

ST OLAVE'S AND ST SAVIOUR'S GRAMMAR SCHOOL

Minutes of the *Meeting of the Governing Body* held in
the Main School Library at
St Olave's & St Saviour's Grammar School, Goddington Lane, Orpington, Kent, on
Wednesday 7th March 2018 at 4.30pm

Present	The Ven. Dr P Wright (<i>Chairman</i>)	Mrs J Cattell
	Mr A Rees (<i>Acting Headmaster</i>)	Mrs S Chaudhary
	The Rev'd A Atherton	Mr N Grenside
	Mrs K Brooker	Mr M Lovett
	Rev'd H Broadbent	Dr D Ryall
	Cllr S Carr	Ms M Sullivan
In attendance	Mr D Budds (<i>Acting Deputy Headmaster</i>)	
	Ms R Maxwell (<i>Head of Safeguarding, item 20 only</i>)	
	Mr R Walters (<i>Clerk</i>)	

ACTION

1. FOUNDATION PRAYER

The Foundation Prayer was read by The Rev'd H Broadbent.

PART A

2. DECLARATIONS OF INTERESTS

The Chair invited those present to declare any interests in the items on the agenda. No interests were declared.

3. APOLOGIES FOR ABSENCE

Apologies for absence had been received and accepted from Mr Highmore. The meeting was quorate.

Note that Item 20: Part B Safeguarding Report, was taken at this point.

4. COMMITTEE UPDATE

Governors noted the current committee structure and that Mr Grenside had resigned from the Premises Committee. The Chair reminded governors that appointments to the Governing Body were for four years which could be renewed for a further four years, but only for longer in exceptional circumstances. He said he met with all potential new governors. As new governors were appointed, they would be invited to fill committee gaps.

5. MINUTES (PART A) OF THE GOVERNING BODY MEETING OF 31ST JANUARY 2018

The minutes of the meeting on Wednesday 31st January 2018 were agreed as a correct record subject to minor typographical changes.

Decision: Governors approved the minutes of the Governing Body meeting of 31st January 2018

6. MATTERS ARISING

The action point was on the agenda. Mr Grenside confirmed his appointment as a Corporate

Fellow of the Woodard Foundation. The Acting Headmaster said that he was meeting with the CEO of the Woodard Foundation on 14th March to review the SCHOLA project and to consider the potential for further partnership work. He noted that both he and the Acting Deputy Headmaster were on a leadership course with the Foundation.

7. ACTING HEADMASTER'S REPORT

The Acting Headmaster noted that the school had been closed on the Tuesday afternoon, Wednesday and Thursday of the previous week, due to snow. On the Friday, the school had operated a revised timetable with shorter breaks and an earlier finish. About 45% of students had attended.

Following the previous GB meeting, a staff meeting had been held on 5th February where a number of items had been addressed including: the new Headteacher recruitment process and timetable; LB Bromley investigation; Admissions policy consultation and proposals; use of the Voluntary Fund; increasing Year 9 to five forms (as previously promised when the Year 7 entry was increased to 128 students); and obtaining feedback on the short term vision and longer term goals of the school. The next meeting would be on 19th March.

He explained that some work had been done on the website, particularly to simplify access to policies. The parental survey had been circulated on 5th March with comments back about it being organised by the school and not a third party. He said that governors could join the analysis team if they wished.

Since it was the 50th anniversary since the school opened on the site, a whole school photo was proposed rather than the photos by year, normally undertaken. Some art work was being developed as part of the celebrations.

He circulated the first Wellbeing Journal which had been produced by students. He noted that he had written to parents on 8th February explaining how the Voluntary Fund would be used and the only feedback had been concern from some Year 13 parents noting that their children would not benefit. He said he was looking at putting some money into the end of year celebrations for the Year 13 students to reflect this, noting that the refurbishment of classrooms had commenced.

The school had undertaken a survey of current and past students on what they considered an Olavian to be. 652 people had undertaken the survey and the top five learning characteristics were identified as: Unafraid of Failure; Curious; Confident; Independent; and Imaginative. The top five personal characteristics were: Determined; Respectful; Responsible; Honest; and Resilient.

He noted that a total of 29 students now had offers for medicine or related subjects with a further 18 awaiting decisions.

He noted that the focus would now be to improve clarity around the admissions policy for 2019/20 and ensuring everyone was updated with progress in appointing the next Headteacher.

A governor noted that the communication around the snow days had been very good and that the wellbeing week had been excellent, which they had attended in part. They asked what current staff morale was like. Ms Sullivan, as a member of staff, noted that it had plateaued after initial elation on the resignation of the previous Headmaster. She said there was some disgruntlement regarding finances and the need for clarity over sources of income and priorities for expenditure. The Chair noted that at the Premises Committee meeting there had been surprise at how much the care and maintenance of buildings had been neglected and that works were being prioritised to identify the most urgent works. They noted that clarity over

finances was important. He also asked for greater transparency of governors and asked that each governor produce a short biography to put on the website and that photos of all governors be made public in the school.

The Acting Headmaster confirmed the need for works to the buildings and recognised that there was more work to do with staff to explain the position. He said that the planned building works would have a direct impact on students and staff but would look at staff concerns as soon as possible. He noted that with the new Business Manager in post, there would be opportunities to explain the position better. A governor confirmed the need to maintain the fabric of the buildings and noted that there needed to be a longer term rolling programme of works established. The Acting Deputy Headmaster noted that in a meeting with the new Business Manager, the need to simplify systems had been a high priority which should assist staff understanding of finances. A governor noted that governors themselves needed to understand the financial position better, beyond those on the finance committee.

The Chair explained that the school had been through a huge transition period and that governors and senior staff now knew much more regarding the school. He recognised that they were also now beginning to get a feel for what they didn't know. He speculated that a half day of training on a number of issues for governors as a group would be helpful.

Action: Chair to consider timing and contents for a dedicated half day training session for GB

PW

Governors thanked the Acting Headmaster for his report.

8. STAFFING UPDATE

The Acting Headmaster introduced the previously circulated report. He highlighted that the second in MFL had now been recruited at the fourth attempt and that he was very pleased with the person who had taken the role. They would be starting in September.

9. GENERAL DATA PROTECTION REGULATION (GDPR)

The Acting Deputy Headmaster introduced the schools response to the GDPR. He noted that much of the required material was already in place and that the school was making good overall progress towards being ready. He noted that the new Business Manager was also familiar with the GDPR requirements and would be assisting. A consultant had been appointed to assess progress and identify if any further work was required. He noted that the Acting Headmaster would be the Data Controller and that many staff would act as Data Protection Officers, depending on what data they oversaw. He said that eight documents were required overall.

A governor asked regarding the Old Olavians and who would be responsible for their data. The Acting Deputy Headmaster explained that they, as a data holding organisation, would have to implement their own policies. The Admissions Manager noted that in relation to students, most of the required consents were put in place on admission.

10. POLICIES

The Acting Headmaster noted that each of the three policies had been considered and agreed by the Curriculum Committee.

- (i) Staff Disciplinary Policy: this policy had been identified as being in need of expansion, hence a model policy had been taken and adapted for the school. Governors asked that it be dated, references in 6.3 & 6.4 to staff governors being members of disciplinary panels

be reviewed to ensure that they cannot be appointed and 6.5 removed.

Decision: subject to the removal of 6.5, amendments to 6.3 & 6.4 and the inclusion of a date for the policy, the Staff Disciplinary Policy was approved

- (ii) Pay Policy: governors approved the policy.

Decision: governors approved the Pay Policy

- (iii) Complaints Policy: this policy had also been identified as being in need of expansion, hence a model policy had been taken and adapted for the school. Governors approved the policy.

Decision: governors approved the Complaints Policy

18.00: the Acting Deputy Headmaster left the meeting.

11. APPOINTMENT OF HEADTEACHER

The Chair introduced the item, noting that he welcomed feedback from governors on any aspect of the process. He explained that he had met with Mr Constanti (RDBE) and Ms Palmer (LBB) who had been very helpful in putting together the process. They had said that five governors would be the normal number to undertake the process and he recommended himself, Ms Cattel, Mrs Chaudhary, Mr Highmore and Dr Ryall. He explained that the panel would appoint the new Headteacher, a process which would be ratified by the full Governing Body, but their decision would not be available for veto. He confirmed that Mr Constanti and Ms Palmer would be part of the process and that this would commence shortly.

Decision: governors approved the appointment of Ven. Dr Wright, Ms Cattel, Mrs Chaudhary, Mr Highmore and Dr Ryall as the Headteacher appointments panel

12. APPOINTMENT OF BUSINESS MANAGER

The Acting Headmaster confirmed that Mrs Liz James had been appointed as the new Business Manager, having been to Ardingly College and Harris Technical College before studying Geology at Durham. She was currently the Business Manager at a Multi-Academy Trust and had a Level 4 Diploma in School Business Management. She was also Vice-Chair of the Governing Body at her son's school. He confirmed that she started work on the 9th April 2018.

13. FINANCE ISSUES

- (i) Schools Financial Value Standard: governors noted that the finance committee had reviewed this document in detail. They noted that there were two areas which remained for development.

Decision: Governors approved the Schools Financial Value Standard

14. CURRICULUM ISSUES

- (i) The Acting Headmaster noted that in 2014, there had been a discussion to move to five forms in Year 9, to reduce class sizes, following the increase in Year 7 class sizes to 32 students per class. This had never happened due to the cost and staffing implications. He noted that the SLT had revisited the option and discussed it with staff who are keen that it should be implemented, bringing class sizes for KS4 to a more manageable level. He said that the cost would be around £24k pa. A governor asked

whether there would be sufficient science laboratories. He explained that some science classes would not take place in labs but in classrooms, however it had less impact on science lab time than had been anticipated.

Decision: governors agreed that in year 9, students should be moved into five classes

15. ADMISSIONS ISSUES

The Acting Headmaster explained that the Admissions Committee had reviewed the proposed 2019/20 Admissions Policy in detail although the consultation only closed at the end of the day on which the committee met. He noted that the consultation was based around the requirements for the current Year 10 and future students to move into the sixth form and that the proposal was to reduce the requirement from 64 points from the best 9 subjects, to 63 points. This was the equivalent of all former A grades, although grades might vary between subjects, allowing for some to be below a grade 7. He noted that he proposed to allow some flexibility in this and proposed to keep the word “usual” in the requirements. He said that many of the comments had been from Year 11 parents and that he proposed to work from this approach for those students even though the policy would not become the formal admissions policy until the following year.

On being asked, he said that he felt that around 7-10 students would not achieve the necessary grades, however only 3-4 might not return, following discussions with the students and their parents. The Chair noted that it was not an exact science, hence the need for the flexibility.

Decision: governors approved and determined the admissions policy for 2019/20

16. PREMISES ISSUES

Cllr Carr, the Chair of the Premises Committee noted that there were many issues relating to the fabric of the buildings which needed addressing, some of which would improve the Health & Safety of the school. He noted that staff were now moving forwards on some of the more urgent matters and that possible LCVAP funding for 2018/19 would be targeted at key areas including roofs.

17. LINK GOVERNOR REPORTS

There were no link governor reports to consider.

PART B (CONFIDENTIAL – SEE CONFIDENTIAL MINUTES)

PART C

21. FINANCE ISSUES

Governors noted the minutes of the Finance meeting of 31st January 2018.

22. PREMISES ISSUES

Governors noted that the Premises meeting of 28th February had been postponed to the 7th March, due to the weather, hence minutes were not yet available.

23. CURRICULUM & PERSONNEL ISSUES

Governors noted the minutes of the Curriculum & Personnel Committee of 7th February 2018.

24. ADMISSIONS ISSUES

Governors noted the minutes of the Admissions Committee of 31st January 2018.

25. DATE OF NEXT MEETING

It was noted that the date of the next meeting of the Governing Body would be on **Wednesday 6th June 2018 at 16.30.**

25. ANY OTHER BUSINESS

The Chair noted that the LB Bromley investigation report was due for publication in May. He said that there may be a need for an additional emergency meeting to receive the report. A governor noted that the Governing Body’s response would be critical and that one point of contact would be needed. The Chair noted that he anticipated having sight of it prior to publication and a governor said that they believed there would be an embargoed period which would allow governors to review the findings. The Acting Headmaster noted that he and staff were providing information as required, throughout the process.

The meeting closed at 18.40.

Signed **Date**

**St Olave’s & St Saviour’s Grammar School
Governing Body meeting
Wednesday 7th March 2018**

Summary of actions arising

- 1. Chair to consider timing and contents for a dedicated half day training session for GB PW