

Colyton Grammar School

Minutes of the Governing Body: Part One

Date of Meeting: Thursday 14 July 2016

Venue: Headteacher's Office

Present:

Governors	Dr C Bastin, Mrs Burns-Price, Mr G Davis, Lt Col T J Dyer, Mr A Eaton-Hart, Mrs L Linnell, Mr M Marsh, Mr B Merrett, Mr R Scott, Mrs J Wainwright, Mrs V Wells and Mrs F Wilkinson
Staff	Mr S Cook, Miss P Hickey (Item 1)
Visitors	None
Secretary	Mrs A Robinson

1. Curriculum Presentation: Geography

Miss Hickey gave a presentation on Geography, including a Powerpoint and video presentation. She focused on the following:

- The breadth of the subject beyond traditional perceptions
- The importance of Geography as a medium to know and understand the world
- An overview of how Geography is taught in school including:
 - Detail of fieldtrips for each academic year
 - Outside speakers, workshops and links, including a live link with Svalbard Polar Research Station, various universities and the British Cartographical Society
- Staffing of the department
- The challenges facing the Geography department, including new exam specifications, resources and the difficulties associated with running a 2 year and 3 year A level in tandem
- Changes to the GCSE exam specification including:
 - the strengthened requirement for fieldwork
 - three terminal examinations instead of controlled assessments
 - additional content
- Changes to the A Level exam specification
- The Geography students' exceptional achievements including winner of the 16-18 year old category of the *Royal Geographic Society's Young Geographer of the Year*
- The diversity of university courses and careers followed by Colyton Geographers

After questions from the Board, including confirmation that Geography does cover the United Nations Millennium Goals for sustainable development, Dr Bastin thanked Miss Hickey for her useful and informative presentation.

2. Disclosure of Interest

There were no disclosures of interest.

3. Apologies

Apologies were received from Mr Salter, Mr Goscomb and Rev Dawson.

4. Approval of Minutes of Meeting held on Wednesday 9 March 2016

Dr Bastin noted Mr Merrett's comments regarding Mr Hayne's retirement and the minutes of the meeting held on Wednesday 9 March were approved and signed.

5. Matters Arising

(a) Item 9: Trustee Communication with Parents

Dr Bastin drew attention to the action points raised at the Board meeting in March concerning the publication of the Trustees' Annual Report and attendance at parents' evenings.

(b) Item 11: Development Officer

Mr Scott confirmed that a Development Officer has been appointed. See Item 17.

There were no other matters arising.

6. Headteacher's Report

Dr Bastin drew the attention of the Board to the Headteacher's Report circulated prior to the meeting. Mrs Wainwright explained that the report is not a full picture, but an overview of key areas. Dr Bastin expressed the thanks of the Board to Mrs Wainwright.

7. Chairman's Report

Dr Bastin presented a report of his activity since the last Board meeting including:

- Three interviews with Martin Goscomb concerning the Governance Review
- A constructive meeting with the South West Academy Trust
- Ongoing work on a parent complaint
- Receipt of Mrs Hopkins' resignation, due to personal circumstances. Dr Bastin confirmed that he will write to Mrs Hopkins on behalf of the Board. As Mrs Hopkins has acted as Responsible Officer, alternative arrangements are being considered
- Receipt of Mrs Wilkinson's resignation, due to increased professional responsibilities at national board level. This will take effect from 31 August 2016. Dr Bastin expressed the thanks of the Board for Mrs Wilkinson's work as part of the Governing Board and for her support as Vice Chair.

Dr Bastin reported that Headteacher's PA, Miss Sandra Parsons, has resigned and that he will write to her on behalf of the Board. In response to a query from Mrs Wells, Dr Bastin confirmed that Mrs Hitchcock will take on the role of Headteacher's PA and Mrs Hitchcock's role as receptionist will be advertised.

Dr Bastin also reported that Mr Cook has resigned and will leave at the end of April 2017. Dr Bastin and Mrs Linnell outlined the plans for recruitment, explaining the intention to hold interviews in November to allow time for a second round of interviews if necessary.

Dr Bastin proposed that a small working group of Mrs Linnell, Mr Goscomb, Lt Col Dyer and himself, be formed solely to advise Mr Harris through the process of recruiting a new Business Manager. It was also confirmed that Mrs Wainwright would be involved. After discussion concerning the role of the School Futures Group, during which Dr Bastin explained that his proposal for this small working group was made in the light of discussions with Mr Goscomb concerning the Governance Review, this was agreed.

Dr Bastin then reported that a Special Board Meeting will be held on Thursday 29 September. This meeting will be devoted to the presentation of Mr Goscomb's Governance Review. Dr Bastin confirmed that the Review will be circulated approximately two weeks before the Special Board Meeting.

8. Articles of Association and Funding Agreement

Mr Cook reported that the new Articles of Association and Funding Agreement have been agreed by the Members. He confirmed that the Articles have been lodged with Companies House and the Education Funding Agency (EFA) have a copy and they are therefore operative. The Deed of Variation for the Funding Agreement was sent to the EFA on 23 June and they have acknowledged receipt. However, a date for when it will be sealed by the Secretary of State has not been confirmed.

9. Budget for 2016/17 and Five Year Plan

Mr Cook reported that the Finance and Resources Committee had considered the provisional Budget and Five Year Plan at the April meeting. Following a number of changes and updated information, the Committee considered the revised plan in June, when it was recommended for approval by the Board. He confirmed that the later years of the plan will be subject to change as the second part of the consultation on the introduction of a National Funding Formula, due in April, has not yet been issued.

Since the June meeting Mr Cook reported that he has amended the budget as agreed by the Finance and Resources Committee. The key changes are:

- Adopting the EFA RPA insurance scheme, with non RPA cover from Zurich
- Increasing Take Five prices annually
- Minor updates to the IT budget following contract negotiations
- Continuing the current temporary arrangements for the structure of the Senior Leadership Team for a further term, allowing Mr Harris to bring forward further proposals for arrangements from January 2017.

Mr Cook presented a short powerpoint focusing on:

- The difference in surplus / deficit since the June Finance and Resources meeting
- Confirmation that the GAG does not cover school costs and there will therefore be a significant call on school reserves over the next 5 years
- The impact of the extension to five forms of entry

Mrs Wilkinson expressed her opinion that the huge amount of work Mr Cook has completed on the Budget is excellent. Mr Merrett concurred.

Proposed by Mr Merrett, seconded by Mr Marsh and unanimously agreed that the budget for 2016/17 be approved.

10. Capital Projects Update

Feoffees' Building Roof, Windows and Doors

Mr Cook reported that the Finance and Resources Committee had approved the budget for work on the Feoffees' Building roof, windows and doors. The price for this work has come in lower than expected and it was therefore agreed to also replace the Feoffees' Building boiler. This work will take place over the school holidays.

Staff House

Mr Cook explained that the CIF bid for Staff House, including the required Science laboratory, was unsuccessful. As the Parents' Association and the Wolfson Trust have both earmarked money towards this project, a working group was established by the Finance and Resources Committee to consider how this project can proceed, and will report early in the Autumn term.

Five Forms of Entry

Mr Cook explained that to accommodate five forms of entry, 6 additional classrooms are required over 7 years, the first in 2019/20. This is subject to change, depending on curriculum decisions that are yet to be made. Mr Cook presented a Powerpoint showing pictures of the proposed phased developments: Phase One: a 2 storey building on Feoffees Lawn and 2 or 3 classrooms above IT1 and IT2; Phase Two: a second storey over East Wing. He confirmed that a CIF bid will be submitted this December.

In response to a query from Mrs Linnell, Mr Cook confirmed that local residents will be consulted as part of the planning application. Mrs Wainwright reported that increased parking will also be included in the plans.

11. Governance Review Update

Dr Bastin reported that Mr Goscomb's review is an extremely detailed piece of work. Mr Goscomb is considering governance as a whole, including Committee structures, training, tenure of office and recruitment. Dr Bastin expressed his opinion that some of Mr Goscomb's conclusions will be challenging and not necessarily to the Board's liking, but concluded that it will be an excellent opportunity for improvement and change.

12. Governing Board Yearbook

(including Committee Terms of Reference and Membership)

Dr Bastin drew the attention of the Board to the Governing Yearbook and summary of changes circulated prior to the meeting. Also to the document, outlining further changes, circulated at the meeting.

Mrs Linnell explained that she had noticed the Yearbook has a number of references to recruitment, but none to the Recruitment Policy itself. As the Governing Board give considerable thought and effort to each policy during the review process it ought to be clear that the policy is always the primary and authoritative source. Therefore the additional changes had been proposed to link the policy by name, rather than quoting from it.

After further discussion, Mr Davis proposed, Mr Eaton Hart seconded and the Board unanimously agreed that the Governing Board Yearbook for 2016/17 be approved subject to the presented changes.

Action:

AR to amend Yearbook and issue both electronic and hard copies to the Governing Board.

13. School Calendar for 2016/17

Dr Bastin drew the attention of the Board to the proposed school calendar for 2016/17 which had been circulated prior to the meeting. Proposed by Mrs Linnell, seconded by Mr Davis and unanimously agreed that the school calendar for 2016/17 should be approved.

14. Rota for attendance at Parents' Evenings

Mr Cook drew the Board's attention to the rota for Trustee attendance at parents' evenings in 2016/17, and asked the Trustees to indicate which meetings they could cover. In response to a request from Lt Col Dyer, Mr Cook agreed to investigate whether it is possible to have a single copy of the rota online, that Trustees can access, both to sign up and to refer to.

Action:

SC to investigate online copy of parents' evening rota.

15. Financial Statements for Period Ending 31 May 2016

Mr Cook drew the Board's attention to the Financial Statements for the period ending 31 May 2016 which had been circulated prior to the meeting. The Board expressed satisfaction with the statements.

16. Responsible Officer's Report

Dr Bastin drew the Board's attention to the Responsible Officer's Report circulated prior to the meeting. There were no comments or queries.

17. Finance Working Party Report and Terms of Reference

Mr Scott reported that Dr Emma Styles PhD, a former student of Colyton has accepted the post of Development Officer. She will take up her post in August, working two days a week. The Finance Working Party have delayed their summer term meeting until after her arrival.

Mr Scott then reminded the Board of the *Evening with Bob Champion* fundraising event on Saturday 1 October. A two course meal will be provided and Mr Champion will talk about both his equestrian career and his battle with cancer. The price for this evening has not yet been established. In response to a query from Mrs Wells, Mr Scott confirmed that Mr Champion was selected as he has an interesting and varied tale to tell and represented a good choice for this first trial evening. Mrs Wilkinson queried whether further speakers have been lined up for the future and suggested some local, potential speakers i.e. swimmer, Sharon Davies. Mr Scott thanked Mrs Wilkinson and confirmed that future events will be considered once the success of this initial fundraiser is established.

After a short discussion, it was agreed that now the Development Officer is in place, the future of the Finance Working Party will be reviewed in the autumn term.

Action:

AR to add Finance Working Party future to the Finance and Resources agenda in the autumn term.

18. Appointment of Link Trustees for 2016/17

Dr Bastin asked the Board to consider the link trustee roles for 2016/17. After discussion the following was agreed:

Mr Eaton-Hart will continue as link trustee for MFL.

Mr Merrett will continue as link trustee for Science.

Mr Scott will continue as link trustee for English.

Lt Col Dyer will continue as link trustee for I.T.

Mrs Wells will continue as link trustee for Art and take on additional responsibility for Humanities.

Mrs Linnell will consult with new trustee Mrs Nickells and they will cover Business and Maths.

In the light of Mrs Wells' offer to take on Humanities, Dr Bastin requested a volunteer for Music and Drama. The attending trustees were unable to cover these departments and Dr

Bastin expressed the hope that one of the absent trustees may be able to help. Otherwise, this will be carried forward to the autumn meeting.

19. Link Trustees' Reports

Reports were received as follows from Link Governors:

a). Science and Maths (Mr Merrett)

Mr Merrett reported on the excellent team work in the Science department during a challenging time and expressed his satisfaction with Mr Lynch's work relating to his temporary allowance STEM development.. In response to a query from Mr Merrett, Mr Davis explained the changes to the maths curriculum and agreed to circulate the information paper sent to Year 9 parents (see attached). Mr Merrett took the opportunity to request that the Chairman's report be written in future, to which Dr Bastin agreed. Mr Merrett also thanked Mrs Wainwright for her excellent work.

b). Modern Foreign Languages (Mr Eaton Hart)

Mr Eaton-Hart reported on recent events in the MFL department including a cookery competition, judged by Mrs Wainwright, in which French and German dishes were cooked using recipes and ingredients written in French and German. Mr Eaton-Hart then drew the Board's attention to the Head's Report, circulated prior to the meeting, which detailed activities with, and the success of, the school's association with the Goethe Institut. He also reported that an enrichment module studying film is underway. In response to a query from Mr Eaton Hart, Mrs Wainwright confirmed that two recent technical issues, one with the Language Lab and the other with oral exam playback, are being reviewed.

c). IT (Lt Col Dyer)

Lt Col Dyer reported on a year 11 class he had attended on Extensible Markup Language (XML). He noted that students not only took notes using IT, but also emailed homework to themselves. He reflected that a paperless classroom could be considered in the future.

Lt Col Dyer explained that the BBC micro bit microcontrollers being distributed to year 7 have proved extremely popular and have been successfully used in class to build simple robots. Lt Col Dyer reported that, in combination with the Pi computers, this enabled valuable hands on teaching. He suggested that careful consideration be given to the future design and resources of IT classrooms.

d). English (Mr Scott)

Mr Scott had attended an English department meeting on 6 June. He reported that the appointment of Mrs Bean as second in department has been very helpful to Mrs Harvey and the new English office is greatly appreciated. The department has coped well with the transition to the new curriculum, but planning is not yet complete. The department will continue work on the curriculum during the summer holidays. Students from the Creative Writing Club took part in the Budleigh Salterton Literary Festival and trips organised by the department have included WW1 battlefields, theatre trips and a visit to the Beer Quarry Caves.

e) Creative and Expressive Arts (Mrs Wells)

Mrs Wells reported that the work of these departments has been exceptional and a real pleasure.

Dr Bastin also drew the Board's attention to Mr Salter's Design and Technology link report and Mrs Linnell's Business and Economics link report, circulated prior to the meeting.

20. Parents, Staff and Student Surveys

Dr Bastin reported that Mr Stidwell will present the results of this survey at the next Admissions, Learning and Standards meeting.

21. Risk Register

Mr Cook reminded the Board that each Committee has considered the Risk Register and confirmed he has amended the Register in the light of their suggestions. The Risk Register is now colour coded with high risks, red and amber, at the top. The Risk Register will appear on all Committee meeting agendas and the focus for discussion will be on higher risk scores. Mr Cook will brief each Committee on any changes.

Mr Cook then drew the attention of the Board to two papers circulated prior to the meeting: the complete Risk Register and the sections pertinent to the Board. He explained that one risk, that of not being able to appoint a Headteacher, will be downgraded following the successful appointment of Mr Harris.

Mr Cook reported that he intended to consider additional risks during the summer in consultation with Mrs Wainwright and Mr Harris:

- The National Funding Formula delay
- The January 2018 performance tables
- The impact of changes to the A level and GCSE examinations

22. Safeguarding Issues

Mrs Wainwright reported that she had attended a Level 3 Safeguarding Update on Monday 11 July. All staff had also attended a safeguarding update on Wednesday 6 July. Three trustees had also attended this event. Mrs Wainwright reminded the trustees that it is a statutory requirement for trustees to attend regular safeguarding updates and confirmed that an additional training session will be held in September.

Mrs Wainwright also reported that Babcock have completed a free safeguarding audit of the school. Other than minor suggestions, mainly relating to improved management of visitors, the overall feedback was very positive. In response to a query from Mrs Wells, Mrs Wainwright confirmed that the back gate entrance was an area of concern, but that Babcock had agreed that the school site is too big to completely secure. Additional signage for visitors entering through the back gate will be added to the CCTV already in place. Mr Merrett suggested and Mrs Wainwright concurred that, although sad, anyone within school grounds without a security pass, should be considered a threat and consequently be challenged.

Mrs Wainwright concluded by expressing her satisfaction with Mr Bush's leadership of safeguarding, confirming that a good team is now in place with more people taking responsibility at a high level.

Dr Bastin reported that Rev Dawson, safeguarding trustee, had emailed a short report prior to the meeting confirming:

- Safeguarding is now a standing item on all full governing board agendas
- Rev Dawson will meet with Mr Bush termly, or more frequently if required

- Mr Bush has reported to Rev Dawson that the safeguarding team is working well and his only concern is staff workload
- Safeguarding training is in place for new staff in September

The Board acknowledged Mr Bush and his team's huge amount of good work.

Rev Dawson also reported her attendance at the leavers' celebration at *Caterpillars*, the local preschool. Suki and Sylvie, two Colyton students, had worked with the young children, writing a song. She expressed her appreciation of their excellent work. This was agreed by Mrs Burns-Price who had seen a video of the celebration.

23. School Futures Group Report

Mrs Wilkinson reported that once Mr Harris has reviewed the SLT structure the School Futures Group will move into action as required. In response to a query from Mr Merrett, Mrs Wilkinson confirmed that the full governing board is informed of SLT changes as soon as possible. However, in exceptional circumstances specific key board members are informed in advance where pertinent and appropriate. Lt Col Dyer requested that this process be considered as part of the governance review.

24. Trustees' Succession Planning

Dr Bastin drew the attention of the Board to the paper circulated prior to the meeting. He confirmed that Rev Dawson's term of office will end in August. Rev Dawson has expressed that she is keen to be re-appointed and Dr Bastin proposed this.

After the meeting the Members signed Written Resolutions that Rev Dawson should be re-appointed.

25. Register of Interests

Mr Robinson reported that the majority of Trustees have completed the Related Parties and Declaration of Interests form and the remaining two will return the form within the next few days. The website will be updated accordingly.

26. Committee Reports

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

- (a) Admissions, Learning and Standards Committee
- (b) Chairs' Committee
- (c) Finance and Resources Committee
- (d) Staffing Committee

Mr Scott reported that the departmental reviews presented at the Admissions, Learning and Standards Committee meetings have been extremely useful.

27. Policies for Review

(a) Trustees' Conduct Policy

Mr Cook reminded the Board that this policy had been considered in detail in January, but could not be approved until the new Articles were in place. He confirmed that the agreed amendments have been made:

- Clarification on how to decide on route A or route B
- Minor amendments concerning the definitions of misconduct and gross misconduct
- The addition of an appeal stage

(b) Trustees Grievance Policy

Mr Cook confirmed that agreed changes have been made to this policy:

- Addition of 'best efforts to achieve informal resolution'
- Clarification of the process for a formal stage and appeal

Proposed by Mrs Wilkinson, seconded by Mr Davis and unanimously agreed that these policies, which had been circulated prior to the meeting, be approved.


28. Any Other Business

- Mrs Wells expressed her opinion that the school grounds are looking wonderful and asked that thanks to Dave and his team are minuted. Dr Bastin added his appreciation of the work of Duncan and the catering team
- Dr Bastin expressed the thanks of the Board to Mrs Wainwright for a fantastic job as Headteacher, not only being a safe pair of hands, but also for moving the school forward in such a positive way. Mrs Wainwright thanked the Board for their work and for being a great sounding board

29. Next Meeting

Thursday 29 September – Special Board Meeting (Governance Review)

Thursday 8 December – Board Meeting and AGM

Signed:		(Chairman of Committee)
Date:	8. 12. 16	