

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 6th June 2018 at 4.30pm

Present	The Ven. Dr P Wright (<i>Chairman</i>)	Mrs A Fabian
	Mr A Rees (<i>Acting Headmaster</i>)	Mr N Grenside
	The Rev'd A Atherton	Mr R Highmore
	Rev'd H Broadbent	Mr M Lovett
	Mrs K Brooker	Dr D Ryall
	Ms J Cattell	Ms M Sullivan

Mrs S Chaudhary

In attendance Mr D Budds (*Acting Deputy Headmaster*)
Mr D Espejo (*Acting Assistant Headteacher, items 1-5, 13 & 24*)
Ms L James (*Business Manager*)
Ms R Maxwell (*Head of Safeguarding, items 1-5, 13 & 24*)
Mr R Walters (*Clerk*)

ACTION

1. FOUNDATION PRAYER

The Foundation Prayer was read by The Rev'd A Atherton.

PART A

2. DECLARATIONS OF INTERESTS

The Chair invited those present to declare any interests in the items on the agenda. Mr Highmore noted that he was a trustee of the Foundation and a partner in the Foundation's appointed legal firm. No other interests were declared.

3. APOLOGIES FOR ABSENCE

Apologies for absence had been received and accepted from Cllr Carr. The meeting was quorate.

4. WELCOME TO NEW SCHOOL GOVERNOR

The Chair welcomed Mrs Fabian to the Governing Body as the appointed representative of the Dulwich Estate.

5. FAREWELL TO GOVERNORS

The Chair noted that four governors were coming to the end of their appointments to the Governing Body; the Rev'd Anthony Atherton, Mrs Kay Brooker, Mr Rob Highmore and Mr Mike Lovett. He noted the enormous contribution they had all made to the Governing Body and its committees over many years and thanked them. He said that there would be a short break later in the meeting where a fuller and more informal expression of thanks would be made.

Note that Item 24: Part B Safeguarding Report, was taken at this point.

Note that Item 13: School Development Plan was taken at this point.

17.10: Mrs Maxwell and Mr Espejo left the meeting.

6. INSTRUMENT OF GOVERNMENT

The Clerk introduced the previously circulated paper noting that the Queen's Chapel of the Savoy had asked that it no longer be an appointing body, hence an amendment to the Instrument of Government was required. On being asked, he confirmed that it would have no impact on the Wakeham Choristers programme. On being asked, he also noted that the University of London waited for a recommendation prior to appointing a person, hence provided no additional group of people to source governors from, unlike the Dulwich Estate who always found a person with skills identified as being required. With the inclusion of an exceptional third term being for a period of up to four years, Governors agreed that the proposed Instrument of Government be consulted upon with a view to being implemented.

Decision: Governors agreed the proposed Instrument of Government for consultation

Action: Clerk to initiate the consultation process to implement the proposed new Instrument of Government

RW

7. CODE OF CONDUCT FOR GOVERNORS

The Acting Headmaster introduced the previously circulated Code of Conduct for Governors, noting that it had been considered by the Curriculum & Personnel Committee and updated accordingly. Governors approved the Code of Conduct noting that it would be signed by governors at the first meeting of the next academic year.

Decision: Governors approved the Code of Conduct for Governors

Action: Clerk to arrange for Governors to sign the Code of Conduct for Governors at the first meeting of the next academic year

RW

8. GOVERNOR MEETING DATES 2018-19

Governors noted the meeting dates for 2018-19 and that there would be an additional awayday on Saturday 8th September, 10.00-14.00 where there would be presentations and discussions on Safeguarding and the Role of Governors and then an opportunity for Governors to have an informal discussion on the strategic direction of the school, over lunch.

9. MINUTES (PART A) OF THE GOVERNING BODY MEETING OF 7TH MARCH 2018

The minutes of the meeting on Wednesday 7th March 2018 were agreed as a correct record subject to minor typographical changes.

Decision: Governors approved the minutes of the Governing Body meeting of 7th March 2018

10. MATTERS ARISING

Mr Highmore noted that he didn't join the Headteacher recruitment panel once it was set up. The Acting Headmaster noted that the number of students with offers for Medicine or related subjects was now 39, the highest recorded. A governor asked why this had been achieved. The Acting Deputy Headmaster said that he believed it to relate to getting systems to help students, better embedded and the extension and expansion of a programme to work with Old Olavians to help current students. On being asked, he noted that he believed the numbers to be reasonably equal between those who had joined the school in Year 7 and Year 12.

A governor noted a recent report on the lack of black students attending Oxbridge and whether St Olave's had experienced any issues when its students applied. The Acting Deputy Headmaster said that he had not experienced any issues for St Olave's students and believed that it was more of an issue elsewhere in getting black students to apply.

11. ACTING HEADMASTER'S REPORT

The Acting Headmaster noted that the school had undertaken a survey of Parents/Carers. Results had been very positive and presented in detail to the Curriculum & Personnel Committee, but highlighted that the results showed that parents/carers endorsed the school, believed that it was well lead and managed, that the students received good teaching and demonstrated good learning outcomes and that they were generally well catered for. There had been little comment on the issues experienced at the beginning of the last academic year. The greatest concerns related to the school facilities and the general environment, issues which were being addressed through the identification of priorities for spending the money in the Voluntary Fund, including the refurbishment of classrooms, eight of which had been completed so far, the refurbishment of toilets, the development of a new quad area outside of ADT for the sixth form to use and a variety of other projects noted in the finance report.

He noted that staff wellbeing had been discussed with staff and SLT immediately after Easter with progress being made to alleviate marking loads, principally by reducing the number of tests given to students during the year, previously introduced when there were no end of year exams. On being asked, he confirmed that there remained considerable review of students' work and that staff did not believe this change would impact on feedback, reducing stress on students instead by reducing the number of tests they took.

He noted that all staff had been given an opportunity to get involved in the development of the school and that three had put forward proposals for projects that they believed would help the school. The SLT had reviewed all three and asked that they go ahead, offering a small TLR to the staff to work them up for presentation to SLT and then the Curriculum & Personnel Committee later in the year. The three projects related to student wellbeing, using the outside space for teaching and developing a 'phone app to help with school branding and communication.

He said that he and Mrs Maxwell had met with student leads in years 7-11 to discuss the school and that they had welcomed the refurbishment of the classrooms and considered there to be a much more positive and open atmosphere in the school. They had asked for more notice for completing homework which had been followed up with Heads of Year.

He informed governors that students in Years 11 & 13 were now on study leave, with the pastoral team remaining available to provide them with any support they needed during the exam period. He said that the Year 13 reception and ball would be free to students this year to recognise that they would not be benefiting from the impact of the voluntary contributions which their parents' had made.

He circulated examples of work on the Olavian characteristics which would be distributed around the school to encourage students and he circulated a number of new journals which the students had published. This included the Woodard Journal which Mr Grenside, as the Woodard link, said had been received very positively by other Woodard schools. Governors thanked the Acting Deputy Headmaster for his work in coordinating this journal and congratulated the students for their work on the other journals.

A governor asked if the change in approach to marking the work of students would meet the needs of the students for feedback. The Acting Headmaster said that the marking policy had not changed and that books and work would continue to be scrutinised. He noted that it was more about end of term tests now that the end of year exams had been reintroduced, the

reduction in which would benefit both students and staff. He confirmed that the academic rigour expected of students would remain.

A governor asked if there was any policy for staff to take a sabbatical period after a number of years of service, noting that many independent schools did. The Acting Headmaster agreed that it was done at many independent schools but noted that St Olave's had no equivalent policy and that to implement one would be expensive on providing teaching cover.

Governors thanked the Acting Headmaster for his report.

12. STAFFING UPDATE

The Acting Headmaster introduced the previously circulated report. He noted that whilst it appeared that there were many changes, most related to internal movements. Subsequent to the writing of that report, a science teacher had resigned however by increasing some of the current part-time teaching hours, that position could be covered and the Head of MFL had resigned to go to an international school in Vienna. A new interim Head of German had been appointed and a current member of staff had been made interim Head of French, pending the appointment of a new Head of MFL, probably in one year.

13. SCHOOL DEVELOPMENT PLAN

Note that this item was take after items 1-5 & 24.

The Acting Assistant Headteacher introduced the previously circulated reports. He explained that the SLT and staff had started work on reviewing the current plan and developing the 2018/19 plan, early this term. He explained that the objectives for the current year had been reviewed in detail, some of which would continue into 2018/19 and new objectives developed and honed once the exam results for the current year were known over the summer. He reminded governors of the uncertainty which still surrounded the external exams in the current year with the new curriculum and marking approach. He noted that the initial ideas for the new plan would be discussed with a group of governors shortly.

He said that one new objective which had been identified was to focus on the monitoring and support of the weaker students in the sixth form who previously might have left the school at the end of Year 12.

He noted that with the change in approach to lesson observations to drop the grading previously given, staff were reviewing how these should be carried out and recorded in future. In addition, there was a focus on how to celebrate student achievement and how to promote the non-maths and science subjects further. The focus on student and staff wellbeing would be continued.

He confirmed that the 2018/19 plan would need to be discussed with the new Headteacher once appointed and that it would respond to anything relevant in the LB Bromley investigation report. The development of the school via the effective use of the Voluntary Fund would also be included in the 2018/19 plan.

A governor asked if the new plan allowed for a review of the subjects available at GCSE. The Acting Assistant Headteacher confirmed that it would, including looking at those subjects which had been dropped.

Governors thanked the Acting Assistant Headteacher for his presentation and noted the proposals for the 2018/19 plan.

17.10: Mr Espejo and Mrs Maxwell left the meeting.

14. POLICIES

The Acting Headmaster noted that each of the three policies had been considered, commented upon and agreed in principle by the Curriculum Committee. He noted that the Faculty and Year Group Review Framework had been withdrawn and would not be considered at this meeting.

- (i) Child Protection Policy: this policy had been updated to include a section on Female Genital Mutilation and Forced Marriage as well as other minor amendments.

Decision: Governors approved the Child Protection Policy

- (ii) Safeguarding Policy: governors noted that this was the summary statement published and that it had not changed.

Decision: Governors approved the Safeguarding Policy Statement

- (iii) Faculty and Year Group Review Framework: the Acting Headmaster withdrew this policy form consideration.
- (iv) Data Protection Policy (GDPR): the Business Manager introduced this policy, explaining that the principles remained the same as presented to the Curriculum & Personnel Committee but that the details had been expanded to improve its clarity. A governor asked if there were any areas that might prove problematic. The Business Manager noted that she felt the policy was OK but the implementation would be more difficult and noted that it was a work in progress for every organisation. On being asked, she confirmed that consent would be obtained from Old Olavians. A governor asked how it would be promulgated to staff. The Business Manager noted that an email had already been sent out with the principles, but that it would be raised at the next staff meeting. It was also confirmed that it would be part of new staff induction procedures.

Decision: Governors approved the Data Protection Policy

15. PREMISES ISSUES

The Business Manager noted that the significant list of projects being undertaken or planned had already been noted by the Acting Headmaster, referring governors to the finance report for a full list. She noted that a plan would be put to the Premises Committee to show how the various projects would be progressed.

She noted that there were no Health & Safety issues to report. She said that she and the Site Manager were undertaking a Health & Safety audit but was confident that the school was meeting the required baseline level of compliance. She also noted that the asbestos report had been submitted as required.

16. FINANCE ISSUES

The Business Manager introduced the previously circulated report. She thanked the Finance Manager for doing an exceptional job between the previous Business Manager leaving and her appointment. She noted that the end of year deficit had been £110,279 against a budgeted deficit of £407k. This left a public reserve of £390,398 to carry forward. A total of £90k had been transferred from the Voluntary Fund or Foundation to cover various specific one off costs, including legal fees. The Chair of the Finance Committee noted that future deficits would be funded from this reserve and transfers from the Voluntary Fund or the Foundation.

Governors noted the year end position and the accounts presented.

The Business Manager introduced the budget for 2018/19 noting that it had been considered in detail at the Finance Committee. One change had been made, to allow for three months of the estimated cost of the new Headteacher. She noted that the new funding formula would benefit the school, but only to a small extent and not sufficient to cover the increasing costs of running the school. She highlighted that the budget forecast a deficit of £216,550 which would leave a carry forward of £173,848 on public reserves at the end of the year. On being asked why there would be a greater deficit in spite of the additional funding and only three months of a Headteacher, she explained that salary costs were budgeted to increase by 2% overall and that a number of general maintenance projects had been included. She confirmed that the focus on value for money and the management of the detail would continue.

A governor asked about the reducing reserves and the impact on the school. The Business Manager explained that the government imposed limits on the amount a school could carry forward, hence the public reserves, which were within this limit, would be utilised first, prior to the Voluntary Fund or Foundation. A governor noted that the income from the mock tests held by the PA had not been transferred to the school and asked if there was any risk that this funding could be lost to the school. The Business Manager said that it had not been necessary to push for the transfer of the funding this year and noted that the PA could only use the funding they raised for the benefit of the school, so it would help in times to come.

Governors thanked the Business Manager for her presentation and approved the budget for 2018/19.

Decision: Governors approved the budget for 2018/19

Governors noted that the loan held by the Foundation on behalf of the school now amounted to around £240k. They noted that it would be paid off at the current rate within three years and agreed that it would be sensible to pay it off immediately.

Decision: Governors agreed that the loan should be paid off immediately by the Foundation from the funding held on behalf of the school by the Foundation

Action: Clerk to arrange for the paying off of the loan by the Foundation from the funding held on behalf of the school by the Foundation

RW

The Business Manager introduced the previously circulated internal audit report from LB Bromley. She noted that it remained in draft, but that she and other staff were working through the one level 1 and other level 2 items identified whilst they waited for the final report.

Governors noted that two of the governors retiring after this meeting were on the finance committee and that additional strength would be required. Mrs Fabian offered to join this committee and the Chair noted that another new governor had significant finance skill and experience.

17. VOLUNTARY FUNDS

The Acting Headmaster noted that a letter had gone out to parents explaining the Voluntary Fund and how the reserves would be utilised. He said that it also explained the public funding deficit and how the Voluntary Fund would be needed to help manage that in future years. Only one parent had responded and stopped their donations. He noted that parents appeared to consider the list of projects to be very beneficial. The Business Manager noted that at a PA meeting there had been many questions but all had been answered openly and transparently and members appeared to go away comfortable with the position.

The following governors and staff left the meeting: Mr Rees, Mr Budds, Mrs Brooker, Ms James and Ms Sullivan.

The meeting remained quorate.

18. HEADTEACHER RECRUITMENT

The Chair noted that there had been 14 applicants for the position of which four had been invited for the interview process. He explained that there would be a two day process on 11/12 June. On being asked, he explained that on the first day, there would be a series of activities including leading an assembly, observing and feeding back on a lesson, a leadership exercise, meeting the school council and staff and then a presentation and interview on the second day. A governor would sit in on each activity and get feedback from students and staff. He confirmed that the LB Bromley and RDBE were involved in the process and providing invaluable advice. The full programme and timing would be finalised on Friday 8th after which governors would be notified of the time they would be asked to attend on Tuesday 12th June to ratify the panel's decision. On being asked, he confirmed that this could be not to appoint and, if so, what the next steps would be.

The following governors and staff returned to the meeting: Mr Rees, Mr Budds, Mrs Brooker, Ms James and Ms Sullivan.

19. GOVERNOR LINK REPORTS

- (i) English Faculty: Mrs Chaudhary introduced her previously circulated report noting that she had found it a very useful and enjoyable visit and had found the lessons to be very engaging. She noted that the department were concerned with only 8 lessons per fortnight in Year 11. A governor asked who was responsible for literacy if not the English Department. The Acting Headmaster noted that it was the responsibility of all staff, irrespective of subject.
- (ii) Mathematics and Computing: Mr Grenside introduced his previously circulated report noting that the provision of IT equipment remained a problem but that there was huge interest from students in IT. He wondered if there might be a possible source of teachers from City businesses downsizing. The Acting Headmaster noted that he would also really like one high-tec IT lab. He noted the possibility of getting staff leaving the City but noted they required considerable training as well as providing the teaching.
- (iii) Science: Mr Highmore introduced his previously circulated report noting that most of the issues he had identified had been addressed. He said that there was a good atmosphere within the department and that it had improved since his previous visit.

20. SCHOOL TERM DATES 2018/19 & 2019/20

Governors noted and approved the proposed term dates.

Decision: Governors noted and approved the proposed term dates for 2018/19 & 2019/20

PART B (CONFIDENTIAL – SEE CONFIDENTIAL MINUTES)

PART C

26. FINANCE ISSUES

Governors noted the minutes of the Finance meeting of 16th May 2018.

