

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 March 2019 at 4.30pm

Present

The Ven. Dr P Wright (<i>Chair</i>)	Mrs A Fabian
Mr A Rees (<i>Headteacher</i>)	Mr S Ganatra
Mr S Bandi	Mr H McAleer
Ms C Benham	Mrs B Nunn
Mr A Boyd	Dr D Ryall
Rev'd H Broadbent	Ms M Sullivan
Mrs S Chaudhary	

In attendance

- Mr D Budds (*Acting Deputy Headteacher, to item 12(i)*)
- Mr D Espejo (*Acting Assistant Headteacher, to item 10*)
- Ms L James (*Business Manager*)
- Ms R Maxwell (*Assistant Headteacher and Head of Safeguarding, to item 13*)
- Mr R Walters (*Clerk*)

ACTION

1. FOUNDATION PRAYER

The Foundation Prayer was read by The Ven. Dr P Wright.

2. DECLARATIONS OF INTERESTS

The Chair invited those present to declare any interests in the items on the agenda. Ms Sullivan and Ms Benham noted that they were staff at the school. No other interests were declared.

PART A

3. APOLOGIES FOR ABSENCE

Apologies for absence had been received and accepted from Mr N Grenside and the Rev'd R Parker McGee. Mr Carr was absent. The meeting was quorate.

4. SAFEGUARDING REPORT

See Confidential Minutes.

5. OFSTED UPDATE

The Chair reminded governors that the visit had taken place on Wednesday 6th and Thursday 7th of February. He said that it had been a significant achievement by the school to get an outstanding grade bearing in mind recent history and he thanked staff and students, as well as governors, for their contributions.

The Headteacher explained that it had been a Section 8 visit with a special focus on the effectiveness of leadership and management (including governance) and the the personal development, behaviour and welfare of pupils, including the Sixth Form. He said that at the end of Day 1, they had been given a list of areas the inspectors would focus on the next day. Ofsted informally told him by the late morning on Day 2 that the inspectors were not looking to widen their scope beyond any of the originally identified areas. He congratulated students and staff for their support during the process. He and the Chair noted that there were items identified as needing further work, which the school would be considering and would ensure

were followed through.

A governor noted that governor training had been raised as a concern, particularly recognising how new most governors were. The Headteacher said that governors needed to consider their own training needs individually, saying that staff training was also included in the recommendation. He also noted that it would be beneficial if governors, during their link governor visits, focussed on school development priorities and actions as well as looking at their subject area. A governor asked if the skills audit currently underway would consider individual governors' training needs. The Clerk confirmed that it would not, focussing on the wider skills and experience required by the Governing Body. A governor said that they had reviewed a training audit checklist and had looked at aligning recommendations back to the training provided by Octavo. Mrs Nunn agreed to take forward governor training and asked that at the end of the meeting, governors complete a short audit of training needs.

Action: Mrs Nunn to develop governor training

BN

Action: Governors to complete training needs audit

Governors

6. INVESTIGATION REPORT

The Headteacher noted that the school was receiving monthly monitoring visits from the LB Bromley appointed School Improvement Partner. Documentary evidence for all actions had been put in place and the latest summary had reported that 30 had been completed and 19 were in progress. He explained that for some, there was an annual cycle and therefore an opportunity to address them had not yet arisen. He confirmed that monitoring of progress would continue throughout the year.

He highlighted recommendations not yet completed, relating to governors:

19. GB Code of Conduct: new version drafted to include governors' conduct during elections;

25. Governor Skills Audit: underway, governors who have yet to complete the audit are asked to do so as soon as possible;

26. Governor training: previously discussed (item 5);

32. Link Governor visits: noted that link governor visits should take place at least annually and that they should be linked to the school development plan;

33. GB process of annual self-review: first meeting held in January; will need a regular cycle of review.

The Headteacher noted that he and the Chair were meeting with the LB Bromley Education, Children and Families Select Committee to feedback on progress with the findings of the report. The outcome of the OfSTED review would be noted at this session. A governor noted that the SLT and staff had done an amazing job on responding to the report, having worked very hard to produce the necessary evidence. The Chair noted that closure on the report was expected after the 12 month review in July. The Headteacher said that LB Bromley had appointed the SIP to continue into the future. He said that the only recommendation that the school would not be able to complete was the closure of the unofficial website, which was outside of its control.

A governor asked if recommendations which asked for annual checks, would get incorporated into processes to ensure they were effective in the future. The Headteacher confirmed that they were being embedded in processes.

7. SCHOOL GOVERNANCE

- (i) Instrument of Government: approved.

Decision: Governors approved the new Instrument of Government

Action: Clerk to notify LB Bromley and invite them to sign the Instrument of Government off

RW

- (ii) Standing Orders for the Working Practices of the Governing Body: the Clerk noted that these were based on the LB Bromley template amended for known required changes for the school. He explained that there were a number of outstanding questions. Mrs Fabian and Mrs Nunn agreed to work further on the proposal.

Action: Mrs Fabian and Mrs Nunn to review the proposed standing orders for the Governing Body

AF/BN

- (iii) Committee Structure: the Chair noted that the reduced committee structure had been designed to reduce the number of meetings and to encourage joined up working between what had previously been separate groups of governors. He noted that meetings were currently long and was happy to consider changing the model. A governor was concerned that the current length of meetings meant that governors skills were not being used effectively and that more committees looking at reduced areas of work would help. Another governor suggested the use of more working groups to reduce the amount of detailed work the major committees needed to undertake. The Headteacher noted the number of other meetings attended by the SLT in evenings and that an increase in the number of committees and meetings would use up SLT time. The Chair offered to speak to committee chairs and to put forward a suggestion for a possible future structure.

Action: Chair to put forward a briefing paper on a potential future committee structure

PW

8. MINUTES (PART A) OF THE GOVERNING BODY MEETINGS OF 7TH NOVEMBER 2018

The minutes of the meetings on Wednesday 7th November 2018 were agreed as a correct record.

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

9. MATTERS ARISING

A governor referred to a recent article in The Times newspaper referring to Voluntary Fund contributions at schools and how these were being sought to cover basic school operating costs in an increasing number of cases. A governor asked if there had been any further action on the China initiative and the Headteacher confirmed that this had been closed down after governors had indicated that they did not want to pursue it. He noted that LB Bromley had also expressed concern over any further engagement. A governor asked what level of subscription to the NGA the school had purchased. The Headteacher confirmed that the school had purchased the Gold level.

Actions:

1. Review of the Maths department: Mr Espejo noted that Maths Education Innovation had been commissioned to undertake the review and a draft report had been received. All maths staff had been observed teaching and had had a chance to provide feedback. The

report was positive with some recommendations which were being followed up. A governor noted that the Head of Maths had been happy with the report. Mr Espejo said the recommendations revolved around the curriculum time allocated to further maths, extending peer review and observations and the possible use of maths software in teaching.

2. Publication of School Accounts: the Business Manager said that the full accounts had now been published however following a review at the Resources Committee, it had been decided to hold back on the summary.

3-8 All completed.

10. HEADTEACHER'S REPORT

The Chair noted the previously circulated report and invited questions. A governor asked about the Year 13 persistent absence which appeared to have increased. The Acting Deputy Headteacher explained that it had increased and was a concern to staff. However, of the 26 in the report, two had now left the school and the latest analysis indicated that the total who remained a concern had dropped to 13. Of these, there were a number with long term mental or physical health needs, but a small number remained of particular concern. These were being followed up.

A governor thanked the Headteacher for the report on staff CPD but was concerned that it indicated limited scope. The Headteacher noted that what was presented reflected the whole school training which had been focussed on Safeguarding and ICT, with departments having their own CPD budgets in addition. He said that he was concerned that not all departments were using the budgets as effectively as they might, which was being followed up and he confirmed that an annual CPD planner was in place. The Acting Deputy Headteacher said that there was a focus now on ensuring that CPD linked in with the new OfSTED framework and the School Development Plan. The Headteacher said that the school was looking externally as well, with links to St Saviour's, Kingsdale and Wilson's schools to develop staff and share best practice.

A governor noted that there had been an ongoing concern over staff in the Geography Department. The Headteacher said that a member of agency staff had been taken on to take classes through to the study leave period. A member of staff would be returning from maternity leave in the next term and a teacher covering other subjects would return to geography, hence that department would be back up to strength. He noted that maths has now become the issue with the recent loss of an Assistant Headteacher who covered further maths and the top classes for Years 11 & 13. He noted that some classes had been merged which, whilst making them bigger than ideal, he was confident was the best way forward for the students.

A governor asked about the recruitment of an Assistant Headteacher and Head of Sixth Form. The Headteacher said that they had received twenty applications of which four had been interviewed, two internal and two external. They had been given a series of activities to undertake, which were observed, together with an interview. Mr Matthew Birtchnell, currently Head of MFL at Dartford Grammar, had been appointed.

Governors thanked the Headteacher for his report.

17.50: Mr Espejo left the meeting.

11. POLICIES

- (i) Whistleblowing Policy: the Acting Deputy Headteacher tabled an updated version following comments at the Curriculum Committee. Governors approved the updated

Whistleblowing Policy.

Decision: Governors approved the Whistleblowing Policy

- (ii) Complaints Policy: the Acting Deputy Headteacher tabled an updated version following comments at the Curriculum Committee. He noted that it was based on a best practice template. Governors agreed that the section on complaints outside the scope of the policy be removed as being unwieldy and unnecessary. Governors approved the Complaints Policy.

Decision: Governors approved the Complaints Policy as amended

Action: Acting Deputy Headteacher to amend the Complaints policy

DB

- (iii) SEND Information Report: governors noted that this report had been agreed by the Curriculum, Personnel and Admissions Committee. Governors approved the SEND Information Report.

Decision: Governors approved the SEND Information Report

- (iv) School Values: governors approved the school values.

Decision: Governors approved the School Values

- (v) Staff Grievance Procedures: governors noted that these procedures had been agreed by the Curriculum, Personnel and Admissions Committee. Governors approved the School Values.

Decision: Governors approved the Staff Grievance Procedures

- (vi) Admissions Policy 2020-21: governors noted that this policy had been agreed by the Curriculum, Personnel and Admissions Committee. Governors determined the Admissions Policy 2020-21.

Decision: Governors determined the Admissions Policy 2020-21

12. RESOURCES

The Clerk tabled a hard copy of the resources committee minutes from Thursday 28th February, noting that they had previously been circulated electronically.

- (i) Premises: the Business Manager said that four major projects were being considered: installation of an all-weather sports facility; new fives courts; refurbishment of the former Scout Hut; and adaptation of the former Headmaster's House. Of these, the all-weather sports facility was currently out to planning permission and it had been indicated it would receive permission in mid-March. A governor noted that before the final decision was made by the Governing Body to go ahead with the project, they were looking for a short position paper to outline the assumptions, costs, on-going maintenance costs, benefits and other aspects, to bring together the project as a whole. A governor offered to provide a template and two governors offered to work with the Business Manager in producing the paper. Governors agreed that once this paper had been produced and they were content with the proposal, financial approval could be given electronically.

Decision: Governors agreed that final approval for the all-weather sports facility project

could be given electronically

Action: Mr McAleer to provide a template for a capital expenditure project

HM

Action: Mr Boyd and Mr McAleer to work with the Business Manager on the position paper for the all-weather sports facility

AB/HM

18.10: Mr Budds left the meeting

- (ii) Schools Financial Value Standards: governors noted that the changes requested by the Resources Committee had been incorporated. Governors approved the SFVS.

Decision: Governors approved the SFVS for signature and submission to LB Bromley

- (iii) Scheme of Financial Delegation: governors noted that the Scheme of Financial Delegation had been reviewed and agreed by the Resources Committee. Governors approved the Scheme of Financial Delegation.

Decision: Governors approved the Scheme of Financial Delegation

- (iv) Health & Safety: the Business Manager had no issues to report. A governor asked if there was a critical incident plan. The Business Manager noted that there was a draft plan which was being finalised and would be presented to the GB at the autumn meeting. Site security would be a focus for the autumn including updating the site risk assessment.

Action: Business Manager to present Critical Incident Plan to governors in the autumn term

LJ

13. LINK GOVERNOR REPORTS

Governors noted that all reports had been reviewed by the Curriculum, Pastoral and Admissions Committee. A governor asked how suggested actions were followed up, the actions from this group it was noted had been discussed in detail at the Committee and the Headteacher confirmed that actions in general were discussed with relevant staff as appropriate. He said that the key issue for him was to identify common themes, which currently suggested staff work-life balance and marking policies as being key.

18.15: Mrs Maxwell left the meeting.

DATE OF NEXT MEETING

It was noted that the date of the next meeting of the Governing Body would be on **Wednesday 5th June 2019 at 16.30.**

PART B (CONFIDENTIAL – SEE CONFIDENTIAL MINUTES)

PART C

19. CURRICULUM, PERSONNEL AND ADMISSIONS COMMITTEE MINUTES

Governors noted the minutes of the meeting on 27th February 2019.

20. RESOURCES COMMITTEE MINUTES

Governors noted the minutes of the meeting on 28th February 2019.

21. ANY OTHER BUSINESS

There was no further business.

The meeting closed at 18.25.

Signed **Date**