

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 5th June 2019 at 4.30pm

Present	The Ven. Dr P Wright (<i>Chairman</i>)	Mr S Ganatra
	Mr A Rees (<i>Acting Headmaster</i>)	Mr N Grenside
	Mr S Bandi	Mr H McAleer
	Ms C Benham	Mrs B Nunn
	Mr A Boyd	Dr D Ryall
	Mrs S Chaudhary	Ms M Sullivan
	Mrs A Fabian	

In attendance Mr D Budds (*Acting Deputy Headmaster*)
Mr D Espejo (*Acting Assistant Headteacher, items 1-11*)
Ms L James (*Business Manager*)
Ms R Maxwell (*Assistant Headteacher, items 1-10*)
Mr R Walters (*Clerk*)

ACTION

1. FOUNDATION PRAYER

The Chair asked for a moment of silence to reflect on the Year 12 student who had lost both their parents in a fire over half term. The Foundation Prayer was read by The Rev'd P Wright.

PART A

2. DECLARATIONS OF INTERESTS

The Chair invited those present to declare any interests in the items on the agenda. Mr Boyd noted that his children attended the local Scout group. No other interests were declared.

3. FAREWELL TO GOVERNORS

The Chair noted that Mr Stephen Carr (LB Bromley) and the Rev'd Robert Parker-McGee (RDBE) had tendered their resignations for personal reasons. He thanked them both for the time and contributions that they had made during their terms of office.

He explained that he had been discussing with LB Bromley about a replacement and was meeting the Director of Education and Leader of the Council, with Mrs Nunn, to consider options based on the skill set which had been identified as being most useful.

He also noted that he would be discussing a replacement with the RDBE with a view to someone starting in September.

4. APOLOGIES FOR ABSENCE

Apologies for absence had been received from the Rev'd H Broadbent. The meeting was quorate.

5. SAFEGUARDING UPDATE

See confidential minutes

Mrs Maxwell introduced her previously circulated paper regarding the concept of a well-being

dog at the school. She noted that it had been done at other schools with positive results and research had shown that young people find it easier to open up when talking to someone with a dog present. The dog would be kept in a restricted area, recognising that not all staff and students would be comfortable in its presence and that individuals would have the choice as to how much contact they had with it. She noted that the sixth form had previously looked into getting a dog to come into school on a periodic basis, however a dog which was brought in on a professional basis could cost £500 per half day. A governor supported the proposal noting that it enabled young people to open up in a different way and was getting more common. Their view was that it was worth a try.

A governor asked regarding the insurance position. Mrs Maxwell noted that she had checked personal liability for the dog and that this was in place and that the school's insurers has been asked of the position and that the school was waiting for a response.

Governors agreed that it was worth proceeding for a trial period and suggested half a term. Mrs Maxwell explained that the proposal would be presented to staff and then launched to parents and students in September.

Decision: Governors approved the trial of a well-being dog for half a term from September, subject to insurance being confirmed

Action: Mrs Maxwell to arrange for the trial of a well-being dog for half a term

RM

6. INVESTIGATION REPORT UPDATE

The Acting Deputy Headteacher noted that there had been 49 recommendations in the investigation report. Of these, 32 were now marked as green. Of the 17 remaining, he identified that the SIP was content that 3 were underway as far as possible but with timetables for completion outside of the one year review period (eg the IT contract review for August), 7 were on the agenda for consideration at this meeting, 3 were outside of the control of the school but that the school had done all it could to ensure that they were progressed. Of the remaining 4, one was on the agenda for this meeting but would then require ratification by LBB, one was nearly complete with one element to put in place, the work having been led by Ms Benham, one was waiting formal confirmation from the SIP that it had been completed and one related to the annual review of the work of the GB which would be followed up at the meeting with Sir Robin Boshier the next day.

The Chair welcomed the progress report and thanked staff for the work they had put into getting the recommendations done. He noted that it had taken up considerable time on top of the normal work of staff. He said that a final meeting with the SIP would be taking place shortly to complete the process for the 12 month review, which would then be presented to the Council, at a meeting that he and the Headteacher would attend.

7. SCHOOL GOVERNANCE

- (i) New Committee Structure: noted and agreed.
- (ii) Governor Attendance Record: 2018/19: noted. Governors noted that those who had not attended regularly had now resigned.
- (iii) St Olave's GB Standing Orders: Mrs Fabian introduced the previously circulated report. She explained that it was based on the LBB template, tailored to the requirements of the school. A governor asked whether the Vice-Chair was the right person to investigate a complaint against the Chair. After some discussion, governors agreed that this was the right starting point, noting that the RDBE and LBB were available as further support. Governors agreed that this should remain as presented.

Governors agreed to minor changes including updating the list of committees, changing the SIP to SDP, recognising that the 7 days for the Clerk to turn around the minutes was shorter than that in the regulations but together with the 14 days to circulate to governors would be the target, that the only papers published on the website would be the minutes of the GB meetings once formally approved and that notification to use electronic means of attendance would be in exceptional circumstances only and therefore 48 hour notification would not be appropriate.

Decision: subject to minor amendments, the Standing Orders were approved

Action: AF to make minor changes to the Standing Orders and recirculate to governors for information

AF

- (iv) Skills Audit: a governor noted that taking into account those who had expressed competency and some experience across the various categories, the GB appeared to be well rounded. The Clerk noted that he and the Chair had discussed the findings prior to the meeting and the Chair invited members to email ideas for individuals or any areas they felt the GB should strengthen its competency, so that he could include them in discussions for the current vacancies.

Action: Governors to email the Chair with suggestions for individuals who might be suitable for the GB or with areas they felt that the GB should strengthen its competency

Governors

- (v) Governor Code of Conduct: A governor noted that the Code of Conduct had fairly standard wording which would be seen in many organisations. A governor queried the wording relating to the election of the Chair. The Chair invited governors to vote on the proposed Code of Conduct. 12 were in favour with 1 abstention. Governors approved the Code of Conduct.

Decision: Governors approved the new Governor Code of Conduct

- (vi) Governor Training Audit: Mrs Nunn introduced the previously circulated report, noting that 12 governors had completed their individual training audit, which had been summarised for the papers. She noted that the audit form was now on-line in the governor Moodle section and when a governor completed it, it would automatically be forwarded to her. It was included as part of the new governor checklist. She noted that governors now needed to own their own training plan and that in accordance with the Code of Conduct, governors were expected to undertake around 6 hours per school year.

Governors noted the audit and requirements for training and thanked Mrs Nunn for the work she had undertaken in compiling the audit and related programme.

- (vii) Link Governor Programme and Visit Form: the Headteacher confirmed that he did not need to see visit forms prior to them being submitted to the relevant committee. The Chair noted that on the appointment of at least two new governors in September, the link governor schedule would need to be updated. Mrs Fabian explained that the visit record form was designed to keep reports concise and focussed on the objectives of the visit. Staff confirmed that they were comfortable with the form, however a governor asked that the name of the member of staff commenting be included. The Headteacher said that the link governor process would need to link to the SDP as well as to faculties, which would be easier with the two visits per year agreed as part of the Code of Conduct. Governors approved the programme and form.

Decision: Governors approved the link governor programme guidance and visit form

- (viii) Link Governor Visit Report; Student Survey: governors noted the example of a completed link governor form.
- (ix) Improvement in Careers Advice: Mrs Fabian said that she was visiting the school on Friday 7th June to discuss this matter further, noting that there was a need to look at a much broader range of options post school than university. A governor said that they felt that a full review was needed of all the options, including inviting organisations to visit the school who had outreach programmes and could explain to students some of the alternative options, highlighting that many companies were now removing degrees as requirements for jobs. The Acting Deputy Headteacher explained that he was pulling together a route map to ensure compliance with the new requirements by 2020 and this would be part of addressing the issue.
- (x) Governor meeting dates 2019/20: noted.

8. MINUTES (PART A) OF THE GOVERNING BODY MEETING OF 6TH MARCH 2019

The minutes of the meeting on Wednesday 6th March 2019 were agreed as a correct record.

Decision: Governors approved the minutes of the Governing Body meeting of 6th March 2019

9. MATTERS ARISING

There were no matters arising not on the agenda. All action points had been completed except that the Instrument of Government, although confirmed, had not yet been signed by LBB and that the Critical Incident Plan was due for the autumn meeting.

10. HEADTEACHER'S REPORT

The Headteacher introduced his previously circulated report, noting that it was in a new structure which reflected the recommendations of the SIP. He invited questions. A governor asked about the high level of persistent absence in Year 13. The Headteacher explained that it had reduced significantly from 26 to 13 students since the last report but that it still represented a concern and was being considered for the next School Development Plan. The Acting Deputy Headteacher noted that for those remaining, reasons were known and, in some cases, related to long term illness. The school was working with all the students to help them through their exams. Patterns of absence were being monitored and followed up, including letters to parents where appropriate. Monthly audits of attendance were undertaken to ensure that all relevant students were identified as early as possible.

A governor asked how many students in Year 11 had been identified who might not get the 63 points required to stay on into the sixth form. The Headteacher said that 16 were currently thought not to be on target although eight of these were very close and would be reviewed along with all others after the results came out. Of the 9 who finally did not get the 63 points in 2018, seven had left and two were offered places regardless of their score.

The Headteacher noted that the school was now fully staffed for September. There had been a concern with Maths, however that department was now complete. Geography remained of concern however current staff would be covering those lessons which might be exposed due to illness. A governor asked if the loss of the Maths staff would result in exit interviews. The Headteacher confirmed that they would and that the results would be fed back through the Curriculum Committee. A governor asked what the staff development role related to. The Headteacher explained that the school put £3k aside each year to allow for up to three staff to apply for a £1k TLR to develop something on behalf of the school. For the next year, Mr Haines would be looking into repetitive learning and knowledge recall for a staff training

session; Mr Twose would be looking into the more effective use of the House system and Mr Clegg's project related to upskilling staff on Office 365.

A governor asked regarding the level of staff absence and how this compared with previous years. The Headteacher noted that it was a new measure however he felt that it was probably similar to previous years. He explained that absences were generally well known for illness reasons.

Governors thanked the Headteacher for his report.

17.45: Mrs Maxwell left the meeting.

11. SCHOOL DEVELOPMENT PLAN UPDATE

Mr Espejo introduced the previously circulated report. He noted that the draft SDP for 2019/20 had been reviewed by the SLT and was being presented to a wider group on 19th June. Governors noted the progress report on the 2018/19 SDP.

For the 2019/20 SDP, the format would be changed better to reflect the new Ofsted framework. The SDP contents would build upon the Ofsted report from earlier in the year and the new framework as well as areas identified by the school. He gave the example of Quality of Education, reviewing the curriculum and the curriculum intent, for Leadership and Management, building on the work of the last year and in particular the work with other schools etc.

Governors noted the progress report towards the 2019/20 SDP and thanked Mr Espejo for his work.

17.50: Mr Espejo left the meeting.

12. SCHOOL BADGE

The Headteacher introduced the previously circulated report noting that this had been one of the staff development proposals from the current academic year and had been undertaken by Mrs Slyfield. He noted that the proposal was to simplify the logo recognising that the current one was not clearly related to St Olave's to a casual observer and had been developed centuries previously. He noted that many businesses were seeking to simplify logos and branding to reflect modern needs, in particular electronic requirements. A governor noted that the website was relatively old style and that a full update to that including a new logo, would be beneficial. The Headteacher agreed.

A governor asked if students had an input. The Headteacher said that they had not as the consultant's advice had been that if too many people were consulted, there would be too many views and an ultimate lack of buy in to the resulting proposal. He noted that there had been a mixed response to the proposal. A governor noted that in the current environment, "less was more" and that a clean, simple and fresh logo was good. A governor asked if it would be copyrighted, which the Headteacher confirmed would be the case if the logo was approved. On being asked, he confirmed that it would be introduced from September but that there would be a transition period for students and their parents. The clothing suppliers would be engaged in the process.

The Chair asked governors to vote on the proposed new logo. Governors approved the new logo unanimously.

Decision: Governors approved the new logo

13. POLICIES

The Chair noted that each of the policies had been considered, commented upon and agreed in principle by Committees.

- (i) Child Protection Policy: governors approved the new Child Protection Policy.

Decision: Governors approved the Child Protection Policy

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

Decision: Governors approved the Safeguarding Statement

- (iii) Faculty and Year Group Review Framework: governors approved the Faculty and Year Group Review Framework.

Decision: Governors approved the Faculty and Year Group Review Framework

- (iv) Data Protection Policy (GDPR): governors approved the GDPR policy.

Decision: Governors approved the Data Protection Policy

- (v) Sixth Form Uniform Policy: governors approved the sixth form uniform policy

Decision: Governors approved the Sixth Form Uniform Policy

14. PREMISES ISSUES

- (i) All-Weather Sports Facility: the Business Manager introduced the previously circulated paper noting that it had been reviewed in detail and agreed by the Premises and Finance Committees. She noted that it was being taken to the LBB Planning Committee in July and implementation, if approved, would be subject to suitable planning consent. A governor said that a close track of progress on this and all other projects would be required and the Business Manager explained that she proposed to send to the Premises Committee a full report every two months, covering all projects in progress. Governors approved the funding for the all-weather sports facility.

Decision: Governors approved the all-weather sports facility and the required funding subject to satisfactory planning consent

- (ii) Headmaster's House Conversion: Governors noted that this would generate further classroom and eating space within the school and approved the Headmaster's House conversion project.

Decision: Governors approved the Headmaster's House conversion project and the required funding

- (iii) Former Scout Hut: Ms Sullivan noted that she had met with the Architect and their Project Manager and that the project was being developed in two phases, the first being the refurbishment of the main building and the second relating to the buildings at the rear and the land immediately around it. Pre-planning discussions with LBB would commence soon. Governors noted that the Premises and Finance Committees had agreed up to £50k of immediate funding for development works and up to £300k as a contribution to the main works. Governors approved the £50k for development works and up to £300k in principal for the main works, the latter subject to a full business case,

costings and funding. Governors delegated final approval for the £300k contribution to the Premises Committee, subject to their being satisfied that the project was suitable, once the full business case was presented.

Decision: Governors approved up to £50k for the development of the proposed works to the former Scout Hut

Decision: Governors approved in principal up to £300k contribution to the cost of the main works, subject to a satisfactory business case and funding position. They delegated final approval to the Premises Committee

A governor asked if there would be a suitable lettings policy in place for this and other areas of the school. The Business Manager confirmed that an initial draft had been taken to the Premises Committee, which now needed fleshing out. She noted that lettings also involved staff and that she was looking into how they should be staffed. The governor asked that the lettings policy be seen by the Finance Committee.

- (iv) Health & Safety: the Business Manager noted that there were no issues to report. She said that all staff had received training on completing risk assessments and on how to keep themselves safe. A governor asked that another governor undertake a Health & Safety walk, recognising that an external view was always a good idea. The Chair of the Premises Committee agreed to do this in conjunction with the Headteacher:

Action: PW and AR to undertake a Health & Safety walk of the school

PW/AR

- (v) Fives Court Project: the Business Manager noted that this had stalled due to the original plans being for a total cost of £330k and tenders having come back considerably in excess of this. She noted that there was concern that planning permission would expire, hence some foundation work had been undertaken. A local builder had offered to undertake the work within the budget but on being asked to tender, had pulled out. Mr Wiseman, leading on the project development felt that there were still opportunities to complete the project, recognising that the tenders were considered to have significantly over engineered requirements. The Business Manger asked whether governors still wished to progress the project.

A governor asked where the project fitted in to the school priorities and that it be considered within the SDP planning process. The Business Manager noted that the additional four courts were to bring the school up to competition standard so that they could be used more widely.

Governors noted concern over this project and asked that Mr Wiseman be notified that it would be September before the school was able to move it forward, which would depend on the overall cost of the project.

Decision: Governors noted that this project was very significantly over budget and that if it could not be brought back within budget, the project was likely to be abandoned

Action: LJ to report back to Mr Wiseman regarding governor concerns and the cost of the new fives courts

LJ

15. FINANCE ISSUES

- (i) Budget 2019/20: the Business Manger noted that this had been to the Finance Committee and agreed. She explained that there had been some subsequent minor adjustments leading to a deficit for the year of £239k. She also noted that LBB had

asked that the school draw down a further £250k from the Foundation to demonstrate that its reserves were not genuinely falling to £3k by the end of the year. A governor asked why the contribution from operational costs to capital did not match the capital income figure. The Business Manager explained that capital income included that figure plus £250k from LCVAP and a further small annual capital contribution from the DfE. The amount transferred from operational costs related to the 10% contribution required of the governors to match fund the LCVAP funding. A governor noted that this highlighted the request from the Finance Committee to separate out the public and non-public funding in the management accounts so that governors could see where funding came from. Governors asked for a brief reconciliation between the budget presented to the Finance Committee and to the GB.

Decision: Governors approved the 2019/20 budget

Action: LJ to provide a brief reconciliation between the budget presented to the Finance Committee and the one presented to the GB

LJ

A governor asked why the LBB has asked for the transfer from the Foundation. The Business Manager explained that the £3k carry forward on reserves gave a false impression of the real position of the school, which included funds available at the Foundation and through the Voluntary Fund. To give a clearer and more transparent indication of the position of the school, the £250k transfer would bring the school into line with guidance which asked schools to keep a reserve of 5-8% of their income. The Headteacher confirmed that LBB were not concerned with the financial position of the school at this stage.

- (ii) Voluntary Fund: the Business Manager noted that this had been reviewed in detail by the Finance Committee. She noted that the all-weather sports facility would utilise all the remaining funds donated by parents up to the time of the former Headmaster leaving and so would draw a line under those funds. She also noted that donations were reducing. A governor said that the Finance Committee had asked staff to look at how they might encourage donations, emphasising their use in projects.

The Business Manager noted that a consultation had been completed on the level of donations and that following a full discussion at the Finance Committee, they had agreed that the level should remain at £50 per month. Governors approved the level of donation suggested as £50 per month.

Decision: Governors approved the level of donation suggested for the Voluntary Fund remain at £50 per month

16. SCHOOL TRIPS

The Headteacher introduced the previously circulated list of proposed school trips. Governors noted and approved the proposed school trips.

Decision: Governors approved the previously circulated list of proposed school trips

17. SCHOOL TERM DATES 2020/21

The Headteacher introduced the previously circulated list of term dates for 2020/21. Governors noted and approved the proposed term dates.

Decision: Governors approved the term dates for 2020/21

PART B (CONFIDENTIAL – SEE CONFIDENTIAL MINUTES)

