the next meeting.

- 344(b) **Charges for School Meals (Minute No. 323)**

Governors questioned if the School had received notification regarding the changes to the charges for school meals. The School Administrator advised that no correspondence had been received regarding the charges.

344(c) The School Profile (Minute No. 324)

The Headteacher advised that he was currently drafting the School Profile which would be circulated to Governors upon completion.

344(d) Governor Training Programme 2010/2011 (Minute No. 326)

The Clerk confirmed that the cost of Menu D could not be offset against another training menu. Governors requested that the Clerk request that the review be undertaken as soon as possible.

A discussion was held on the availability of training available from Wolverhampton City Council. Governors requested that the School Administrator seek comparative costs from training providers.

[DR H SLOMINSKI JOINED THE MEETING AT THIS POINT]

MINUTES OF THE FINANCE COMMITTEE

Governors were advised by members of the Finance Committee that the banking arrangements were an ongoing debate. The Headteacher advised that current arrangements remained with Natwest Bank, who were now levying charges to the School. Governors considered that a “mini tender” should be implemented so like for like products could be compared.

- 345 **RESOLVED:** That the minutes of the meetings of the Finance Committee, held on Tuesday 11 May 2010, Tuesday 6 July 2010 and Wednesday 21 July 2010 (Appendices 2, 3 and 4), be adopted

MINUTES OF THE CURRICULUM COMMITTEE

Mrs Morris advised that two very productive collaborative meetings had been held, and a large variety of schools within the borough had expressed interest.

The second meeting had been held earlier that day with twelve local schools and Mrs Morris was confident that pupils would get a large range of flexibility. There would be opportunities to “mix and match” courses. A larger discussion would be held with middle leaders on Thursday 30 September and further meetings had been scheduled to discuss financial implications and the transportation of learners.

- 346 **RESOLVED:** That the minutes of the meeting of the Curriculum Committee, held on Tuesday 27 April 2010 (Appendix 5) be adopted.

MINUTES OF THE PERSONNEL COMMITTEE

The Headteacher advised that there were currently two members of teaching staff being led through the competency procedure. One was around half way through and the second had just been placed on the procedure which was a twenty week process. Members of staff who were placed on the competency procedure were monitored by other staff.

The Headteacher considered that the School was currently in its strongest position in terms of staffing. The Headteacher advised that the next wave of performance management needed to be completed by the end of October. Mrs Shelley – Assistant Headteacher built performance management into the open evening and then performance management results were sent to the Headteacher for approval. If these were approved by the Headteacher then staff could progress through the pay scales. If the results were considered unsuitable, they were referred back to Mrs Shelley. The Headteacher considered that it was vital that the objectives set were correct.

Governors questioned if people undertaking performance management were fully trained and the Headteacher advised that all available training had been completed.

- 347 **RESOLVED:** That the minutes of the Personnel Committee held on Tuesday 8 June 2010 (Appendix 6) be adopted.

MEMBERSHIP OF THE GOVERNING BODY

Governors noted the re-appointment of the following Governor:

Mr J Murray – Authority Governor

The Clerk reported that the terms of office of the following Governors were due to expire before the proposed date of the next meeting of the Governing Body:

Mrs C Heaven – Parent Governor

Mrs T Pearson – Parent Governor

Mr N Wharton – Parent Governor

A discussion was held regarding the appointment of Associate Governors. Following discussion it was

- 348 **RESOLVED:** That Dr H Slominski be appointed as Associate Governor with immediate effect for four years.

The Chair reported that he had received the resignation of Mrs C Heaven – Parent Governor, due to ill health. The Governing Body wished their best wishes and gratitude for Mrs Heaven’s service be placed on record. Governors requested that Mrs Welch forward a card and flowers on their behalf.

DELEGATION OF FUNCTIONS AND ESTABLISHMENT / REVIEW OF COMMITTEE ARRANGEMENTS

Governors considered the report from Walsall Children’s Services – Serco regarding the delegation of Governing Body functions to committees, together with suggested terms of reference (Appendix 7).

- 349 **RESOLVED:** That the Governing Body’s Committee arrangements for 2010/2011 (i.e. membership and terms of reference) as detailed in Appendix 8 be approved.

ARRANGEMENTS FOR THE APPOINTMENT OF STAFF

Governors received the report of from Walsall Children’s Services – Serco regarding the arrangements for the appointment of staff (Appendix 9)

- 350 **RESOLVED:** That the current arrangements for the appointment of staff as detailed in Appendix 10 be confirmed.

APPOINTMENT OF LINK GOVERNORS

Governors considered appointments with special links to areas of the School’s administration and curriculum.

- 351 **RESOLVED:** That the following appointments be approved:

Mrs P Randall – SEN
Mr J De-Hayes – Geography

LINK GOVERNOR REPORTS

There were no Link Governor reports. The Headteacher was advised that a number of Governors had attempted several times to arrange visits to the School in order to produce a report, and had not been able to secure an appointment.

The Headteacher apologised and advised that middle leaders would be requested to make positive contact with their Link Governor.

Governors received a copy of Questions from Ofsted for Governors (Appendix 11). Governors expressed concern regarding the lack of Link Governor reports. Mrs Boyle – Assistant Headteacher was requested to design a

template for Link Governors which would incorporate questions from Appendix 11. A lengthy discussion was held and Governors agreed that each Link Governor would produce a report before the end of the academic year.

353 **GOVERNOR TRAINING**

Governors were reminded that the Governor Development Training Programme was included in “The Walsall Governor” which could be accessed on www.walsallcs.com on WCS-Serco website.

Governors received a copy of the Wolverhampton Governor Training Programme (Appendix 12)

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

The Chair advised that there was no urgent action taken by him to report.

REPORT OF THE HEADTEACHER

The Headteacher presented his report and drew Governors attention the following:

- The new Y7 intake had begun the two year KS3.
- The School Improvement Plan would be reviewed at the Curriculum Committee.
- Ms Boyle was writing the School Self Evaluation Form.
- Data was harder to track as the QA model had not yet been fully implemented.
- The number of lesson observations graded as unsatisfactory was higher than usual due to members of staff who were currently on the capability procedure having increased lesson observations.
- Tracking data was more accurate.
- The mentoring package was considered to be successful.
- All staff had completed L1 Safeguarding.
- The link for Mathematics with Washington was continuing for a further year. Students from the USA were visiting during the Autumn Term.
- There was currently one vacancy in Y7 which was being held for a child stuck in Pakistan.
- The Property and Services Committee would be given a tour of the School and the Headteacher considered that the leak in the Food Technology corridor had been fixed.
- James Fendek was in the process of fitting whiteboards across the whole school.

Results

Governors received a presentation on results and their attention was drawn to the following:

- Weaknesses had been highlighted and would be addressed.
- There were issues regarding grades A and A*.
- Results for A* to C had increased to 81%.
- Results for A* to C including Mathematics and English had increased to 63%.
- The Headteacher considered that the School should be in the top 25% across the Country in order to achieve an outstanding grade at Ofsted.
- English results at KS3 matched FFTd.
- There was an issue regarding science results, this was partly down to teaching, however the Headteacher considered that science taught at KS2 would also impact the results. These results would be analysed by Mrs Eaton.
- The Headteacher considered that overall results had improved.
- There was a four year positive trend.
- Interventions would be addressed as would the policy for Gifted and Talented.
- The Headteacher considered that in order to better results, teaching needed to be bettered.
- Members of the SLT were completing daily learning walks.

Governors noted comparative results against other local schools.

The Headteacher advised that entrance criteria had been tightened in the sixth form and this would hopefully make a positive impact on results.

Governors questioned which school would receive results in the event of a consortium. Mrs Morris advised that the School that the pupil originated from would receive the results. All Schools had looked at a four year trend in results and the best performing school would be awarded the subject to teach.

The Headteacher advised Governors that Walsall had some of the poorest Y13 results in the country.

The Chair questioned what the School considered to be it's biggest target and the Headteacher advised that he wished to challenge the Science results. An appeal had been lodged regarding moderation of coursework.

A new Head of Maths had been appointed from Perry Beeches School, who had previously been awarded some of the best results in the borough.

The Headteacher advised that the results of core subjects would be analysed further as he considered that pupils should achieve higher results in subjects that they had chosen to study.

355 **RESOLVED:** That the report of the Headteacher (Appendix 13) be adopted.

POLICY REVIEW

Governors had previously received the following policies:

Accessibility Plan (Appendix 14)
 Assessment, Recording and Reporting Policy (Appendix 15)
 Associate Staff Performance Management Policy (Appendix 16)
 Attendance Policy (Appendix 17)
 Child Protection Policy (Appendix 18)
 Community Cohesion Policy (Appendix 19)
 Competency Policy (Appendix 20)
 Complaints Procedure (Appendix 21)
 Curriculum Policy (Appendix 22)
 Curriculum Policy Statement for Post 16 Education (Appendix 23)
 Disciplinary Policy (Appendix 24)
 Drugs Policy (Appendix 25)
 Equal Opportunities Policy (Appendix 26)
 Gifted and Talented Policy (Appendix 27)
 Grievance Procedure (Appendix 28)
 Learning and Teaching Policy (Appendix 29)
 Model Pay Policy (Appendix 30)
 PSHCE Policy (Appendix 31)
 Rewards and Consequences (Appendix 32)
 Safeguarding Policy (Appendix 33)
 Safer Recruitment Policy (Appendix 34)
 SEN Policy (Appendix 35)
 Sex and Relationship Education Policy (Appendix 36)
 Performance Management Policy (Appendix 37)
 Quality Assurance Policy (Appendix 38)

The Headteacher advised that the current holiday policy detailed that holiday requests would be approved in exceptional circumstances and it was considered that there was no advantage to the School as to whether the holiday was authorised or unauthorised.

If the holiday was unauthorised then a £50 fine was levied, per parent, per child. Mrs Welch advised that over one hundred and fifty requests had been received during the previous academic year.

The Headteacher advised that holiday requests were usually refused and if the child's attendance was below 95% the request was generally reused.

Governors considered that all rules should be enforceable. Governors questioned the length of time that a pupil must be absent for before they were removed from records. Mrs Welch advised that a pupil who had been granted leave of absence exceeding 10 school days for the purpose of a holiday may be removed from the register if they have failed to attend the school within the 10 school days immediately following the expiry of the period for which such leave was granted, the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and both the proprietor and the LA have failed, after reasonable enquiry, to ascertain where the pupil is.

Following discussion it was

356 **RESOLVED:** That approval of the above policies be delegated to the relevant committee to which each policy relates.

357 **ANNUAL REPORT OF THE SCHOOL IMPROVEMENT PARTNER (SIP)**

The Headteacher advised Governors that the SIP had visited the School at the beginning of the Autumn Term and once his report had been received, it would be forwarded to the Chair and circulated at the next meeting of the Governing Body.

Governors questioned how often the SIP visited the School and the Headteacher advised that the School were awarded with nine days per academic year as they were part of the Gaining Ground Programme.

AUDITED SCHOOL FUND ACCOUNTS

Governors considered the arrangements for the submission of the Audited School Fund Accounts for the year ended 31 August 2010.

358 **RESOLVED:** That the audited School Fund Accounts be submitted to the Governing Body at their next meeting.

359 **GOVERNOR NEWSLETTER**

Governors received "The Wolverhampton Governor Newsletter" for the Autumn Term 2010 (Appendix 39).

360 **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:

A complaint from a sixth form student in that he had not been allowed enough time to choose his subjects.

A complaint from a Grandparent relating to a holiday request. A lengthy discussion was held regarding holidays during term time. The Chair requested that Mrs Welch arrange a meeting between the complainant and himself to resolve the issue. Governors were asked to attend and would be notified when the date was finalised.

A complaint regarding the behavior of students in Station Road. The Chair had been informed that a student had been seen in the garden of one of the residents. The Chair had requested to meet with the complainant on several occasions, however the complainant had not responded. The Chair would inform Mr R Shepherd MP that he had attempted to make contact on several occasions.

[MR P ELWELL LEFT THE MEETING AT THIS POINT]

361 **UP-DATED PUBLICATION SCHEME**

Governors received the report from Walsall Children's Services – Serco advising them of the revised Publication Scheme, required under the Freedom of Information Act 2000 (Appendix 40). The report recommended that the Governing Body adopt a revised Scheme appropriate to the School.

362 **NEW GOVERNMENT – AND CONSEQUENT CHANGES**

Governors received the report from Walsall Children's Services – Serco and noted its content (Appendix 41).

363 **SPECIALIST SCHOOL RE-DESIGNATION**

Governors received the report from Walsall Children's Services – Serco informing them that School Improvement Partners were now taking on responsibility for designation and re-designation of Specialist School status as it was no longer under the remit of the Specialist Schools and Academies Trust (SSAT) (Appendix 42).

364 **DYSLEXIA FRIENDLY STATUS**

Governors were informed that the School was currently working towards Dyslexia Friendly Status and would receive a presentation at the next meeting of the Governing Body.

DATES OF NEXT MEETING

