

## AUTUMN TERM 2016

### BUCKINGHAMSHIRE COUNTY COUNCIL

MINUTES of the meeting of the **Governing Body of the Buckingham School** held at the School on 3 October 2016 at 5.30 p.m.

<b>PRESENT:</b>	Mr Philip Blowfield Mrs Julie Branch Mr Tim Dugher Mr Keith Harvey Mr Crispin Robinson	Ms Alex Simmons Mrs Sally Smith Mr Matthew Watkins (Chairman) Miss Angela Wells (Headteacher)
<b>IN ATTENDANCE:</b>	Mrs Sarah Arnold Mrs Emma Howard Mr Peter Roberts Miss Helen Tyrrell Mr Matthew Wardle Mrs Penny Parkin	Business Manager Assistant Headteacher Assistant Headteacher Deputy Headteacher Assistant Headteacher Clerk
<b>ABSENT:</b>	Mrs Amanda Burnham Ms Amy Jones Mr Paul Wildman	Apologies received and accepted Apologies received and accepted Apologies received and accepted

Governors' comments and questions/challenges are in **red/bold** and responses in italics. (Sixth Form in **blue**)

	<b>ACTION</b>
<b>1 GOVERNOR APPOINTMENTS</b>	
<b>1.1 APPOINTMENT OF CO-OPTED GOVERNOR</b>	
In line with the procedures agreed by the Governing Body, Mr Matthew Watkins was elected as a Co-opted Governor for a period of four years.	
<b>1.2 ELECTION OF CHAIRMAN</b>	
In line with the procedures agreed by the Governing Body Mr Matthew Watkins was elected as Chairman for a period of one year.	
<u>Mr Watkins in the Chair</u>	
<b>1.3 ELECTION OF VICE- CHAIRMAN</b>	
In line with the procedures agreed by the Governing Body, <u>Mr Philip Blowfield</u> , was elected as Vice Chairman for a period of one year.	

## 1.4 OTHER APPOINTMENTS

It was agreed that Governors should be appointed to the following roles for the forthcoming year at the meeting on 11 July 2016 and today:

Development Governor:	Tim Dugher
SEN(D)/Pupil Premium Governor:	Mrs Sally Smith
Safeguarding Governor:	Amanda Burnham
Diversity/Equalities Governor	Sally Smith
Educational Visits Governor	Matthew Watkins
ICT Governor	Matthew Watkins
Health & Safety Governor	Keith Harvey
Most Able Governor	Philip Blowfield
Performance Management (PM)	Tim Dugher
	Crispin Robinson
	Sally Smith
Quality Assurance PM	Matthew Watkins
Staff Performance Management	Philip Blowfield
	Sally Smith
	Matthew Watkins

## 2 NOTIFICATION OF ANY OTHER BUSINESS

It was agreed that the following items would be discussed as part of Any Other Business:

- Instrument of Governance
- Alto Digital (this item was discussed in Minute 7.1)

## 3 DECLARATIONS OF INTEREST

### Standing Declarations

Mr Keith Harvey is a Governor at Grenville Academy.

- Ms Amy Jones is a Governor at Bourton Meadow Academy.

There were no other declarations of interest.

## 4. MINUTES AND MATTERS ARISING

### 4.1 MINUTES

The Minutes of the meetings held on 11 July 2016, having been circulated, were confirmed and signed by the Chairman as a correct record.

An additional copy of the Minutes was signed by the Chairman and handed to the Headteacher for display at the school.

### 4.2 MATTERS ARISING

There were no matters arising not included in this agenda.

**5 GOVERNOR REVIEWS**

**ACTION**

**5.1 STANDING ORDERS**

Governors reviewed the Standing Orders and agreed them as per the attached copy.

**5.2 GOVERNORS EXPENSES**

Governors reviewed the Governors Allowances Scheme which had been amended to reflect changes in the living wage/minimum wage.

**5.3 DELEGATION OF FUNCTIONS TO CHAIRMAN AND HEADTEACHER**

Governors reviewed the functions to be delegated to the Headteacher and Chairman, and these were agreed as shown on the Standing Orders.

**5.4 DISCLOSURE AND BARRING SERVICE (DBS)**

All Governors are required to have an enhanced DBS check and the Business Manager confirmed that they are complete.

**5.5 COMMITTEE REMITS PREVIOUSLY TERMS OF REFERENCE/MEMBERSHIP OF COMMITTEES AND WORKING GROUPS**

GB Agenda

Governors noted the need to review the new Remits for their Committees/Working Groups annually and agreed that the relevant Committees/Working Groups would review their Remits and bring their recommendations back to the next full Governors' meeting for approval.

Governors reviewed and agreed the membership of their Committees as shown on the attached grid which will be circulated with the minutes and published on the Governors Section of the school website in due course.

Clerk

**5.6 CODE OF CONDUCT**

The Code of Conduct had been previously circulated attached to the Standing Orders. The governing body unanimously agreed to adopt the Code of Conduct.

**5.7 REVIEW OF COLLABORATION ARRANGEMENTS WITH OTHER GOVERNING BODIES**

It was noted that reciprocal collaborative arrangements could be set up with other schools. This could enable schools to share experience and best practice and create a larger pool of Governors to be available if the Employee

	<b>ACTION</b>
Grievance, Staff Dismissal, Staff Dismissal Appeals or Pupil Discipline Committee should need to meet.	
Governors agreed that they did not wish to enter a collaborative arrangement with another Governing Body at this stage.	
<b>5.8 PECUNIARY INTERESTS FORM</b>	
Governors noted the need to ensure that the Register of Pecuniary Interests was reviewed and updated.	
Forms were completed and passed to the Headteacher except for Mrs Burnham, Mrs Jones, Mr Wildman. The clerk will ask them to send the forms to Mrs Arnold, Business Manager who will confirm to the clerk when they have been received.	Mrs Burnham, Mrs Jones, Mr Wildman/ Clerk/ Mrs Arnold
<b>5.9 POLICY REVIEWS</b>	
The Governing Body agreed to re-adopt all model policies on the HR template on Schoolsweb.	
There were no other policies tabled for review at this meeting.	
<b>6 STRATEGIC MANAGEMENT</b>	GB Agenda
The appointment of the School Improvement Partner, Mr Kevin Maloney, for 2016/2017 was agreed.	
<b>6.1 HEADTEACHERS REPORT</b>	GB Agenda
The Chairman advised that a full Headteachers Report will be circulated 3 weeks before the next meeting on 6 February 2017 (by Monday 16 January 2016) to enable Governors to ask questions and for the Headteacher to respond accordingly before the meeting. All questions will be minuted at the next meeting.	All to note Headteacher
<b>6.2 EXAM ANALYSIS 2015/2016</b>	
The Headteacher's reports on individual aspects of the school Exam Analysis 2015/2016 had been previously circulated and were noted as follows by the governing body:	
<ol style="list-style-type: none"> <li>1. Key Stage 4 Results 2016</li> <li>2. CFE Results Analysis 2016</li> <li>3. SEND Year 11 Data</li> <li>4. Year 7 &amp; Catch Up Premium 2015-2016</li> <li>5. Pupil Premium 3 Year Trend 2015/2016</li> <li>6. Most Able Summary 2015/2016</li> </ol>	
The SLT explained the results to Governors but the ATL Committee will discuss some of the reports in more detail.	ATL Agenda

## 6.2.1 KEY STAGE 4 RESULTS 2016

Mr Roberts advised that the core headlines are shown in the summary boxes of the KS4 Results 2016 report. In summary, the headlines show a second year of consistently good results. Arising from the report:

- Growth evident in both Progress and Attainment 8 measures.
- Maths and Science have held similar performance.
- English has excelled, especially where double entry has strengthened results.
- Growth of achievements in EBacc is pleasing.
- Strong development of students achieving high attainment grades.

The report summarises Subject Performance, Vocational Subjects, EBacc Achievement, Entry and Subject Performance and shows a group analysis headlines together with an analysis for English and Math.

### **How does the school's intake from primary school compare with national statistics?**

*The current Year 11 is below national in intake. Mostly as an upper school the intake is below national and if a cohort is significantly below this can skew upper schools' results.*

### **The summary is very useful but how does it tell Governors what is going to change?**

*The results are linked to the SIP.*

### **The teacher predictions do not seem to be accurate in some subjects?**

*Across both key stages the school needs develop the accuracy of teacher predictions to outcomes. A number of subjects need more training on teacher predictions and how data is moderated. We need to ensure that we do not continue just doing the same thing and to identify external and internal moderation. We need to work at subject and unit level.*

### **How will Governors be able to track the accuracy of teacher predictions?**

*We will add this to the SIP and make it a more accurate internal process and use external verification which will all be reported to Governors.*

### **What have been the main problems for tracking this year?**

*Tracking has been much improved this year and in some subjects, we are trying to triangulate their success across the whole school. Teacher predictions can cause problems if they are given to the students.*

### **What are students told?**

*They are given their WAG (working at grade) and aspirational. The teacher predictions in some subjects need to be closer than they are.*

### **In the vocational subjects Hair & Beauty results are poor so what is the school planning to do about that?**

ATL Agenda/  
Headteacher

*Hair & Beauty course has changed and it is more like a Business Studies course with very little practical elements. The students originally expected that the course would be more practical. We have closed the Hair & Beauty course and reallocated the students to ECDL (European Computer Driving Licence) and set up work experience for those students who wish to pursue this course at college Post 16. The ECDL entries are growing and strong results are being achieved. There is also a pleasing growth in the achievement in Construction.*

**Where can students obtain more practical courses now?**

*We are looking at City & Guilds courses for the future but we need to make sure that they can be delivered. The colleges offer more practical courses.*

**How is EBacc progressing?**

*The EBacc cohort is increasing year upon year and there has been a pleasing conversion rate of these students across subjects.*

The Governing Body thanked the SLT for the detailed report on KS4 Results 2016.

## 6.2.2 CFE RESULTS ANALYSIS 2016

Mr Roberts advised that the CFE Results Analysis 2016 showed that:

- Results significantly down across headline judgements.
- Vocational APS per Student remains above national.
- Academic APS per entry not effected as much as overall Academic APS, which suggests students with more of an academic pathway have performed poorly.
- Vocational per entry significantly lower. This signifies greater impact of students achieving nothing at the end of their courses. This is magnified when the vocation entry cohort has reduced from last year.
- Outstanding English resit results (most of which achieved by November).
- Maths resit need further attention.
- AS performance can be summarised by the 18% U grades achieved in AS subjects. Students will not continue these subjects on to A Level. Some pleasing A\*-B/C results for Art, Film, Photography and Psychology. Good attainment in key measures from English Lit, Health and Social Care and Media.
- Number of entries and total number of subjects studied per student must be reviewed for Year 12 students going forward.
- Art, Business and Photography performed well against ALP+1 target
- Outstanding results from Health and Social Care. IT and Dance have solid attainment across key measures. A disappointing number of students failing to complete the course in Business, Science, Enterprise and Law.

- Destinations - Successful University applications continue to rise. Employment grows while apprenticeship drops. A small number of student decided to take gap years as time out from education.

The SLT are reviewing the pathways for CFE to make sure that students are on the right courses and the class sizes are viable. A Raising Achievement Plan for CFE is being drafted and will be tabled at the next ATL Committee meeting.

ATL Agenda

### Are you planning to keep AS Exams this year?

*We are currently reviewing this option.*

### Are you considering the mix of academic & vocational subjects in the Sixth Form?

*Yes, this is complex as we need to discuss with each student what is right for them and consider what the school can offer. Some students have not been on the right pathway and in future we need to ensure the best outcomes for all the students.*

The Governing Body thanked Mr Roberts for his report on CFE.

## 6.2.3 SEND YEAR 11 DATA

Miss Tyrrell advised that the report on SEND Year 11 Data showed that:

- Students with a Statement/EHCP have done extremely well.
- Progress 8 score for EHCP was 0.6 which is outstanding.
- SEND support students did not do as well, however, progress in English and Maths is in line with national figures of 2015 based on 6 students instead of 7.
- The individual cases of each student who did not achieve as well as hoped have been analysed.

Overall, SEND results are again pleasing for the School.

### Does the school promote the excellence of the SEND department?

*Families tend to know that SEND is good in the school as the professional agencies recommend the school and social networking promotes us.*

The Governing Body congratulated the SEND team on the good results.

The Governing Body thanked Miss Tyrrell for her report on SEND.

## 6.2.4 YEAR 7 & CATCH UP PREMIUM 2015-2016

The catch-up premium is for any student in Year 7 that joins the school below the national curriculum level of 4 in year 6 in either English or Maths. The DFE gives additional funding,

called the catch-up premium, in order for these students to improve. The School appointed a teacher to work specifically with these students in English and improve their literacy skills. Miss Tyrrell advised that the report on Year 7 & Catch Up Premium 2015-2016 Data showed that:

### English

- There were originally 18 students who joined the school below a level 4 in English, however, one student left the school through parental choice to be home educated. Two students do not have any prior attainment, one student who was home educated (EHE) prior to joining the school and one student from overseas.
- 82% are now at level 4, this has increased from 32% in March 2016.
- 88% have made expected or above expected progress and achieved their target grade.
- 2 students did not meet their target grade or make progress. These are high priority for this year.
- 94% joined the school with a reading age of below their chronological age. All students have a bespoke reading programme according to their need.
- 64% have made good progress in their reading since joining the school., those that did not will have further support this year to make rapid progress.

### Maths

There were 20 students who joined the school below a level 4 in Maths in September 2015. By the end of the year one student had left the school to be home educated.

- 84% are now at level 4 or above, this increased from 60% in October 2015.
- 79% either achieved their target grade (above expected progress) or made expected progress against national expectations.
- 5 students did not make expected progress these will be targeted for additional support this term.

The Governing Body thanked Miss Tyrrell for her report on Year 7 & Catch Up Premium 2015/2016.

## **6.2.5 PUPIL PREMIUM 3 YEAR TREND 2015/2016**

Miss Tyrrell advised that the report on Pupil Premium (PP) 3 Year Trend 2015/2016 Data showed that:

- The gap has closed over the last three years by 10% for 5+ A\* - C with English and Maths. The attainment has increased to 40% in summer 2016. Of the 17 students who did not achieve this measure, only 5 were targeted to do so from their prior attainment at KS2.
- Across the cohort of PP students, the 2016 – 2017 students 5 students had a Statement/EHCP and 3 students are Looked after (LAC) students. Some extenuating factors detailed in the report need to be taken into consideration when analysing the outcome of these students.



- Two students completed their studies at alternative provision and did not attend the School from January 2016.
- Maths expected progress is still not good and the gap has widened. A strategy has been put in place to ensure progress is better this year.
- English progress is above national compared to Non-PP students which is outstanding.
- The progress 8 score is below national against other students, but the school is yet to establish the national pupil premium statistics for 2016.

Overall, results were pleasing in most areas. The key issue is Maths which is a focus within the SIP.

**Should the English & Math APS be negative figures?**

Yes, they should. Miss Tyrrell added that the new phrase for gap is 'diminishing the difference.'

The Governing Body thanked Miss Tyrrell for her report on Pupil Premium.

#### 6.2.6 MOST ABLE SUMMARY 2015/2016

Miss Tyrrell advised that the report on Most Able Summary 2015/2016 Data showed that:

- The most able have achieved well in the summer series of 2016. Of 21 students 20 achieved 5+ A\* - C incl English and Maths compared to the previous year only 29 out of a possible 38 achieving this measure.
- Expected progress in English is also very strong and a significant improvement on the previous year. Above expected has also improved by 40% on the previous year.
- Progress in Maths has slightly improved and only a 5% drop in above expected progress. Maths nationally took a slight drop so this is not unduly concerning.

Overall, the results for Most Able Students are very pleasing.

**How are Most Able Students identified?**

*By level 5 for both English & Math on entry.*

The Governing Body thanked Miss Tyrrell for her report on Most Able Students.

#### 6.3 SCHOOL IMPROVEMENT PLAN (SIP) 2016/2017

The School Improvement Plan 2016/2017 had been previously circulated and was adopted by the Governing Body. Governors noted the new format of the SIP which focuses on the key priorities with Raising Achievement Plans for specific subjects. The ATL Committee and Governing Body will monitor and review the SIP throughout the year.

GB Agenda

ATL Agenda/  
All to note

**6.4 GOVERNING BODY SCHEDULE OF WORK 2016/2017**

The clerk had created a Governing Body Schedule of Work 2016/2017 in consultation with the Chairman and Headteacher which had been previously circulated. This document will be updated after every meeting with actions arising and new items to note.

**ACTION**  
GB Agenda

Clerk

**6.5 SCHOOL SUPPORT FOR 2016/2017**

Miss Wells advised that now the school is graded as 'Good' the support from the BLT will be less than in previous years. Some external support will be purchased but the school will look at internal training and support.

The Governing Body agreed that Mr Kevin Maloney would be appointed as the SIP for this academic year.

Mr Tim Pank is reviewing the teaching & learning model. The staff are being taught to coach other staff and consider further development through accredited courses.

**6.6 STRATEGIC PLANNING UPDATE**

Mr Watkins thanked Governors for their attendance at previous Strategic Planning working group meetings and he advised that one more meeting is required. Mr Watkins has created a document store on Dropbox which has files relating to Strategic Planning added. Mr Watkins will arrange the meeting shortly.

All to note/  
Chairman

Mr Dugher left the meeting during this item.

**7 REPORTS OF COMMITTEES/WORKING GROUPS**

**7.1 FINANCE PREMISES HEALTH AND SAFETY COMMITTEE (FPHS)**

Minutes of the FPHS Committee meeting held on 19 September 2016, having been circulated were noted. Arising from the minutes:

**Alto Digital**

Mrs Arnold advised that a meeting with Alto Digital had taken place last week. Alto Digital had explained that more work had been identified once they had started work in the school, which they could not have foreseen. Therefore, the work had taken longer and caused problems at the start of term. The work is almost complete now but the changes have been significant for the school IT staff. The school need to decide what external support it may need to support the work in school. School IT staff may need some more training following this work.

**Do Alto Digital provide training?**

## ACTION

*No, they keep in touch with our technicians but it is not training. Alto Digital would like to have a 3 Year contract but the school needs to clear about what service it requires.*

**Have Alto Digital been paid in full?**

*No, we have kept retention funding.*

**Surely Alto Digital Site Survey should have could predict the extra work?**

*Yes, one could argue that.*

### 7.2 ACHIEVEMENT, TEACHING AND LEARNING COMMITTEE (ATL)

The ATL Committee had not met since the last Governing Body meeting.

### 7.3 PERSONNEL AND PAY REVIEW COMMITTEE (PPR)

The PPR Committee had not met since the last Governing Body meeting.

### 7.4 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/EMPLOYEE GRIEVANCE/PAY REVIEW APPEALS COMMITTEES

These Committees had not needed to meet.

### 7.5 STUDENT DISCIPLINE COMMITTEE

This Committee had not needed to meet.

## 8 REPORTS

GB Agenda

### 8.1 REPORT OF CHAIRMAN

**Action Taken Under Emergency or delegated Powers:**

The Chairman had not taken any action under Emergency Powers.

### 8.2 REPORT OF SAFEGUARDING GOVERNOR

Mrs Burnham, Safeguarding Governor, had nothing to report on this occasion.

The Governing Body noted that the **Annual Safeguarding Audit Report** is due to County by half term and will be noted by Governors at their next full Governing Body meeting.

GB Agenda

**Safer Recruitment** – The Governing Body were advised to train more governors on Safer Recruitment. Currently Mrs Smith and Mr Harvey are trained and Mr Watkins agreed to attend training.

Mr Watkins

		<b>ACTION</b>
<b>8.3</b>	<b>REPORT OF SEND/PUPIL PREMIUM GOVERNOR</b>	
	Mrs Smith, SEND/Pupil Premium Governor, had nothing to report on this occasion. Mrs Smith advised that she would be meeting with Miss Tyrrell on 6 October 2016.	Mrs Smith/ Miss Tyrrell
<b>8.4</b>	<b>REPORT OF MOST ABLE GOVERNOR</b>	
	The Most Able Governor had been appointed at today's meeting and Mr Blowfield had nothing to report on this occasion.	
<b>8.5</b>	<b>REPORT OF EQUALITIES/DIVERSITY GOVERNOR</b>	
	Mrs Smith, Equalities/Diversity Governor, had nothing to report on this occasion. Mrs Smith advised that she will meet with Mrs Howard shortly.	Mrs Smith/ Mrs Howard
<b>8.6</b>	<b>REPORT OF DEVELOPMENT GOVERNOR/REPORT ON TRAINING AND DEVELOPMENT UNDERTAKEN BY GOVERNORS</b>	
	Mr Dugher, Equalities/Diversity Governor, had nothing to report on this occasion.	
<b>8.7</b>	<b>GOVERNOR SUBJECT VISITS</b>	GB Agenda
	The Chairman agreed to email Governors regarding Governor Subject Visits which will be linked to the SIP. The following suggestions for Governors to visit were made: <ul style="list-style-type: none"> <li>• Science – Matthew Watkins</li> <li>• MFL – Sally Smith</li> <li>• Humanities – Philip Blowfield</li> <li>• English – Crispin Robinson</li> <li>• Maths – Tim Dugher</li> </ul>	
	The Chairman will ascertain the protocol for visits with the Headteacher and confirm to Governors.	Chairman/ Headteacher
<b>9</b>	<b>NEW BUSINESS</b>	
<b>9.1</b>	<b>APPENDIX 1 – KEEPING CHILDREN SAFE IN EDUCATION 2016 UPDATE</b>	
	Statutory Requirements 'Keeping Children Safe in Education '(KCSiE) is statutory guidance issued by the DfE under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the NonMaintained Special Schools (England) Regulations 2015.	
	Updated Guidance was published in May 2016 and commenced on 5 September 2016. Schools must have regard to this guidance when carrying out their duties to safe guard and promote the welfare of children.	

**ACTION**

The clerk recommended that all governors should read Part 1 & Annex A. Mr Wardle agreed to send the training link for staff to the clerk for completion by governors.

Mr Wardle/  
All to note

**9.2 APPENDIX 2 – REVISED HUMAN RESOURCES DOCUMENTS & MODEL PAY POLICY 2016/2017**

The governing body was advised to:

- Adopt the County Council's revised Whistleblowing Policy and Procedure for Schools. – Adopted by Governing Body
- Ensure that employees are aware of the revised Whistleblowing Policy and Procedure.
- Note the revised documents outlining Bucks Pay Conditions of Employment and ensure that employees are aware of them.

Headteacher

Headteacher

**9.3 APPENDIX 3 – ADMISSION ARRANGEMENTS – SEPTEMBER 2018**

Statutory Requirements Governing bodies of all schools should be consulted by admission authorities seeking to change their admission arrangements. They may object to the admission arrangements of other admission authorities. Any school that converts to an academy by the beginning of the consultation period (1 October 2016) should ideally consult to create a new admissions policy for the 2018 admissions round.

For Community and Voluntary Controlled schools, the Local Authority (LA) is the admission authority, and it is required to consult those governing bodies over the proposed admission arrangements for the next academic year. It must also consult the admission authorities for all other maintained schools, academies, university technical colleges (UTCs) and free schools within the relevant area on its policies and the co-ordinated admissions scheme.

Community and Voluntary Controlled School governing bodies should review the LA's current admission arrangements in relation to their school, and advise the LA if they would wish to comment on the current rules and/or request a change to the admission number for the school. This will assist the LA in deciding whether there should be a public consultation. They should notify the Admissions and Transport Team as soon as possible following the governing body decision and, at the latest, by Friday 9 October 2016.

Governors noted the Appendix and agreed that they did not wish to comment on any aspects of the Local Authority's proposed admission policy and arrangements nor request that any changes to the current arrangements be incorporated in to the consultation document and did not wish to comment on the current rules or request a change to the admission number.

#### 9.4 APPENDIX 4 – CAREERS GUIDANCE AND INSPIRATION IN SCHOOLS (SECONDARY SCHOOLS)

Statutory Requirements 'Careers Guidance and Inspiration in Schools' (March 2015) is statutory guidance issued by the Department for Education (DfE) under Section 42A and Section 45A of the Education Act 1997.

Under this Guidance governing bodies must ensure that:

- all registered pupils at the school are provided with independent careers guidance from year 8 to year 13.
- The independent careers guidance provided adheres to the following principles:
  - a) It is presented in an impartial manner.
  - b) It includes information on the full range of education or training options, including apprenticeships and other vocational pathways.
  - c) The guidance provided to individuals promotes the child's best interests.

The Governing Body agreed to ask the ATL Committee to review this requirement.

ATL Agenda

#### 9.5 OTHER MATTERS TO NOTE

- Model Pay Policy 2016/2017 - The Governing Body noted the amendment was the 1% uplift, which is applied to minima and maxima of all pay ranges including allowances, in the Teachers Pay & Conditions document 2016.
- National Database of Governors and Trustees – The DfE has announced that from September 2016 details about those governing in maintained schools and academies should be uploaded to Edubase. This is an additional requirement for all schools and academies to publish governor information on their website.
- School Website Audit to ensure compliance with revised Regulations – The clerk had forwarded the audit guidance to Mr Blowfield, Mrs Sherwood, Marketing & Admissions Officer, and the Chairman. The Marketing and Communication Committee will review the School Website at their next meeting and report back to the next meeting.

M &amp; C Agenda

#### 10 IN SERVICE TRAINING DAYS 2017/2018

Governors approved the following date(s) for in-service training:

- **Monday 4 Sept 2017**
- **Tuesday 5 Sept 2017**
- **Friday 29 Sept 2017** (for Performance Management)
- **Wednesday 3 January 2018**

**ACTION**

- **Tuesday 24 July 2018**

**11 ANY OTHER BUSINESS**

**11.1 INSTRUMENT OF GOVERNANCE**

The Governing Body agreed to ask the clerk to amend the Instrument of Governance with Governor Services as follows:

The governing body shall consist of:

- a. Five parent governors
- b. One LA governor
- c. One staff governor
- d. One Headteacher
- e. Nine co-opted governors

Total 15 Governors

The new instrument will take effect from 6 February 2017 at 5.30 p.m. and a copy will be circulated to all Governors by the clerk once agreed with Governor Services.

Currently there are 2 Parent and 2 Co-opted Governors vacancies. The Headteacher will arrange the election process for the Parent Governors shortly.

Clerk

Headteacher

**12 DATES AND TIMES OF FUTURE MEETINGS**

The dates and times of future meetings were confirmed as:

- **6 February 2017, 22 May 2017 and 10 July 2017**

**CONDUCT OF MEETING**

Governors confirmed that the meeting was conducted in an open manner and that all Governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Body would have access to these minutes.

The meeting closed at 8.00 p.m.

Signed ..... Date .....  
CHAIRMAN