

Colyton Grammar School

Minutes of the Governing Body – Part One

Date of Meeting: Wednesday 20 January 2016

Venue: Room 16

Present:

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| Governors | Dr C Bastin, Mrs S Burns-Price, Mr G Davis, Lt Col T J Dyer, Mr A Eaton-Hart, Mr M Goscomb, Mr G Hayne, Mrs L Linnell, Mr M R Marsh, Mr B Salter, Mr R Scott and Mrs J Wainwright |
| Staff | None |
| Visitors | None |
| Secretary | Mr S R Cook |

1. Disclosure of Interest

There were no disclosures of interest.

2. Apologies

Apologies were received from Rev H Dawson, Mrs S Hopkins, Mr B Merrett, Mrs V Wells and Mrs F H Wilkinson.

3. Approval of Minutes of Meeting held on 10 December 2015

These were approved and signed.

4. Matters Arising

(a) Item 9(a): Proposed Change to Articles of Association

Mr Cook reported that the proposed revised Articles of Association have been submitted to the Charity Commission and the Education Funding Agency.

(b) Item 16: Governance Review

Dr Bastin referred to his recent emails regarding the governance review being undertaken by Mr Goscomb, and thanked Mr Goscomb for his work to date. He reminded governors that the review will take some time, and Mr Goscomb will be holding individual conversations with governors.

5. Finance Working Party Report

Mr Scott briefed the Board on a number of issues considered by the Finance Working Party which had not been covered at the Finance Focus Evening in November. He focused on the following:

- The possible benefits from merchandising - Mrs Wainwright reported on a recent discussion at the Parents' Association and Mr Scott reminded governors, for instance, of the success of the mugs sold as part of the 450th Anniversary celebrations.
- It was agreed to explore the options for selling uniform and sportswear within school, preferably linked to online ordering via e.g. ParentPay, with a possible role for the Parents' Association.
- It was agreed to make further progress with establishing a separating trading arm for catering and other possible trading activities.
- A school Charity Shop – Mr Merrett will give further details at the next meeting of the Finance Working Party.
- Celebrity Lectures – Mr Scott described the potential to use the new Cottrill Hall and outlined possible initial costings. It was agreed to plan a trial event for late April or early May, and Mr Scott agreed to explore other possible speakers.

- A promotional DVD about the school which could be customised for e.g. potential sponsors, students, staff and alumni. Mrs Burns-Price mentioned the departmental videos currently being prepared by the Media Technician and Mrs Wainwright explained that she is planning to use some new video material involving current Year 7 for Open Mornings. There was some discussion about whether web access may be more appropriate than a DVD.
- Any Questions – Mr Scott reminded governors that the school is hosting BBC Any Questions on Friday 13 May and repeated a request for suggestions for possible guests to attend the event.
- Mr Scott reported that he has received details of the Development Office role at Reading School from Mr Tim Harris (Headteacher Designate), which also has a small support team and was established about 4 years ago. Mr Scott indicated that the breadth of the Job Description made it less attractive to a volunteer, with a probable minimum of 2 days' work per week. Mr Scott is planning to visit Reading School to meet with the Development Officer. It was agreed that any appointment would need, as a minimum, to generate the associated salary cost. Mr Salter indicated the importance of attracting a professional to undertake this work.
- The potential for cost reduction from a re-structuring of the Senior Leadership Team once Mr Harris has taken up his post

6. Admissions Policy Consultation Update

Mrs Wainwright reported that a number of minor changes had been suggested by Devon Local Authority. Other representations to date have included:

- A current member of staff concerned at the impact of the introduction of an additional over-subscription criteria relating to the children of new and/or existing staff
- A local primary school headteacher concerned at the potential for an increase in private tutoring. Mrs Wainwright reported that she had spoken with the headteacher concerned and explained that the school's policy has always been to discourage tutoring, and that the new entrance tests are specifically designed with this in mind.

It was agreed that, following the end of the consultation on 29 January 2016, Mrs Wainwright should circulate a final draft of the Admissions Policy, together with a report on any representations received, to the Admissions, Learning and Standards Committee. A Written Resolution proposing its determination would be circulated to the Committee at the same time.

7. Link Governors' Report

Reports were received as follows from Link Governors:

(a) Business and Enterprise (Mrs L Linnell)

Mrs Linnell reported on her meeting with Mrs Rew in December which focused on the arrangements for replacing Mr Williams following his retirement at the end of December. Mrs Rew has taken on the majority of the additional teaching, as it has not been possible to recruit either a replacement part-time member of staff or an agency supply teacher. Other issues covered included the new GCSE and A Level specifications and the increase in the number of leavers choosing to study business and/or economics related courses at university.

The successes of the Colyton teams in the PolyU Global Challenge and the regional heats of the ICAEW BASE challenge were noted.

(b) Creative and Expressive Arts (Mrs V Wells)

In the absence of Mrs Wells, there was no report for Creative and Expressive Arts.

(c) English (Mr R Scott)

Mr Scott reported on two English department meetings which he had attended, one on GCSE target setting, and the other on support for G&T students and Year 10 issues. He noted that all the department demonstrated an impressive knowledge of individual students.

The regular visit to Beer Quarry Caves, related to studying "Moonfleet", was also discussed.

The successes of an individual student in the Poetry Competition and the two teams in the English Speaking Union debating competition were noted.

(d) Humanities (Mrs S Hopkins)

In the absence of Mrs Hopkins, there was no report for Humanities.

(e) IT (Lt Col T Dyer)

Lt Col Dyer reported on his meeting with the Network Manager (Mr Russell), and the significant of the links between IT and Design and Technology. He confirmed that the current cost savings measures and security arrangements are sound, and he commented positively on the long term planning for future proofing and replacement equipment.

It was also agreed that details about the Office 365 offer for parents and students should be publicised again.

(f) Maths and Science (Mr B Merrett)

In the absence of Mr Merrett, Mr Cook summarised a written report from Mr Merrett.

In his last report as the Link Governor for Maths, Mr Merrett focused on the specific issues affecting Maths as a result of the decision to move away from a three year sixth form. He specifically recognised Mr Davis' leadership of the department. It was agreed that a replacement link governor for Maths should be appointed at the next Board meeting.

In relation to Science, Mr Merrett focused on the review of GCSE and A Level results. He also emphasised the important of the current capital bid for funds for the Staff House, including the significant fundraising being undertaken by the Parents' Association, in order to provide an additional Science Lab, given that current 16 lessons per week have to take place in non-specialist areas.

Finally, he focused on the problems faced by one Year 13 leaver last summer as a result of serious issues in the marking of the OCR Biology papers which almost resulted in the student concerned losing her place at Oxford.

(g) Modern Foreign Languages (Mr A Eaton-Hart)

Mr Eaton-Hart reported that he plans to meet with the Modern Foreign Languages department in the near future.

(h) Sport (Mr M Marsh)

Mr Marsh reported that has had contact with Miss Shute and other PE staff a number of times. The staff are very happy with new facilities in the Sports Centre. Mr Marsh also highlighted a significant number of successes of individual teams.

(i) Technology (Mr B Salter)

Mr Salter reported on meeting with Miss Carter, Mr Froud and Mr Taylor. He commented on the passion and enthusiasm of the staff. He distributed photographs of some jewellery

and the various processes undertaken to complete this work. Mr Salter also passed around examples of work using the newly acquired 3D printer.

Finally, Mr Salter commented also on the partnership work with AmSafe at Bridport and student participation in the F1 Challenge and Arkwright Challenge competitions.

8. Committee Reports

Dr Bastin drew the attention of the Board to the minutes for the following Committee meetings which had all been circulated prior to the meeting.

(a) Admissions, Learning and Standards Committee

Mr Scott drew attention to the fact that 90% of students who gained places were from state schools, which counters the perception that many successful applicants come from independent schools.

(b) Chairs' Committee

(c) Finance and Resources Committee

(d) Staffing Committee

Taken in Part Two Minutes.

9. Policies for Review

Proposed by Mr Marsh, seconded by Mr Scott and unanimously agreed that the following revised policies which had been circulated prior to the meeting should be approved:

(a) Staff Recruitment and Selection Policy

Mrs Linnell briefed the Board on the re-settlement package offered to Mr Harris, and the need to reflect this in the Staff Recruitment and Selection Policy. She pointed to the provisions covering the tax implications and safeguards on recovery should an employee leave of their own accord within the first three years.

Following suggestions from Mr Goscomb, it was agreed to add a reference to the Equal Opportunities and Monitoring Diversity policies and also to the Safeguarding Children: Protocol for Pre-Employment Checks. It was also noted that the additional standard sections on Equality Impact Assessment Opportunities and Consultation need to be added.

Proposed by Mr Marsh, seconded by Mr Scott and unanimously agreed that the revised Staff Recruitment and Selection Policy should be approved, taking into account the amendments agreed above.

(b) Preventing Extremism and Radicalisation Policy

Mrs Wainwright briefed the Board on the range of issues involved and the national context. Mr Goscomb highlighted a typographical error on page 1 and also noted that Appendix 3 was missing. In response to Lt Col Dyer, Mrs Wainwright explained that the school's approach to extremism and radicalisation includes, for instance, school assemblies and nationally provided material to be used with all year groups in PSHE sessions which was covered at a staff training session earlier this week. She emphasised that the focus of the strategy is not just on so-called Islamic State but on any form of extremism including, for instance extreme right wing groups. In response to Dr Bastin, Mr Cook confirmed that all governors have now completed the Prevent training course.

It was agreed that, in view of the nature of the issues covered, this policy should initially be reviewed on an annual basis.

Proposed by Mrs Linnell, seconded by Mr Marsh and unanimously agreed that the

Preventing Extremism and Radicalisation Policy should be approved, subject to the amendments agreed above.

(c) Governors' Conduct Policy

Dr Bastin drew the attention of the Board to the draft Governors' Conduct Policy which had been circulated prior to the meeting. He emphasised that the draft was for initial comment rather than approval, as the policy depends on the formal adoption of the proposed revised Articles and also requires further legal advice on links with Staff Disciplinary Procedure.

It was agreed that the two standards sections on Equality Impact Assessment and Consultation need to be added.

Following discussion about whether the draft provided effectively for conduct that fell outside the definition of a "minor matter" but was not as serious as gross misconduct, it was agreed to add a preliminary paragraph providing for an initial assessment of the conduct in question in order to determine the most effective response. It was also agreed to re-draft Stage Two to emphasise that a less serious matter could be dealt with effectively without a full investigatory meeting or hearing.

It was also agreed that provision should be made for immediate suspension in the case of the most serious forms of gross misconduct.

Mrs Linnell indicated that she had a number of comments which she would send to Mr Cook by email.

(d) Governors' Grievance Policy

It was agreed that the two standards sections on Equality Impact Assessment and Consultation need to be added.

Mr Goscomb indicated that he had a number of comments which he would send to Mr Cook by email.

10. Any Other Business

(a) Celebration Evening

Mr Marsh expressed his thanks to Mrs Wainwright for the recent Celebration Evening.


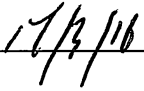
(b) Governor Update

In response to Mr Eaton-Hart, Dr Bastin reported that following the recent update on governance to parents, two people have come forward with financial experience.

There was no other business.

11. Next Meeting

Thursday 17 March 2016 at 6.30pm.

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| Signed: |  | (Chairman of Governors) |
| Date: |  | |