Colyton Grammar School

Minutes of the Governing Body – Part One

Date of Meeting: Thursday 13 July 2017	Venue: Room 16, Walker Building

Present:

Trustees	Dr C Bastin, Rev H Dawson, Lt Col T J Dyer, Mr M Goscomb, Mr T Harris (Headteacher), Mr I Griffin, Mrs L Linnell, Mr B Merrett, Mr R Scott, Mr B Sindall and Mrs V Wells.
Staff	Mr A Gregson, Mr R Lewis
Visitors	Mr A Gould, Ms E Matthews
Secretary	Mrs S Smith

Item	Minute	Action
1	**Disclosure of Interest**	
	There were no disclosures of interest.	
2	**Apologies**	
	Mrs S Burns-Price, Mr G Davis, Mr A Eaton-Hart, Miss M Nickells	
3	**Approval of Minutes of Meeting held on 16th March 2017**	
	These were approved and signed subject to one amendment received regarding Mr Miles Smith's job title as a Specialist Leader of Education for More Able students in the Jurassic Coast Teaching School Alliance.	
4	**Matters Arising**	
4(a)	*Item 19: Governance Review Implementation Plan*	
	Dr Bastin explained that that this was ongoing and good work had been achieved so far in implementing the recommendations. As a result, he felt that the committees were working in a more strategic way than had happened historically. Dr Bastin went on to express how this would be an important focus for the new Board in September. Mr Goscomb explained how he felt a good deal of progress had been made and praised Mr Cook for his work in implementing recommendations. To ensure progress is maintained, Mr Goscomb suggested a meeting between himself, the Headteacher, the Director of Finance and Resources, the Chair and the Secretary to the Board. This would be especially useful in light of the current changes of personnel within the Board. Mrs Wells questioned whether the Vice Chair of the Board should also be involved in this meeting.	Sec

	Mr Griffin questioned if the governance of the school was covered by a single document. Mr Goscomb explained about the Governance Review and the Implementation Plan. Secretary to send these documents through to Mr Griffin. Mrs Wells queried whether there were any outstanding items for decision on the Governance Review. Mr Goscomb clarified that no further decisions needed to be taken but implementation needs to be followed through. Dr Bastin questioned any recommendations for the size of the Board and if there should be an optimum number of Trustees. Mr Goscomb stated that this is an ongoing discussion and that Members may wish to discuss this further in September. Lt Col Dyer asked for there to be clarification on Trustees currently in office. Mrs Wells also highlighted how the details regarding Trustees published on the school website was extremely out of date. It was felt that the Trustee details published in the current yearbook were the most accurate, with the omission of Mr Griffin, a newly appointed Trustee. It was agreed that it would be beneficial to have an accurate list of Trustees available on the website which could be updated when necessary. Mr Lewis replied that the website is currently under review and hoped that this would be completed early in the Autumn term although recognised the difficulties involved in this ambitious timescale. Mr Merrett drew the Board's attention to a safeguarding issue involving a volunteer at the school and invited Mr Harris to comment on this matter. Mr Harris explained how the school had worked alongside the police to deal with this matter as well as focusing on supporting the students of CGS during this time. Mr Harris stated policy and procedure had been followed and the issue was handled quickly and appropriately.	Sec
	There were no other matters arising	
5	**Headteacher's Performance Report**	
	Mr Harris drew the attention of the Board to the report which had been circulated prior to the meeting, focusing in particular on the following: • The recommendations that are attached with the minutes in Appendix 1. • The new streamlined report which should enable Trustees to easily formulate a clear picture of the school's position at any one point. This is crucial knowledge with the potential Ofsted visit next year. • The current Improvement Plan and the progress made on implementation.	

	• The importance of CGS continuing professional development and learning within the school. In support of this focus, Mr Harris circulated a document showing the Continued Professional Learning Programme for 2017-18. • Mr Harris also distributed a draft Strategic Development plan for 2017-23 which set out a vision for CGS to "Support young people to achieve beyond what they thought was possible". Mr Harris explained that the Plan had been the focus of a very constructive SLT meeting during which the ultimate aims of the plan were examined and unpicked to identify the processes needed to achieve these objectives and priorities. Mrs Wells queried whether financial implications had been considered when drawing up the Strategic Development Plan and highlighted how this could represent obvious constraints. Mr Sindall highlighted the differences between the strategic vision of the school and the actuality of the Improvement Plan. Mr Sindall pointed out the importance of Trustees becoming familiar with the Strategic Development Plan and having the ability to draw from it the main items which the committees will then focus upon at each stage of the next academic year. This knowledge will allow Trustees to be confident ahead of any potential Ofsted visits. Mr Griffin drew the Board's attention to the importance of having a measure in place to determine the effectiveness of support CGS is offering to protect students' mental health. Mr Griffin commented that the two pages in the report covering this area could be made more encompassing. Mr Lewis highlighted how the Strategic Development Plan should be a joint plan between the Trustees and the SLT and the how it was important at this time to agree the overall vision and objectives. Mr Sindall reiterated the importance of Trustees familiarising themselves with the plan in order to fully understand what challenge would look like moving forward and what would be the impact of key areas of the plan. Mr Sindall stated that it would be crucial for committees to comprehend the focus points of the plan and how this would translate into meetings, monitoring and evaluation. Mr Lewis replied that this is the Trustees' opportunity to take away the plan and thoroughly evaluate it in order to feedback and discuss at the next meeting. Lt Col Dyer queried if this could be considered a relevant topic for future Trustee training evenings. Mr Sindall agreed that this was a valid point and that Trustee training should be linked and planned around this working plan for the year.	

	Mr Goscomb reminded the Board that one of the key roles of Trustees is to hold the school's executive to account for delivering an ambitious five year strategic plan, with focus on what differences and achievements will be made over the life of the plan, which should be supported by a detailed improvement plan. He felt that the draft plan circulated at the meeting represented a good starting point, but stressed that the strategic plan should be jointly owned by the Board and the SLT, whereas the improvement plan would be owned by the Head and SLT. • Mr Harris summarised ongoing outreach projects to further develop primary school visits and liaison work. Extensive work had been done with Littletown Primary in Honiton by a member of staff and a mixture of Yr11/12 students to develop KS2 English skills. Feedback from students and parents had been very positive. A series of lessons had been running for disadvantaged more able students from local primary schools. Over 4 weeks year 11 students had led the teaching of these students with prepared materials. Mr Harris commended the CGS students as excellent role models. The primary school students completed a mock test and generic information will be fed back to the primary schools. Parents attended a tour of CGS and had an admission process talk. Again feedback had been extremely positive. Outreach work will carry forward to next year and more primary schools will be invited to become involved. Mr Gregson has visited schools in Bridport/Dorchester/Exeter area talking to staff and parents. Mr Harris explained that the format of CGS Open Days may change, starting during the school day so that the school can be seen "in action". The open day will then continue on into the evening with a series of talks and tours. Mrs Wells highlighted the historic problem of the cost of transport in encouraging the more able disadvantaged children. Mr Harris explained how the funding of school trips will change to free up money to help Pupil Premium children and that during visits to primary school the message that financial assistance can be given is repeatedly highlighted. Mr Harris also went on to explain that Pupil Premium money is received by the school in April, and that historically, year 7 has been denied funding until April. This will change and be made available to qualifying students immediately on entry to CGS. • Mr Merrett drew the Board's attention to a local secondary school which was experiencing significant issues with drugs and asked if this had been an issue at CGS. Mr Harris replied that	

	there had been one drugs related issue that had been dealt with appropriately and in accordance to the recently reviewed Behaviour Policy and Management of a Drugs Related Incident Policy. The local police and the student's parents were involved and the student had been sanctioned. External agencies were contacted and have worked alongside the school with the student with many positive outcomes. As a result of this incident the local police came into CGS and offered a training session to staff in this area. • Discussion was held regarding future curriculum subjects including the recommendation to cease to offer Design and Technology to enable resources to be used elsewhere in the school. A new Science and Engineering Department would be created to replace the existing structure. *RESOLVED: It was proposed by Mrs V Wells, seconded by Mrs L Linnell and unanimously agreed to accept the recommendations within the Headteacher's Report that are detailed in Appendix 1 to be circulated with the minutes.*	
6	**Chair of Trustees' Report**	
	Dr Bastin drew the attention of the Board to the report which had been circulated prior to the meeting. There were no further comments.	
7	**Critical Incident Review Report**	
	Dr Bastin indicated that this had been covered in the Chair of Trustees' Report. In summary, Dr Bastin felt it was good practice to review the policies in use at CGS and a Critical Incident Review acted as a perfect opportunity to evaluate policies for efficiency when they are called upon during an event. All policies are due for streamlining and review by Mr Lewis and Mr Harris as part of a broader project to ensure CGS policies are as efficient as possible. This may involve input from solicitors and different firms will be approached for quotes.	
8	**Approve Budget Plan**	
	Mr Lewis drew the Board's attention to the document circulated prior to the meeting. The amendments recommended at the last Finance meeting to remove references to events that had passed had been made by Mr Lewis. The main body of the plan had stayed unchanged. Mr Merrett questioned sensitivity analysis on fundraising and sixth form. Mrs Linnell queried the minimum reserves level which Mr Lewis replied was 7.5% of GAG, approximately 250-260k. Mr Harris confirmed that the availability of the £50 million selective school fund was still unknown.	

	Mr Griffin called for all deficits to be shown in brackets. Take Five was discussed and Mr Lewis confirmed that Take Five is not for profit and overheads will be clearly identified against it to accurately reflect its performance. Mr Griffin also expressed concern regarding the IT strategy and queried if any benchmarking against schools similar to CGS had been carried out. Mr Lewis commented this was under review. Mr Harris explained how the five forms of entry represented lagged funding. As this expansion was not asked of CGS by the local authority no extra funding would be received. Mr Harris discussed Torquay Boys School and how the numbers of applicants for the entrance test have dropped due to an improving nearby academy attracting applicants. Mr Gregson highlighted the dangers of complacency regarding the number of students coming forward to take the CGS entrance test. Mr Harris echoed the efforts involved in attracting new interest in the school and the ongoing outreach work discussed earlier in the meeting. Mrs Wells questioned whether the Yr 13 money from Take Five would be returned to Yr 13 parents, this was confirmed by Mr Harris. *RESOLVED: It was proposed by Lt Col Dyer, seconded by Mr B Merrett and unanimously agreed to accept the recommendations within the Budget Plan.*	
9	**Annual Board Review**	
	Dr Bastin explained that there is no 2016-17 Board review due to the recent appointments of Director of Finance and Resources and Secretary to the Board of Trustees. This item will be carried forward to the new Board in September.	
10	**Annual Development Officer Report**	
	The Board's attention was drawn to the Annual Development Officer Report circulated prior to the meeting. In addition it was noted that: • A £1250 grant from Ernest Cook Trust had been received for a printer for Art. • Dr E Styles had enrolled on a one year course commencing in January 2018 at the Institute for Professional Development. After some discussion it was agreed that work in this area to date represented a good start and that there was still a lot of potential areas to be explored. Dr Bastin agreed that this work was in its infancy and would continue to grow. Mr Harris explained to the Board that he had recently attended a meeting of the Feoffees, and outlined the scholarship provided by them	

	for students from the Colyton/Colyford area to attend the school. The finer details of this scholarship were still to be explored.	
11	**Stakeholder Engagement**	
	This was a recommendation from the Governance Review to be a standing item on the Board's agenda in Spring. Trustees are asked for initial ideas for improving stakeholder engagement so that a report can be prepared ahead of the next Board meeting in the Autumn term.	Sec
12	**Appoint and Review Lead Trustees**	
	This document was circulated prior to the meeting, no further comments.	
13	**Lead Trustee Reports**	
	Lt Col Dyer's report was circulated prior to the meeting and there were no further comments. Mrs Linnell's reports will be enclosed with the approved minutes of the meeting. Mrs Well's report was delayed due to staff illness.	
14	**Safeguarding**	
	Mr Harris drew the Board's attention to a review of safeguarding last summer undertaken by Babcock. A follow up visit had occurred during which implementation of recommendations were examined. Babcock were satisfied with the visit and had no major concerns. Mr Harris reported that further work was still to be undertaken. Specifically: • Gates to the car park needed a keypad entry system • Improvements to existing fencing and further fencing to be added to the site • The area around the bridleway must have a staff member on duty at all times. • Amendments had already been made to the reverse of visitor badges. These included instruction on what to do in a safeguarding incident, as well as clearly stating that no mobile phones were to be used. Rev Dawson confirmed that regular visits to CGS to monitor this area would continue and that would also extend to checking of the single central record. Rev Dawson to liaise with Simon Smith.	
15	**Committee Reports**	
15(a)	***Admissions, Learning and Standards Committee***	
	No comments – see minutes distributed after meetings.	
15(b)	***Finance and Resources Committee***	
	No comments – see minutes distributed after meetings.	
15(c)	***Staffing Committee***	
	No comments – see minutes distributed after meetings.	

	Mrs Wells requested that the Staff Survey be made available to the next Staffing Committee. Mr Harris agreed and also confirmed that CGS was fully staffed for September. After discussion it was agreed that the minutes of each committee meeting since the last Board meeting would be included with the agenda and papers of the next Board meeting.	Sec Sec
16	**Any Other Business**	
	Reference was made to the small working group comprising the Head, the Chair and two members from each Committee that had recently met to look in detail at the Strategic Plan alongside the School's Ethos and Vision. The working group would be meeting again to make further progress. Mrs Linnell reminded the Board that at the last Staffing committee the possibility of having a Trustee Away Day was agreed. After discussion it was felt that this day should be early in the next academic term so that there would be ample opportunity to implement findings. Possible dates to be distributed. Mr Merrett drew the Board's attention to the fact that Mr Scott and Dr Bastin were stepping down from office at this meeting. Mr Merrett explained that both Mr Scott and Dr Bastin, through their considerable commitment to CGS, represented a huge wealth of experience and thanked them both for their outstanding hard work during their time at CGS.	Mr Lewis/Sec
17	**Election of Chair**	
	Dr Bastin stepped down as Chair of Trustees. Mrs Smith confirmed that one written nomination had been received prior to the deadline of 6.30pm on Wednesday 12th July for Mr Barry Sindall. A supporting statement from Mr Sindall was circulated to the Board and Mr Sindall made a brief presentation in support of his nomination. Mr Sindall then left the room while the Board discussed his nomination and voted. Four absent Trustees voted via email. Nine Trustees voted at the meeting. Votes received in favour of Mr Sindall's nomination = 13 Abstentions = 0 Mr Sindall was invited back into the meeting and was accordingly elected Chair of Trustees.	
20	**Next Meeting**	
	Date of next meeting TBC	

Signed:		(Chairman)
Date:	7/12/2017.	