

SPRING TERM 2017

BUCKINGHAMSHIRE COUNTY COUNCIL

MINUTES of the meeting of the **Governing Board of the Buckingham School** held at the School on 6 February 2017 at 5.30 p.m.

PRESENT:	Mr Philip Blowfield Mrs Julie Branch Mr Tim Dugher Mrs Roberta Epps Mr Crispin Robinson	Ms Alex Simmons Mrs Sally Smith Mr Matthew Watkins (Chairman) Miss Angela Wells (Headteacher) Mr Paul Wildman
IN ATTENDANCE:	Mrs Sarah Arnold Mrs Emma Howard Mr Peter Roberts Miss Helen Tyrrell Mr Matthew Wardle Mrs Penny Parkin	Business Manager Assistant Headteacher Interim Deputy Headteacher Deputy Headteacher Interim Deputy Headteacher Clerk
ABSENT:	Mrs Amanda Burnham Mr Keith Harvey	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**)

1 INSTRUMENT OF GOVERNANCE

The Governing Board had previously agreed to amend the Instrument of Governance as shown below.

The Governing Board shall consist of:

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

Total 15 Governors

Current Governors terms of office will remain the same.

The Instrument of Governance had been previously circulated and was noted by the Governing Board. It had been agreed by County and signed by the Chair of Governors and was effective from today's meeting.

2 APPOINTMENT OF PARENT GOVERNOR

The Governing Board had asked the school to hold an election for Parent Governors but no one had come forward for this appointment.

ACTION

Therefore, if an election is not successful, under the School Governance Constitution Regulations 2012 the Governing Board must appoint a Parent under the following criteria:

- (a) a parent of a registered pupil at the school,
- (b) a parent of a former registered pupil at the school, or
- (c) a parent of a child under or of compulsory school age.

The Governing Board may only appoint a person referred to in sub-paragraph (1)(b) or (c) if it is not reasonably practicable to appoint a person referred to in the sub-paragraph which immediately precedes it.

In line with the procedures above, **Mrs Roberta Epps** was appointed as a Parent Governor for a period of four years as she is a parent of a registered pupil at the school.

3 NOTIFICATION OF ANY OTHER BUSINESS

No items were tabled for discussion as part of Any Other Business.

Mr Robinson joined the meeting during this item.

4 DECLARATIONS OF INTEREST

Standing Declarations

Mr Keith Harvey has declared that he is a Governor at Grenville Academy.

There were no other declarations of interest.

5 MINUTES AND MATTERS ARISING

5.1 MINUTES

The Minutes of the meetings held on 3 & 31 October 2016, having been circulated, were confirmed and signed by the Chairman as a correct record subject to the following amendment:

Minute 11.1 The Governing Board agreed to ask the clerk to amend the Instrument of Governance with Governor Services as follows:

The Governing Board shall consist of:

- a. *Four* parent governors
 - b. One LA governor
 - c. One staff governor
 - d. One Headteacher
 - e. *Eight* co-opted governors
- Total 15 Governors

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

Headteacher

	ACTION
<p>5.2 MATTERS ARISING</p> <p>There were no matters arising not included in this agenda.</p>	
<p>6 GOVERNOR REVIEWS</p>	
<p>6.1 REVIEW OF COMMITTEE TERMS OF REFERENCE/REMITTS</p> <p>Governors had noted the need to review the Terms of Reference/Remits for their committees annually and all the relevant Committees had reviewed their Terms of Reference/Remits and had recommended their approval. The Governing Board ratified the committees' decision.</p>	GB Agenda
<p>6.2 REVIEW OF MEMBERSHIP OF COMMITTEES</p> <p>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.</p>	Clerk
<p>6.3 CODE OF CONDUCT</p> <p>The Code of Conduct had been previously circulated for review following the appointment of Mrs Epps, Parent Governor. The Governing Board unanimously agreed to re-adopt the Code of Conduct.</p>	
<p>6.4 PECUNIARY INTERESTS FORM</p> <p>Governors noted the need to ensure that the Register of Pecuniary Interests was reviewed and updated following the appointment of Mrs Epps.</p> <p>Mrs Epps had completed her form which was passed to the Headteacher. The clerk confirmed that all pecuniary interest forms had been passed to the Headteacher for 2016/2017.</p>	Headteacher
<p>6.5 POLICY REVIEWS/ADOPTION</p> <p>The Governing Board agreed to re-adopt or adopt the following policies:</p> <ul style="list-style-type: none"> • The Governing Board agreed to re-adopt all model policies on the HR template on Schoolsweb. • SEND – Re-adopted • Teaching & Learning – Re-adopted • Homework – Re-adopted • Staff Charter – Adopted • Equalities & Community Cohesion – Re-adopted 	

7 STRATEGIC MANAGEMENT

ACTION
GB Agenda

7.1 HEADTEACHERS REPORT

GB Agenda

The Chairman advised that a full Headteachers Report was circulated 3 weeks before the meeting to enable Governors to ask questions and for the Headteacher to respond accordingly before the meeting. Comments by Governors are in the collated report which included the questions and answers which had been previously circulated. The questions and answers are replicated below:

Performance Management for support staff – why is this on a different timeline to teaching staff? Does this have a knock-on effect on support staff morale/effectiveness?

The Performance Management (PM) of support staff is set against the financial year (this is common practice in schools). To address support staff morale, we are making sure that all support staff have a PM Review as this has not always been the case previously. We are also putting reviews onto Bluesky this year so that they are in line with the teaching staff reviews. With Academisation we can bring reviews in line with teaching staff and the change to financial year from April to April to September to September.

Site Security – I note that the site is secure whilst pupils are there. However, the school appeared very open after our ATL meeting this week, should all exit doors be locked / shut?

We are aware of the issue of site security during the evening. We are very secure during the day but we need to sort evening routines with the site team.

In terms of Quality of Teaching, Humanities shows slow progress term on term. The proportion of outstanding lessons is also disappointingly low at 16%. These are subjects one would expect to excite interest and flair. How do you think this situation will be changed?

Humanities - comparing with the previous term (Summer 2016) doesn't reflect the reality. In Summer 2016, 2 agency staff left and were replaced by NQT's whose statistics are not in the Autumn Term. They are judged separately to the T&L stats of the 6 teachers. One was Outstanding, two had Good with Outstanding elements, one was Requires Improvement (this teacher is usually good but on this one judgement did not perform at their best. Typicality for the department is Good with Outstanding.

A great deal of effort is going into the review of lesson quality and effectiveness. What review and assistance is provided to teachers in lesson planning?

The new T&L Model was implemented in September 2016 with a new 5 min lesson plan and extended lesson plan. NQT's / SCITTs have formal CPD to support.

We have spoken of the contribution Bluesky can make to assessment and integration. A bullet point list of what you expect from it would be helpful in monitoring outcomes.

The use of Bluesky by all on an ongoing basis is key. Self-reflection, middle leadership support with staff and SLT quality assurance is vital. HTY is attending a Bluesky course on Wednesday 1st February to gain further advice / guidance on implementation.

Finally, there seems to be a national curriculum contradiction between EBacc (and its buckets) and the requirements for technical education since no technical subjects are included. Given sixth form priorities and Apprenticeship possibilities can our curriculum support both cultures?

Our curriculum must support both academic and vocational routes due to the wide range of ability / needs of our students. Increasing apprenticeships routes will strengthen numbers in our Sixth Form (very much needed), build stronger community links and ensure we have no NEETS. A system for apprenticeships is not yet fully developed nationally. We are at the forefront of this development and this again adds to our uniqueness as a school and will support our free school bid.

Are there financial consequences for the school from Permanent Exclusions or Fixed Term Exclusions?

Fixed term exclusions do not have a financial implication for the school, but permanent exclusions do. If a student is permanently excluded, then the remainder of his/her AWPU (Average Weighted Pupil Unit cost) for that academic year will be transferred to the new school. Likewise, if we take in a student who is permanently excluded from another school than we will receive their pupil weighted money.

School Context: there is the school breakdown of pupils by year, by gender etc. which is good to have. The Report guidance on the left mentions significant changes in pupil numbers, PP etc. Have there been any significant changes in the school since Sept 16 that the Governors may need to know about. i.e. pupils that leave or are arriving mid-term, or perhaps any external factors that may need attention by governors?

Since September 20 students have joined the school, 18 have left. This is across year 7-11 (no particular groups).

The APS scores at KS2, are these the current Year 11 cohorts scores when they moved from Year 6 into Year 7?

These are last year's results therefore last year's Year 11 APS. The APS is from their KS2 test at the end of Year 6.

When do the 2016 National scores get published?

KS4 results then validated outcomes are now confirmed via the school's comparison website.

Educational trips: Is it possible to have the visits and trips log at the Full GB meeting. Would like to review the impact to pupils the planned trips are having.

This will be brought to the next ATL Committee meeting.

On line bullying & derogatory incidents: although small in number do you think these areas are a cause for concern and what level of sanctions take place with the pupils?

ATL Agenda

Logs are kept for online bullying, derogatory comments. Behaviour procedures are applied. Parents and police are included where appropriate.

Attendance: the left-hand text mentions punctuality: Does the school measure/track punctuality [it could be me, but I cannot see that in the attendance breakdown data?

Punctuality logs are kept. Majority of issues are in the Sixth Form. 3 lates per week result in a detention.

I note that the 2016 attendance records of the SEN and PP pupils has dropped from the previous year. Is the school able to identify why these two, - arguably the more vulnerable, - of the cohorts, - are showing these lower attendance records, and what plans are being put into place in attempting to reconnect with these students, in order to persuade them to attend school more regularly?

Figures have dropped due of the makeup of the cohorts for PP and SEN-K. A parenting programme is used above other school procedures to engage with and support harder to reach parents.

The Governing Board thanked Miss Wells for her comprehensive replies to their questions. She advised that this new format of reporting had worked well although planning of the cycle of deadlines needed review for the next report to Governors to ensure the SLT had sufficient time to respond.

Chairman

Miss Wells advised that several staff had been appointed last week as follows:

- Lead Practitioner Maths
- Physics teacher
- Subject Leader Media & Films
- Curriculum Leader English
- Teaching Assistant.

The Governing Board agreed that a Headteachers Report will be presented to the next two meetings scheduled for this academic year with questions to Governors in advance of the meeting.

GB Agenda

7.2 SCHOOL IMPROVEMENT PLAN (SIP) 2016/2017

GB Agenda

The School Improvement Plan 2016/2017 had been previously circulated with the new Performance Dashboard which showed key headline measures. Each measure had a description, explanation, and an action plan.

The Governing Board agreed that this format was a clear data description of headline measures and what actions are being taken in the school.

7.3 SCHOOL SUPPORT FOR 2016/2017

Miss Wells advised that she had had no real contact with the BLT other than the upper schools Headteacher project which focused on boys, Most Able and Pupil Premium students.

In terms of other school support Mr Tim Pank is advising on Teaching & Learning and the coaching model which staff are taking real ownership of. Mr Pank will also undertake a Sixth form review on 8 March 2017.

Mr Kevin Maloney, SIP, is due to visit after half term. Both colleagues have worked with the school for the last two years and their advice had been very helpful.

Miss Wells advised that an overview of CPD strategy will be discussed before July with Reach4. Staff are also having other networking meetings for other projects.

Mr Wardle left the meeting during this item.

7.4 STRATEGIC PLANNING UPDATE

Miss Wells & Mr Watkins updated the Governing Board on the progress with academisation and joining Reach4 Multi Academy Trust. Discussions will be starting shortly on the conversion process, due diligence, and timelines for consultation with all stakeholders will be communicated as soon as possible.

8 REPORTS OF COMMITTEES/WORKING GROUPS

The committee Chairs talked through their last minutes.

8.1 FINANCE PREMISES HEALTH AND SAFETY COMMITTEE (FPHS)

Minutes of the FPHS Committee meeting held on 14 November 2016, having been circulated were noted. Minutes from the meeting on 23 January 2017 will be circulated shortly. Arising from the minutes:

- Schools Financial Value Standard (SFVS) – The Governing Board ratified the SFVS which had been sent to County in February 2017.
- School Fund Accounts 2015/2016 – The Governing Board had received and they approved the audited financial statement of the School Fund Account for the period from 1 September to 31 August 2016.

Mr Wildman advised that since the last meeting the budget had been reviewed and was predicting a small end of year surplus of £1,121.

In addition, following an insurance inspection there had been a recommendation to install Red Care Alarm (manned out of

hours' alarms) which is not mandatory, but recommended (and therefore, if not actioned, insurance is still valid). This would be at a cost of circa £5K and Mr Wildman recommended that this is deferred whilst other decisions are being made about the school building. The Governing Board agreed not to install the Red Care Alarm system at present.

8.2 ACHIEVEMENT, TEACHING AND LEARNING COMMITTEE (ATL)

Minutes of the ATL Committee meetings held on 17 October, 28 November 2016, and 16 January 2017, having been circulated were noted.

8.3 PERSONNEL AND PAY REVIEW COMMITTEE (PPR)

Minutes of the PPR Committee meeting held on 5 December 2016 having been circulated were noted.

8.4 MARKETING AND COMMUNICATION COMMITTEE

Minutes of the Marketing & Communication Committee meetings held on 12 October & 7 December 2016 having been circulated were noted. Arising from the minutes:

- Mr Blowfield reported that Mrs Claire Sherwood, Marketing Officer, has achieved a number of projects this year namely; School Prospectus; CFE Programme & Open Day, Website Review and the level of activity has been quite intense in marketing so he congratulated Mrs Sherwood on all the achievements.
- Mr Blowfield and Mr Watkins are supporting Business Sponsorship and Career Development in Milton Keynes and Buckingham areas respectively.

8.5 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/EMPLOYEE GRIEVANCE/PAY REVIEW APPEALS COMMITTEES

These Committees had not needed to meet.

8.6 STUDENT DISCIPLINE COMMITTEE

This Committee had not needed to meet.

9 REPORTS

GB Agenda

9.1 REPORT OF CHAIRMAN

Action Taken Under Emergency or Delegated Powers:

The Chairman had not taken any action under Emergency Powers.

Annual Governors' Conference 2017

The Governing Board noted that the Annual Governors' Conference 2017 is on Power and Love in Teaching,

ACTION

Leadership, and Governance. The keynote speaker is Steve Munby it is on Friday, 16 June 2017 9.15 am — 1.00 pm, including Brunch (Registration at 8.45am) at The Gateway, Aylesbury District Council, Gatehouse Road, Aylesbury HP19 8FF.

Places will be booked on a first come, first served basis, with two places available for each Governing Board. Additional places will be charged at £80 per Governor. Priority will be given to schools that have purchased the Governor Development Programme. Mr Watkins asked Governors to let him know or confirm to him if they would like to attend by email.

All to note

Mr Watkins advised that the Three Year Strategic Plan for Vision & Mission is helping to build on the 'Good' Ofsted outcomes and enabling the school to focus on the key areas to move to 'Outstanding'.

9.2 REPORT OF SAFEGUARDING GOVERNOR

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

The Governing Board noted the **Annual Safeguarding Audit Report** which had been previously circulated and sent to County last term.

Safer Recruitment – The Governing Board were advised to train more governors on Safer Recruitment. Miss Wells advised that all the SLT are now trained. Currently Mrs Smith and Mr Harvey are trained.

Safeguarding Training to include Keeping Children Safe in Education – All Governors had completed this training except for Mrs Epps who was appointed today. The clerk will send her the link to complete the training and confirm at the next meeting.

Mrs Epps/
Clerk

9.3 REPORT OF SEND/PUPIL PREMIUM GOVERNOR

Mrs Smith, SEND/Pupil Premium Governor, had nothing to report on this occasion but she and Miss Tyrrell had met earlier today and a report would be circulated shortly.

Mrs Smith/
Miss Tyrrell

9.4 REPORT OF MOST ABLE GOVERNOR

Mr Blowfield, Most Able Governor, had met with Miss Tyrrell briefly for an introductory meeting but he had nothing to report on this occasion.

9.5 REPORT OF EQUALITIES/DIVERSITY GOVERNOR

Mrs Smith, Equalities/Diversity Governor, had nothing to report on this occasion.

9.6 ICT & EDUCATIONAL VISITS GOVERNOR

Mr Watkins, ICT & Educational Visits Governor, reported that he had checked the EVOLVE system and reviewed Educational visits planned which involved overnight stays to a number of places: Ski trip to Berlin; Geography trip to Wales; Spanish trip and New York.

Mr Watkins had nothing to report on ICT on this occasion.

9.7 HEALTH & SAFETY GOVERNOR

Mr Keith Harvey, Health & Safety Governors had asked Mr Watkins to make the following report on his behalf as he was unable to attend today:

With the shortened term time after the Christmas holidays, and the fact that Mr Harvey is away for a two-week period at the beginning of February, he had not yet made an appointment with the School's Business Manager to undertake a Health and Safety visit.

Mr Harvey will arrange a meeting shortly after his return from vacation in the middle of February, and he submit a report to Governors as early as possible after this.

Mr Harvey

9.8 REPORT OF DEVELOPMENT GOVERNOR/REPORT ON TRAINING AND DEVELOPMENT UNDERTAKEN BY GOVERNORS

Mr Dugher, Development Governor, gave a presentation on the analysis of the recent Governors Skills Audit which he will send to the clerk for circulation. He advised that this was to capture the general overview of Governors capabilities and discuss skills gaps or opportunities.

Mr Dugher/
Clerk

The conclusions of the Skills Audit were:

1. Good spread of skills, experience.
2. Need a better Training Record.
3. Need to agree what training is mandatory; nice to have, etc. for each committee or area of responsibility.
4. Draw up a plan to satisfy 3.
5. Embed answers from 3 into terms of reference.
6. Improve information/time efficiency.
7. Should help recruitment / retention of governors.
8. Demonstrates better approach to governor CPD.
9. Need to determine best practice, i.e. other schools.

Mr Dugher advised that it is recommended to have a Skills Audit annually.

The Governing Board thanked Mr Dugher for his comprehensive presentation.

9.9 GOVERNOR SUBJECT VISITS

The following Governor Subject visits had been previously agreed linked to the SIP:

- Science – Matthew Watkins
- MFL – Sally Smith
- Humanities – Philip Blowfield
- English – Crispin Robinson
- Maths – Tim Dugher

Humanities

The Humanities Governor Subject visit by Mr Blowfield had been previously circulated and was noted by Governors. He had advised that the department is making steady progress under the current leadership. As a subject area, it is growing in popularity which will call on more resources in future. Many of the problems surrounding achievement seem to be legacy issues from earlier years. Given the quality of teaching, planning and commitment, both achievement and progress are both likely to improve over the next year or two.

This was Mr Blowfield's first subject visit and he had found it useful for his understanding of what goes on. He advised that if governors are to get to know the staff and their challenges, he thought more frequent visits would be worthwhile, maybe twice a term initially. Otherwise Governor involvement could be cursory, and knowledge from previous visits rendered invalid as events move on.

Other Governor Subject Visits will be arranged in due course.

10 NEW BUSINESS

10.1 APPENDIX 1 – REORGANISATION

New Replacement HR policy and toolkit, Reorganisation

Statutory Requirements to comply with employment law both schools and Bucks County Council have a statutory obligation to ensure that reorganisations within schools are managed reasonably and fairly and within current legislative guidelines. The new policy and toolkit seeks to protect schools from claims of discrimination and/or unfair dismissal.

The governing board is advised to:

- Adopt the County Council's Reorganisation Policy & Toolkit for schools.
- Ensure that employees are aware of these revised documents.

The Governing Board adopted the County Council's Reorganisation Policy & Toolkit for schools.

Headteacher

10.2 APPENDIX 3 – ADMISSION ARRANGEMENTS – SEPTEMBER 2018

The governing board had been advised to: -

- Consider and respond to the co-ordinated admissions scheme proposed for 2018 for all school admissions in the County by 31 January 2017.
- Consider and respond to the council's proposed admission rules for Community and Voluntary Controlled schools by 31 January 2017.
- Consider whether there are any aspects of the published admission arrangements for any Foundation, Voluntary-Aided schools, or Academies which the governing board would wish to comment upon and/or ask the governing bodies of those schools to consider changing by the relevant closing date.

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.

10.3 SCHOOL BUDGET 2017/2018

The Governing Board noted the need to:

- a) Ensure that a provisional Financial Plan is submitted to the LA by the due date.
- b) To agree arrangements for confirming purchasing decisions in relation to professional services provided by BCC, BLT and other providers.
- c) To note the implications of local funding decisions following consultation.

FPHS Agenda

10.4 REVIEW OF PROMOTION OF COMMUNITY COHESION WORK

The Governing Board were asked to note the implications highlighted in the Casey Review and review Community Cohesion work in school. In addition to ensure all staff have received WRAP training and that the required equality information is published.

Headteacher

10.5 NEW GUIDANCE: COMPETENCY FRAMEWORK FOR GOVERNANCE, GOVERNANCE HANDBOOK, IMPROVING GOVERNANCE – OFSTED, DFE MAT GUIDANCE

The clerk had previously circulated the new guidance as follows:

	ACTION
<ul style="list-style-type: none"> • Competency Framework for Governance & Governance Handbook • The clerk agreed to send Governors the MAT Guidance. 	Clerk
11 ANY OTHER BUSINESS	
There was no other business.	
12 DATES AND TIMES OF FUTURE MEETINGS	
The dates and times of future meetings were confirmed as:	
<ul style="list-style-type: none"> • 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 Board would have access to these minutes.

The meeting closed at 7.40 p.m.

Signed Date

CHAIRMAN