

# 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 6<sup>th</sup> November 2019** at 4.30pm

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

**In attendance** Mr D Budds (*Deputy Headteacher*)  
Ms L James (*Business Manager*)  
Ms R Maxwell (*Assistant Headteacher*)  
Mr R Walters (*Clerk*)

## ACTION

### 1. FOUNDATION PRAYER

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

### 2. NEW GOVERNOR APPOINTMENT

The Chair welcomed Ms Safron Rose, appointed by the Chapter of Southwark Cathedral to 17<sup>th</sup> October 2023. He also noted that he was pursuing the possibility of the Vicar of Christchurch, Orpington, the parish in which the school was located, as a potential governor.

### 3. 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 teachers at the school and Mr Boyd that his son attended the local Scout Group. No other interests were declared.

### 4. APOLOGIES FOR ABSENCE

Apologies for absence had been received from the Rev'd H Broadbent, Cllr R Evans and Mr S Ganatra, which were accepted. He noted with concern that the Rev'd Broadbent had presented apologies due to a potentially serious illness and wished him well. The meeting was quorate.

## PART A

Item 8 was taken before item 5.

### 5. MINUTES (PART A) OF THE GOVERNING BODY MEETING OF 25<sup>TH</sup> SEPTEMBER 2019

The minutes of the meeting on Wednesday 25<sup>th</sup> September 2019 were agreed as a correct record.

***Decision: Governors approved the minutes of the Governing Body meeting of 25<sup>th</sup> September 2019***

The Deputy Headteacher reminded governors that there remained a vacancy for Link Governor

for the Creative Arts. The Headteacher noted that the latest update to the Progress 8 score was 0.86, lower than previously reported but still very high.

## 6. HEADTEACHER'S REPORT

The Headteacher introduced his previously circulated report and invited questions. On behalf of the Rev'd Broadbent, the Clerk asked why the Year 12 & 13 absence remained high. The Headteacher noted that sixth form students tended to have a higher level of absence as had been highlighted previously and as was being worked on by the new Head of Sixth Form. He explained that it was early in the year, so if a student had a week off with illness, it would come through as a high level of absence. In addition, some students had come to the school late and therefore missed the first few days, again giving a misleading impression of absence as there had been comparatively few school days to date. He noted that he expected to see the relative numbers and percentages drop, something the school would be monitoring. A governor asked that the previous year's figures could be included against the absence figures to give an indication of trends.

***Action: Headteacher to include prior year comparative figures for absence in the Headteacher's Report***

AR

A governor noted the SIP report and asked what the view of the Headteacher was in relation to the visit. The Headteacher noted a significant change in style since the investigation report and that it had been a more useful and productive visit.

A governor asked in relation to the student council meetings whether the Head of Year always attended or whether the students had time to themselves first. The Headteacher noted that governors also sometimes attended but he explained that the students set the agendas. For the lower school students, Head of Year input, even at this stage, was often required. Governors suggested that it might be appropriate for students to have some time alone, before the staff attended. The Headteacher noted that he was happy for this model to be tried, recognising that the lower years would need a higher level of guidance.

***Action: Mrs Maxwell to consider student councils being in part without a member of staff present***

RM

A governor asked if there was a way to monitor whether EAL had an impact on external exam results. The Headteacher noted that an Assistant Headteacher was looking at ways to monitor this more closely and to see if there were further needs for students or ways that the school could support such students. He said that the school did monitor EAL students, who were identified through a self-declaration process. He said that quantitative information was relatively easily obtained however qualitative was more difficult and that was needed to see how much additional work EAL students needed to do to keep up with their peers.

A governor noted that the SIP had suggested an external review of English, similar to that which had been undertaken for Maths. The Headteacher explained that the Maths review had been undertaken as part of the investigation report follow up, however the SLT did not support an external review of English. He noted that the school benchmarking against BASS schools had shown that it was 4<sup>th</sup> in English Language and 2<sup>nd</sup> in English Literature. The school had met with two of the other BASS schools so that they could all compare English teaching and how it could be improved, however the benchmarking indicated that an external review was not required. Governors concurred. The Headteacher noted that the Progress 8 score in English was 0.59, hence students were getting, on average, more than half a grade higher in their English GCSEs than expected.

A governor asked how frequently governors should receive Safeguarding training. The Assistant Headteacher noted that it was required every three years and that governors were required to have read Section 2 of Keeping Children Safe in Education.

A governor noted that at a previous meeting, it had been stated that there would be fewer IPM assessments of students. They asked if this had happened. The Headteacher said that it had although there were some departments who were disappointed with the reduction.

Governors thanked the Headteacher for his report.

## **7. HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW**

See Confidential Part II

Senior Prefects joined the meeting. Item 8 was taken after Item 4.

## **8. STUDENT INVOLVEMENT IN EXTRA-CURRICULAR ACTIVITIES**

The Chair welcomed the Senior Prefect Team to the meeting and invited them to present on their student survey, investigating student involvement in extra-curricular activities. They took it in turns to present on various aspects of the survey and at each point identified potential actions that might increase student involvement in these activities. They noted that involvement by the sixth form was high, in lower years less so. A general point arising was how to encourage members of the lower school, years 7 & 8, to engage more and to advertise the activities better through the website and a link to the front page. The Chair thanked the Senior Prefects for undertaking the survey and for their time in presenting to governors. He asked governors to think about what they had heard and to send to him any questions or thoughts they might have on it.

*Action: governors to consider any further questions on the survey results or thoughts or comments on the conclusions and submit them to the Chair to consolidate and submit to the Senior Prefect team*

**Governors**

## **9. POLICIES**

The Chair noted that all policies had been considered in detail at the relevant committee.

- i) Academic Curriculum 2019/20: governors noted the academic curriculum 2019/20.
- ii) Curriculum Review Timeline: governors noted the curriculum timeline and that they would be invited to comment at various points in the process.
- iii) Child Protection Policy: governors approved the Child Protection Policy subject to minor typographic errors which would be corrected.

*Decision: governors approved the Child Protection Policy subject to minor typographical errors*

*Action: governors to submit typographical errors on the Child Protection Policy to Mrs Maxwell*

**Governors**

*Action: Mrs Maxwell to incorporate typographical errors and arrange publication of the Policy*

**RM**

- iv) Safeguarding Statement: governors approved the Safeguarding Statement.

***Decision: governors approved the Safeguarding Statement***

- v) SEND Information Report: governors approved the SEND Information Report.

***Decision: governors approved the SEND Information Report***

- vi) Pupil Premium Information Report: governors approved the Pupil Premium Information Report.

***Decision: governors approved the Pupil Premium Information Report***

- vii) Teachers' Pay Policy: governors approved the Teachers' Pay Policy.

***Decision: governors approved the Teachers' Pay Policy***

- viii) Admissions Policy 2021/22: a governor noted that the second entrance exam took place after the date for the submission of choices and whether this impacted on students who then failed to get a place. The Headteacher noted that there would still be five other choices that could be put down for the student and that schools were not aware of which position they were included on the common application form. A governor asked why the school limited the number of pupil premium students to ten. The Headteacher explained that this was intended to allow up to ten who had passed the first test but not scored sufficiently highly in the second, to be prioritised and that the overall number admitted could be higher. He said that having visited a number of local primary schools to encourage applications, the numbers had been disappointing, however he would continue to seek to encourage more applicants. On being asked, he said that the school monitored progress starting with the KS2 results and then regularly throughout their school career so they would have an idea of progress prior to taking GCSE exams. Governors noted that they would be interested to see progress and asked that the admissions policy be reviewed in the light of it. Governors agreed the Admissions Policy 2021/22.

***Decision: governors approved the Admissions Policy 2021/22******Action: admissions policy for 2022/23 to be reviewed including how to attract further Pupil Premium students to apply***

**HR/  
Admissions  
Committee**

- ix) Whistleblowing Policy: a governor asked how the policy was promoted. The Headteacher said that it was a public policy on the website and that he wrote to parents to tell them that policies were available there. Governors approved the Whistleblowing Policy.

***Decision: governors approved the Whistleblowing Policy***

- x) Governor Allowances: governors approved the Governor Allowances Policy.

***Decision: governors approved the Governor Allowances Policy*****10. FINANCE ISSUES**

- i) Baxters Accounts: the accounts were approved.

***Decision: the public accounts, audited by Baxters, were approved***

- ii) Budget Reconciliation: the Business Manager presented a high level reconciliation of the budget presented to the Finance Committee in May and the FGB in June to show

the changes made prior to Full Governing Body budget approval.

## 11. PREMISES ISSUES

- i) Current projects: Mr McAleer highlighted the development to the Scout Hut and noted that the Architects had presented a concept design to the last Premises Committee meeting. He noted that it was looking good although costs were high and were being moderated. It was due to go to planning shortly. A governor asked when the new lettings policy would come into effect and whether it was waiting for the new Development Manager post to be filled. The Business Manager confirmed that it would be when that post was filled.
- ii) Health & Safety: there were no Health & Safety issues to report.

## 12. SCHOOL JOURNEYS

The Headteacher tabled the list of overnight school journeys. He asked that in future, governors delegate approval to him, as Headteacher, which they approved. Governors approved the list of overnight school journeys presented.

*Decision: governors approved the list of overnight school journeys presented*

*Decision: governors approved delegation of future approvals of overnight school journeys to the Headteacher*

## 13. LINK GOVERNOR VISITS

Mr Boyd noted his report relating to the SDP and that he had nothing to add. The Chair encouraged governors to undertake more visits, recognising that these helped governors understand the school better and were welcomed by staff.

## PART C

### 21. CURRICULUM COMMITTEE

Minutes of the Curriculum Committee held on 2<sup>nd</sup> October 2019 were noted.

### 22. FINANCE COMMITTEE

Minutes of the Finance Committee held on 16<sup>th</sup> October 2019 were noted.

### 23. PREMISES COMMITTEE

Minutes of the Premises Committee held on 16<sup>th</sup> October 2019 were noted.

### 24. GOVERNOR TRAINING DAY

The Chair noted that this was a very important day and would allow both for training of governors and for them to get to know each other better and chat more informally about the school. He asked governors to think about particular content that they might want to see. He noted that the day would be Saturday 11<sup>th</sup> January 10.00-14.00. He also encouraged governors to attend more school events to be available to meet parents on a more frequent basis.

**25. DATE OF NEXT MEETING**

It was noted that the date of the next meeting of the Governing Body would be on **Wednesday 4<sup>th</sup> March 2020 at 16.30.**

**26. ANY OTHER BUSINESS**

The Clerk noted that as the school had recently changed its logo, it was proposed by the Foundation that this should be protected in a way equivalent to the previous logos. Governors agreed.

*Decision: governors approved the registering of the logo by the Foundation*

**PART B (CONFIDENTIAL – SEE CONFIDENTIAL MINUTES)**

The meeting closed at 18.30.

**Signed .....**      **Date .....**