

SUMMER TERM 2017

BUCKINGHAMSHIRE COUNTY COUNCIL

MINUTES of the meeting of the **Governing Board of the Buckingham School** held at the School on 10 July 2017 at 5.30 p.m.

PRESENT:	Mrs Amanda Burnham Mr Philip Blowfield Mrs Julie Branch Mr Tim Dugher Mr Keith Harvey	Ms Alex Simmons 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 Roberta Epps Mr Crispin Robinson Mrs Sally Smith	Apologies received and accepted Apologies received and accepted Apologies received and accepted

The Governing Board thanked Mrs Burnham for her valued contribution as a Parent Governor as her term of office ends shortly on 7 September 2017.

The Governing Board thanked Mrs Howard for her significant contribution to the school over the last 12 years.

Governors wished Mrs Burnham and Mrs Howard the very best for the future.

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

1 **NOTIFICATION OF ANY OTHER BUSINESS**

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

2 **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.

ACTION

3 MINUTES AND MATTERS ARISING

3.1 MINUTES

The Minutes of the meetings held on 22 May, 12 & 19 June, and 3 July 2017, 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.

ACTION

Headteacher

3.2 MATTERS ARISING

There were no matters arising not included in this agenda.

4 GOVERNOR REVIEWS

4.1 REVIEW OF MEMBERSHIP OF COMMITTEES

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.

As Mrs Burnham was the Safeguarding Governor the Governing Board agreed to appoint Mr Harvey in her place.

4.2 APPOINTMENT AND RESIGNATION OF GOVERNORS

The Governing Board noted that there are currently 2 Parent Governor and 2 Co-opted vacancies.

4.3 PERFORMANCE MANAGEMENT ARRANGEMENTS

The following appointments for Performance Management were agreed:

Headteacher Performance Management

- Tim Dugher, Crispin Robinson & Sally Smith
- Quality Assurance Reviewer – Matthew Watkins

Staff Performance Management

- Philip Blowfield, Sally Smith & Matthew Watkins

4.4 ARRANGEMENTS FOR APPOINTMENT OF CHAIR & VICE CHAIR 2017/2018

In accordance with the Standing Orders the Clerk would write to all Governors inviting nominations for the position of Chairman and Vice Chairman with the agenda for the Autumn Term meeting.

		ACTION
4.5	POLICY REVIEWS/ADOPTION	
	<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. • Drugs & Alcohol Policy – re-adopted. 	
5	STRATEGIC MANAGEMENT	GB Agenda
5.1	HEADTEACHERS REPORT	GB Agenda
	<p>The Headteachers Report was circulated 3 weeks before the meeting and there were no questions arising from this report on this occasion.</p> <p>Governors asked if the data reports for Most Able could include the number of students, by gender and year group and data on EBacc students which was noted by the Headteacher. The Governing Board thanked Miss Wells for her comprehensive report.</p> <p>Mr Wardle joined the meeting during this item.</p>	Headteacher
5.2	SCHOOL IMPROVEMENT PLAN (SIP) 2016/2017	GB Agenda
	<p>Miss Wells advised that the SIP will be re-RAGed at the end of the year with actual outcomes and a new SIP will be written for 2017/2018 which it will dovetail into.</p>	
5.3	GOVERNORS SCHEDULE OF WORK 2016/2017	
	<p>The Governing Board noted the final Schedule of Work 2016/2017 which had been updated throughout the year by the clerk from actions arising. The Clerk will draft the schedule for 2017/2018 in collaboration with the Chair and Headteacher for approval by the Governing Board at their first meeting in the autumn term.</p>	Chair/ Headteacher/ Clerk
5.4	STRATEGIC PLANNING UPDATE	
	<p>Miss Wells and Mr Watkins advised Governors that some members from Astrea Academy Trust had been in school today. A discussion on future governance had taken place with Astrea and what it would mean if the school converted to a Multi Academy Trust. Some current responsibilities of the governing board will be delegated to the trust board in future so the committee structure and number of meetings may change although Astrea had recognised that the governing board current structure was good.</p> <p>A Governor asked if the board was still going to undertake due diligence on Astrea so that Governors can ask questions of Astrea. The Chair noted that this had been a previous suggestion which he would facilitate early in September.</p>	Chair

5.5 SIXTH FORM UPDATE

Mr Roberts advised that the school is now waiting for results so that the plan for the CFE can be evaluated and updated. Mr Pank, Consultant, is visiting the school next week to support the writing of the CFE part of the SIP for 2017/2018. The majority of students will wait for their results before making final decisions on their subjects and choice of Sixth form provision.

In the SIP next year, the school will focus on the local offer for the Sixth Form and build on strategies in the community to strengthen the subjects offered next year whether academic, T Levels, vocational or apprenticeships. A strategy for 2018/2017 will be presented to the ATL Committee in the autumn term.

Mr Roberts agreed to update the current CFE Plan shortly and send it to the clerk for circulation to Governors.

Mrs Burnham left the meeting during this item.

5.6 NUMERACY UPDATE

Miss Tyrrell updated the board on Numeracy and advised that the Lead Practitioner for maths who joined the school in June has developed strategies for Years 7-9 with Numeracy Ninjas, Year 10 Finance numeracy and Year 11/12 math exam strategies. There will be inset day training on Google drive in September and examples of how to do a graph so that all students do them the same way. An audit of maths has taken place and the numeracy policy is being reviewed for September.

The SIP departmental plans will ensure that other subjects will be linked to numeracy which will be cross checked by Miss Tyrrell.

The board thanked Miss Tyrrell for her update on numeracy.

6 REPORTS OF COMMITTEES/WORKING GROUPS

6.1 FINANCE PREMISES HEALTH AND SAFETY COMMITTEE (FPHS)

Minutes of the FPHS Committee meeting held on 15 May 2017, having been circulated were noted. Minutes from the meeting on 3 July 2017 will be circulated shortly. Mr Wildman

ACTION

ATL Agenda

Mr Roberts

advised that the committee had added value to enhance pupil outcomes as follows:

- Maximised the resources used in the school focussing on classroom delivery.
- The curriculum offered in the school has been maintained to meet the needs of students and enabling continuity for the teaching staff.
- Focus on costs is ongoing, but always the primary objective is freeing resources for teaching delivery and to ensure a safe environment in school.

He added that the committee had agreed to review the following areas at their next meeting to challenge costs in the school:

- Canteen & prices to students
- Lettings
- Reprographics
- Postal Mail
- Parent Mail

In addition, Mr Wildman would be writing to County regarding the replacement of fire doors.

6.2 ACHIEVEMENT, TEACHING, AND LEARNING COMMITTEE (ATL)

Minutes of the ATL Committee meeting held on 12 June 2017, having been circulated were noted.

6.3 PERSONNEL AND PAY REVIEW COMMITTEE (PPR)

Minutes of the PPR Committee meeting held on 26 June 2017 having been circulated were noted.

6.4 MARKETING AND COMMUNICATION COMMITTEE

Minutes of the Marketing & Communication Committee meetings held on 29 June 2017 having been circulated were noted.

Mr Blowfield advised that Year 7 is oversubscribed and at a recent coffee morning for Year 5 pupils there was excellent attendance showing a real interest in the school.

He circulated a sample of a bag given to prospective students, as part of the transition work, so that the board could see the excellent material provided by the school to encourage students to join the school.

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

The Staff Dismissal Committee has met twice. The other committees have not needed to meet.

		ACTION
6.6 STUDENT DISCIPLINE COMMITTEE	This Committee has needed to meet.	
7 REPORTS		GB Agenda
7.1 REPORT OF CHAIRMAN	<p>Action Taken Under Emergency or Delegated Powers: The Chairman had not taken any action under Emergency or Delegated Powers.</p>	
7.2 REPORT OF SAFEGUARDING GOVERNOR	<p>Mrs Burnham, Safeguarding Governor, had nothing to report on this occasion. However:</p> <ul style="list-style-type: none"> • Single Central Record had been checked. • Safer Recruitment Training has been completed by Mr Harvey, Mrs Smith & SLT • Child Protection Training – The board noted that all Governors attend Child Protection Training on induction and can be included in updates to staff as appropriate which was noted by Mr Wardle. <p>Mr Wildman left the meeting during this item.</p>	
7.3 REPORT OF SEND/PUPIL PREMIUM GOVERNOR	<p>The Pupil Premium report from Mrs Smith, SEND/Pupil Premium Governor, had been previously circulated and was noted by the board. Mrs Smith will continue to monitor PP outcomes and strategies to ensure a high profile for PP students.</p>	Mrs Smith/ Miss Tyrrell
7.4 REPORT OF MOST ABLE GOVERNOR	<p>Mr Blowfield, Most Able Governor, advised that he had met with Miss Tyrrell last week. They had discussed this subject in detail considering differentiation, stretch and challenge and the need for a measured feedback approach to Governors with monitored and measured flight paths. Miss Tyrrell is developing the strategy and Mr Blowfield had suggested identifying talented and gifted students too which Miss Tyrrell agreed was a good idea. Mr Blowfield agreed to write a Governor visit report to Governors and he thanked Miss Tyrrell for her time.</p>	Mr Blowfield
7.5 REPORT OF EQUALITIES/DIVERSITY GOVERNOR	<p>Mrs Smith, Equalities/Diversity Governor, had nothing to report on this occasion but Mrs Howard advised that the Equality Objectives will be reviewed in the autumn term and reported to the board at their February meeting. Objective 3 is scheduled for another survey early in October.</p>	Mrs Smith/ GB Agenda

7.6 ICT & EDUCATIONAL VISITS GOVERNOR

Mr Watkins, ICT Governor, had previously circulated an ICT Governor report which was noted by the board. Arising from the report:

- The visit was to understand more about the ICT strategy: what has been happening since the new academic year and what is planned for the remaining of 2017.
- Mr Watkins would like to understand more about the Impero solution and how it provides a safe environment for pupils whilst on the Internet. This may be something to communicate to parents/carers in a future newsletter/bulletin.

Mr Watkins thanked Mr Osborne, IT Manager, for his time and they planned to have regular meetings so that Mr Watkins can gain insight into the progress of the IT strategy.

7.7 HEALTH & SAFETY GOVERNOR

Mr Harvey had reported that there were no significant Health & Safety issues from his recent visit to the school but he reminded Governors that he had recently undertaken a Health & Safety visit and reported his recommendations for the autumn term.

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

Mr Dugher thanked the SLT for arranging the in-house training for Governors prior to the last to ATL Committee meetings.

7.9 GOVERNOR SUBJECT VISITS

There were no other Governor Subject visits reported to this meeting.

Miss Wells confirmed that the visits next year will be on EBacc, Science, English, Math, MFL and Humanities and will be scheduled on one day in November and March.

8 TO CONFIRM IN SERVICE TRAINING DAYS FOR 2017/2018:

The following dates were confirmed for in service training:

- Monday 4 September 2017
- Tuesday 5 September 2017
- Monday 18 December 2017
- Tuesday 19 December 2017
- Wednesday 3 January 2018

GB Agenda

Chair/
Headteacher

9 ANY OTHER BUSINESS

There was no other business.

10 DATES AND TIMES OF FUTURE MEETINGS

The dates and times of future meetings were confirmed as:

All on Mondays at 5.30 p.m.

- **2 October 2017, 5 February 2018, 21 May 2018, and 9 July 2018**

An amended Schedule of all meetings for 2017/2018 will be circulated shortly taking into account data drops for the ATL Committee.

ACTION

All to note

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 7.25 p.m.

Signed Date
CHAIRMAN