



Minutes of a meeting of the Board of Governors of Rosebery School held at the School on Thursday 15 September 2016 at 4.15 pm

Present: Isabel Ramsay (IR) *Chair*
Lesley Duff (LD) *Vice-chair*

Ros Allen (RA) (*Headteacher*), Pam Barnsley (PB), Harish Bhayani (HB), Malcolm Hall (MH), Russ Oliver (RO), Rachel Sumeray (RS), James Waight (JW) and Maria Zuurmond (MZ).

Clerk: Lesley Cassie

In attendance: Sarah Clarke (SC) (*School Business Manager*), Jo Garrod (JG) (*Deputy Headteacher*), Caroline Gibbins (CG) (*Deputy Headteacher*), David Lach (DL) (*Deputy Headteacher*).

1. Apologies for absence

Apologies for absence were received from Sue English, Anne Randall and Richard Skinner and it was AGREED to approve their absence.

2. Election of Chair and Vice-chair

a. Election of Chair

IR withdrew from the meeting. Following nomination by HB, seconded by PB, Isabel Ramsay was elected unopposed and unanimously to serve as Chair of the Board of Governors of Rosebery School until the first meeting of the 2017/18 academic year. Governors asked to record their thanks to Mrs Ramsay for her exemplary leadership over the past year.

IR then returned to the meeting and resumed the chair.

b. Election of Vice-chair

Following nomination by MZ, seconded by PB, Lesley Duff was elected unopposed and unanimously to serve as Vice-chair of the Board of Governors of Rosebery School until the first meeting of the 2017/18 academic year.

3. Declaration of Interest

A document entitled *General Notice of Registrable Interests* together with explanatory notes was tabled. Governors were asked to complete the document to comply with the requirement that all schools must keep a register of any business interests of the governors, the Headteacher and others as stated in *The School Finance (England) Regulations 2012 (SI 2012/335) Regulation 26 and Schedule 5 (15)*.

The Clerk explained the protocol for declaring any interest that might have an impact on the activities of an individual acting in their capacity as a member of the governing body. Governors noted her advice that they should declare any interest and withdraw from the meeting when it was discussed.

4. Membership

a. Resignation

The Clerk reported that she had received a letter from Abby Janes resigning as Staff (Support) Governor with effect from 1 September 2016. Governors recorded their thanks to Mrs Janes for her contribution to the Board of Governors and asked the Clerk to put in place the process for the election of a Support (Staff) Governor.

RO advised the Board that he would be resigning as a Trust-appointed Governor after the next meeting of the PRM Committee. Governors thanked Mr Oliver for his dynamic and enthusiastic input to the Board and wished him well in the future.

b. Appointment of Trust Governor

A written application from Carole Cook to be appointed as an Academy Trust governor was tabled. Governors noted the advice of the Clerk that while all governors were encouraged to contribute to the discussion of the appointment, only Academy Trust members are eligible to vote. It was **AGREED** in light of her experience as a governor and National Leader of Governance that Mrs Cook had many of the skills and expertise identified by the recent governors' audit and would be a valuable asset to the Board.

Following a proposal by LD, seconded by PB, the members of the Academy Trust **RESOLVED** to appoint Mrs Cook as a Trust governor with immediate effect.

5. Organisation & Committees

A document entitled *Committees, Working Groups and Named Governors* as previously circulated was received.

AGREED ACTIONS

a. Committee Membership and Appointment of Chair

To appoint the following Committee membership until the first meeting of the 2017/18 school year:

- **Finance & Staffing Committee:** Richard Skinner (*Chair*), Ros Allen (*Headteacher*), Sarah Clarke (*NG in attendance*), Carole Cook, Sue English, Isabel Ramsay, Anne Randall and Rachel Sumeray;
- **Teaching & Learning Committee:** Pam Barnsley (*Chair*), Ros Allen (*Headteacher*), Harish Bhayani, Lesley Duff, Rachel Sumeray, James Waight and Maria Zuurmond;
- **Premises and Risk Management Committee:** Malcolm Hall (*Chair*), Ros Allen (*Headteacher*), Harish Bhayani, Sarah Clarke (*NG in attendance*) and Richard Skinner;
- **Pay Committee:** Isabel Ramsay (*Chair*), Harish Bhayani, Carole Cook, Lesley Duff and Anne Randall;
- **MAT Committee:** Anne Randall (*Chair*), Harish Bhayani, Isabel Ramsay and Richard Skinner;
- **Admissions Committee:** Pam Barnsley, Harish Bhayani and Isabel Ramsay;
- **Headteacher's Performance Management Committee:** Pam Barnsley, Isabel Ramsay and Richard Skinner;
- **First Hearing Panel:** Any 3 of Pam Barnsley, Carole Cook, Isabel Ramsay, Richard Skinner and Maria Zuurmond;
- **Appeals Panel:** Any 3 non-staff governors who were not members of the First Panel to hear the case.

- **Strategic Planning Working Group:** Isabel Ramsay (*Chair*), Ros Allen (*Headteacher*), Pam Barnsley (*Chair T&L*), Malcolm Hall (*Chair PRM*) and Richard Skinner (*Chair F&S*)

b. Terms of Reference

Committees were asked to review their terms of reference at their first meeting and to recommend any changes to the next meeting of the Board of Governors.

c. Nominated Governors

Governors appointed the following nominated governors:

SEND	Isabel Ramsay
Safeguarding	Isabel Ramsay
Governor Training and Development	Sue English

6. Minutes of the meeting of the Board of Governors held 29 June 2016

The minutes of the meeting of the Board of Governors held 29 June 2016 as previously circulated were received.

a. Approval

The minutes were approved subject to the following amendment:

Add Pam Barnsley to the list of those present.

Following amendment, the Chair then signed the minutes.

b. Matters arising and update on Agreed Actions

- **Resignation of Governor** (*Minute 4 para 1 refers*)

Noted that flowers had been sent to Mrs Boustead in recognition of her valuable contribution to the governance of the School.

- **Governor Links**

The Clerk reported that a list of agreed Governor Links had been circulated to all governors.

- **Learning Walk** (*Minute 11 Action Point 3 refers*)

Learning Walk would now take place in week commencing 10 October 2016. The School Open Days would be held on 11, 12 and 13 October and all governors were invited to join in the Open Day Activities and Tours on an ad hoc basis. Governor reports to be submitted to Clerk by 24 October 2016.

- **Training Audit** (*Minute 11 Action Points 4-6 refer*)

Noted that SE and IR had discussed the Governors' Training Audit which has been used to construct the agenda for the strategy morning. Issues on which governors would welcome greater information/discussion - finance, curriculum and governor self-evaluation – were on the agenda for the Governors' Strategy morning.

7. Report of the Headteacher

A document entitled *Early Results Analysis for Governors June 2016 Series* as previously circulated was presented by David Lach, Deputy Headteacher. Questions and comments were invited:

Q1 What is the situation with regard to the re-marking of examination papers?

A1 This year as new performance measures came into force for GCSEs, there has been a disproportionate level of re-marking taking place. In theory, there should have been fewer as examiners have been told to only change a mark if there is a clear marking error rather than simply a difference of interpretation. However, this ruling seems to have been inconsistently applied. There was considerable variation in approach across exam boards. Candidates are charged for a re-mark if the original mark is not changed.

Q2 Do we have any underperforming groups of pupils, or are there wide gaps in attainment between some groups of pupils or subjects? If so, what are we doing to address this underperformance?

A2 There has been a dip in the percentage of students achieving the top grades, A/A* at GCSE and so we are projecting our Progress 8 school to be in line or slightly down on last year. Governors were reminded that Progress 8 is recalculated each year so there is no like-for-like comparison between the P8 data from one year to the next. Staff are still engaged in formulating plans and strategies to focus on specifically identified areas so it is still early days to report in detail on proposed interventions. One thing Rosebery has done is to produce a question level analysis for every subject staff so they can see the fine detail, and departments can concentrate on outcomes. This information is shared with every Head of Department at a meeting with the Headteacher.

Q3 In what ways is the new curriculum likely to affect the results?

A3 All schools have adapted their curriculum to account for the new performance measures, so where students would previously not be entered for subjects in the EBacc bucket, for example, they are now entered as any grade above a U will contribute points to the overall score. This means that our students who have always had a traditional curriculum results will be compared with a greater number of children. Schools are also investing heavily into these key subjects and narrowing other aspects of the curriculum and therefore this is leading to improved outcomes, and once again Rosebery will be compared to those schools. The new curriculum has created uncertainty which creates anxiety for staff and students - there are no past papers for them to refer to. Information evenings for Year 11 and Year 10 have tried to get the message to parents that the new 5, which is going to be considered the benchmark for success, is a low B, not a C and that a 9 is not an A*, but an A** and very difficult to achieve.

Q4 Are the results for Physics (A level -.54 VA; no A*s at GCSE) lower than projected?

A4 The results at A Level are lower than projected. Progress figures for both GCSE (Progress 8/P8) and A level (Level 3 Value Added/VA) are estimates and should be treated with caution. Unlike with the levels of progress measure, these measures are benchmarked against the performance of similar students nationally and are therefore likely to change. Notwithstanding, we need to explore the reasons behind this apparent underperformance in Physics and put in place strategies to raise achievement in this subject.

Q5 What would you identify as an indicator of success or improvement in this data and what can we learn from it for future success?

A5 GCSE results remain incredibly strong, with the percentage of students achieving a C grade or better in both Maths and English increasing alongside an increase in the percentage of students also achieving 5 GCSEs grade A* - C including English and Maths. The attainment gap for disadvantaged students has also started to narrow. The improvement in Maths and Science is particularly pleasing to note. There are many factors contributing to this success but one significant event from my point of view is the strengthening of the Leadership Team which now gives scope to focus on specific areas for school improvement, the production and analysis of relevant and timely data to inform our planning and target setting.

The Chair concluded this item by congratulating DL and all other members of staff on producing extremely clear and accessible data and for presenting it in such a user-friendly way. It was noted that there would be further in-depth consideration of the data at the next meeting of the Teaching and Learning Committee and a report made to all governors.

The Headteacher invited any further questions and comments on her report.

Q1 Are all staff including overseas trained teachers (OTT) DBS checked? How is this undertaken in the case of OTT?

A1 All staff are DBS checked. OTT are subject to the same checks as home-trained. Where OTT are hired through an agency, the agency has responsibility for undertaking the checks and we always confirm that the correct procedures have been rigorously applied.

Q2 How would you describe the Year 7 transition been this year?

A2 Very smooth, thanks largely to the leadership of Holly Lowe, Head of Year 7 and Ella Glazebrook who ran a very successful summer school. Thanks to all staff who participated in the transition

and summer school.

Q3 Are there pupil vacancies in the School?

A3 The figures are written in the report – we are not full in any year group except Year 7, although we are in the process of filling these places from our waiting list.

Q4 What percentage of students nationally leave all-girl schools at the end of GCSEs to join co-ed establishments?

A4 This information does not seem to be available at present.

Q5 Have all teachers and associate staff engaged in safeguarding training this year?

A5 All staff who were present on 1 September were given training by Emma Byrne, our DSL. Subsequently part-time staff were trained in two lunchtimes by Ros Allen and Emma Byrne. All staff have been issued with *Keeping Children Safe in Education, What to do if you believe a child has been abused*, and a copy of our current CP Policy. All governors have been given the *Keeping Children Safe* document and governors were reminded that training on safeguarding would take place at the end of this meeting.

8. Report of Chair's Actions and Activities

IR reported that, since the last meeting of the Board of Governors, some of the activities she had undertaken included:

- Visited the overnight DoE Bronze expedition. She expressed her thanks to all staff who had given up their free time to lead and support the expedition and especially to Jo Garrod for her skillful management of a difficult situation.
- End of year celebration assembly.

9. Governors' Calendar

Governors were asked to note the following:

- Calendar has been updated and circulated to all governors.
- Strategy Morning 30 September 2016 8.30-12.30
- OfSTED Working Group 21 September 2016 4.30 – 6 pm
- All committee meetings to be held in S12.
- Strategic meeting now to be 3 May 2017.
- A list of Board of Governors and Committee meetings 2016/17 had been circulated to all governors.
- Board of Governor Meetings would now start at 4 pm.

After confidential business, the meeting closed at 6.30 pm.

Chair

Date