



**MINUTES OF A MEETING OF THE BOARD OF GOVERNORS OF ROSEBERY SCHOOL
HELD AT 4.15 pm ON WEDNESDAY 16 MARCH 2016**

At a meeting of the governing board of Rosebery School held at the School on Wednesday 16 March 2016 at 4.15 pm.

Present: Isabel Ramsay (IR) *Chair*
Sue Boustead (SB) *Vice-chair*

Ros Allen (ROA) (*Headteacher*), Harish Bhayani (HB), Lesley Duff (LD), Sue English (SE), Abby Janes (AJ), Russ Oliver (RO), Anne Randall (AR), Richard Skinner (RS), Rachel Sumeray (RSu), James Waight (JW) and Maria Zuurmond (MZ).

Clerk to Governors: Lesley Cassie

In attendance: Caroline Gibbins *Deputy Headteacher*
Jo Garrod *Deputy Headteacher*

1. Welcome and introduction

The Chair opened the meeting by welcoming those present and thanking the School for the refreshments and opportunity to meet informally with staff before the meeting.

It was reported that:

- following a successful teaching staff election, James Waight had been appointed to the governing board by the Trust as Staff Governor (Teaching).
- following a written resolution conducted by email, the Trust had appointed Anne Randall to the governing board.

AR and JW declared an interest and withdrew from the meeting while the governing board considered this. Governors were pleased to note the keen interest amongst staff in the election and welcomed the addition of legal skills which AR would bring to the governing board. They endorsed the appointments and, at the invitation of the Chair, introduced themselves.

2. Apologies for absence

Apologies for absence were received from Malcolm Hall (MH) and Sarah Clarke (SEC) and their absence approved.

3. Declaration of interest

Governors noted the Clerk's explanation of the protocol for declaring any interest which might have an impact on the activities of an individual acting in their capacity as a member of the governing board and the advice to declare that interest and withdraw from the meeting when it was discussed.

4. Minutes of meeting held on 8 December 2015

a. Approval

The minutes of the meeting of the governing board held on 8 December 2015 as previously circulated were approved unamended. The Chair then signed the minutes.

b. Matters arising not considered elsewhere

There were no matters arising.

5. Membership of the Governing Board and Committees

a. Changes

Governors noted there had been no additional changes to the governing board beyond the appointment of AR and JW.

b. Expiry of Terms of Office

The Clerk reported that the terms of office for RS (Parent Governor) and MH (Trust Appointee) were due to expire in May and October 2016 respectively. MH had indicated his willingness to continue to serve as a governor for a further term of office.

Trust members **RESOLVED** to appoint Richard Skinner and Malcolm Hall as Trust appointed governors for a further term of office with effect from the expiry of their current term.

Governors considered the vacancies for Parent Governors. It was noted the need to ensure that all governors were appointed in response to the skills audit, as indeed AR had been. But Parent Governors are elected by the Parents and their skills may not always be controlled by a skills audit.

c. Appointment of governors to committees and working parties.

Governors considered the current makeup of the committees and working parties and **AGREED** changes.

AGREED ACTIONS	BY	RESPONSIBLE
Appoint Anne Randall as member of Finance and Staffing Committee.	wie	Clk/ ChF&S
Appoint James Waight as member of Teaching and Learning Committee	wie	Clk/ChT&L
Appoint Richard Skinner as member of Premises & Risk Management Cttee	wie	Clk/ChPRM
Circulate GB membership list and committee membership list to all governors	30/03/16	Clerk

6. Report of Chair's Action including Approval of Educational Visits

The Chair reported on the following actions and activities undertaken since the last meeting:

- approval of several residential trips including a ski trip.
- completion of Prevent duty training.
- completion of DBS application.

7. Report of the Headteacher

Governors received the following documents as previously circulated:

- *Headteacher's Report March 2016*
- *Rosebery School Key Strengths Document*
- *Areas for development identified by last Ofsted Report and progress made*
- *Ofsted Data Dashboard and Questions from Ofsted*
- *Commentary from Sir Michael Wilshaw on Governance*
- *SEF Progress Report*

Questions and comments were invited.

Q1 How do you account for the English KS4 results where, although 96% of students achieved A* - C, there is a drop in the number achieving 4 levels of progress?

A1 This cohort's coursework was marked down by two or three marks across the board, despite the department carrying out the same procedures and setting the same pieces as the year before resulting in approximately 50 students falling into the grade boundary below their projected grade.

Q2 What steps have been taken to address this fall?

A2 We have looked carefully at the tasks set as well as assessment and moderation of coursework, and been unable to identify any significant internal factors to account for the discrepancy. Despite our appeal against the marks, they were upheld. Where appropriate, students will re-sit the IGCSE and we will run additional English classes for students who are perceived to have under-performed. This was the last time students will sit IGCSE and, in future, there will be no

coursework element. Notwithstanding, we will continue to monitor and support the assessment and moderation process closely.

Q3 Although the numbers of fixed term exclusions for all pupils in 2014 were considerably below the national average, the percentage of FSM and SEN pupils being excluded appears to form a disproportionately high element of the overall figure. What is being done to address the discrepancy?

A3 Under SDP 2, an intervention team has been established with intervention plans written and updated for key vulnerable students. The SENCo has met with parents and students to discuss progress against the SEND Support plans and what intervention may need to change/remain the same. This process includes monitoring and supporting behaviour concerns. The intervention team provide pastoral support focusing on emotional well being to these students so they are able to focus and succeed in lessons. Early evidence suggests that we are closing the gap.

Q4 How do Rosebery's results compare to the national picture?

A4 Outcomes for almost all student groups in all Key Stages are outstanding and where they are good, they are rapidly improving. Our KS4 RAISE VA is 1034.2 overall; disadvantaged students 1018.4 and low ability 1058.6. The VA for English overall is 1005.2 which is in the top 2% in the country. We have been placed in the top 100 schools for GCSE results including for disadvantaged students for the past 4 years. Furthermore Rosebery is in equal 3rd place in DfE Performance Tables for attainment for similar school. We have received a letter from the DfE congratulating Rosebery on the improved data for Pupil Premium students.

Q5 What about attendance?

A5 Attendance rates at all KS are outstanding – 96% with a PA of 2.7% in 2014/15, a crucial factor in the achievement of outstanding outcomes.

Q6 Why has %4 LoP for Maths dropped back down again?

A6 We are monitoring this closely; early evidence suggests the dip is possibly due in part to the department's being very cautious when interpreting mock results. A second mock exam has been introduced to ensure collection of more contemporary data to facilitate sharper intervention. Other steps taken to improve progress and outcomes for students in Maths at KS4 & 5 are a resetting exercise, employment of a second intervention teacher, additional maths lessons for some students. Further work needs to be undertaken, including a review of the teaching programme and support for Y12 AS Maths. Also a root and branch review of teaching, marking and assessment at KS4 & 5. We will continue to report progress in this area to the T&L Committee.

Q7 Are there any outstanding issues in terms of the safeguarding procedures?

A7 As stated in my report, all teaching staff have now completed their Channel Training and support staff will undertake this before spring break. Records are kept accurately and up-to-date with the CP team meeting regularly to discuss concern. I am a member of the Surrey Safeguarding Board and am contributing to the development of the safeguarding audit tool. The one outstanding issue is that of governor training; all governors should complete Channel Training as soon as possible.

Q8 What trends and indicators have you discovered so far from the mid-year PM appraisal?

A8 Results of the book trawls and marking audits so far suggest that consistency of feedback and marking, a key performance area for us, is improved with students engaging more actively with feedback. There have been more checks and the standard of quality assurance is more rigorous across the school.

Q9 If a staff member was not performing effectively, what are the implications?

A9 We work with under-performing members of staff to support them to meet the standards required, putting in place an action plan with short term targets which are monitored regularly. Where this is not successful, we apply the Competency and Capability procedures.

Q10 Thank you for all the comprehensive and detailed documentation, reporting on the current position and progress of the School. Is it possible for governors to be able to access these documents via a central document store or Cloud rather than having them emailed to us?

A10 We are currently reviewing our IT requirements and provision and will explore the possibility of governors' having access to documents on the secure Rosebery site and report back to governors.

AGREED ACTION	BY	RESPONSIBLE
All governors to undertake online Safeguarding Training and report completion to Clerk.	May ½ term	All gov's/Clk
Continue to monitor closely and regularly exclusion of Pupil Premium and SEND students and report to GB.	Ongoing	T&L Cttee
Commend RO & SEC on work on partnerships with wider community.	wie	Clerk
Investigate possibility of governors' access to documents on Rosebery site.	May ½ term	JG/Clk
Chair & Vice-chair GB, Chair & Vice-chair Committees to meet with HT to consider response to OfSTED questions.	May ½ term	Ch/VC GB; Ch/VC Cttees
Submit questions/comments on <i>Questions for Governors from OfSTED</i> to PB for consideration at response to OfSTED meeting.	May ½ term	All gov's/PB

Governors thanked the Headteacher for her thorough, accessible report and asked her to pass on their congratulations to the staff for their contribution to improvement at Rosebery.

8. Report from Committee Chairs

Minutes of committee meetings as previously circulated were received; questions and comments were invited.

a. Finance and Staffing Committee 17 November 2015

RS apologised that the minutes of the meeting held on 7 March 2016 were not yet available and gave a verbal report:

- The projected expenditure and income are on target.
- Teaching costs generally on target with a slight under-spend.
- The committee had established a Staff Restructuring Committee comprising SE/RS/AR. Staff have been informed about the proposals for the restructuring of support staff and a consultation was currently taking place. The consultation ends 18 April 2016.
- The report of the RO following a visit was that there was significant improvement in financial procedures and compliance.
- Finance staffing is now much more secure.
- RS meets weekly with SEC.

b. Teaching and Learning Committee 14 October 2015 & 20 January 2016

c. Premises and Risk Management Committee 21 October 2015

In the absence of the Committee Chair, RO (Vice-chair) apologised that the minutes of the meeting held on 29 February 2016 had not yet been circulated but would follow shortly. He gave a verbal report:

- A new cleaning contract had been awarded. The HT thanked members of the PRM Committee for their support in enabling this.
- In future a list of putative contractors would be circulated to all governors so they could indicate any interest in the firms named.

9. Governors' Training and Development

SB, Training Link Governor, reminded governors of the importance the DfE and OfSTED placed on appropriately trained members of the governing board. Governors were encouraged to take advantage of the Governor Development opportunities offered by Babcock 4S and other providers. A Strategic Governors' Development morning would take place during the morning of Friday 22 April 2016. All governors were urged to attend; 16 indicated they would be available for the session. Venue had yet to be agreed.

Q1 In light of many governors' work commitments, would it be possible to move the session to a weekend?

The Chair responded:

A1 We make every effort to enable as many governors as possible to attend meetings and other events. Governance is included as a public duty and, as such, governors are entitled to time off to undertake that duty in a similar way to magistrates and councillors. Many employers, especially those in education, view governance as contributing to employees' professional development. The problem with weekend events is that many people have family commitments which make it difficult to attend.

AGREED ACTIONS	By	Responsible
Conduct audit of governors' training and development needs and circulate to all governors.	May ½ term	SB
Draw up draft governors' training programme.	May ½ term	SB/IR
Notify SB of any training undertaken.	Ongoing	All govts
Attend Strategic Governors' Development session on morning of 22 April 2016.	22/04/16	All govts
Identify venue for SGD and notify Clerk.	15/04/16	HT

10. Dates of future meetings:

Fri 22 April 2016	Strategic Governor Morning	8.30 am	Venue TBA
Thu 12 May 2016	Finance & Staffing Committee	6.30 pm	
Tues 7 June 2016	Premises & Risk Management Cttee	6.30 pm*	
Wed 8 June 2016	Teaching & Learning Committee	6.30 pm	
Wed 29 June 2016	Full Governing Board	4.15 pm	

* Please note change of date for PRM meeting.

11. Confidential business

Following items of confidential business, the meeting closed at 6.30 pm.

Chair

Date