



At a meeting of the Board of Governors of Rosebery School held at the School on Wednesday 29 June 2016 at 4.15 pm.

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

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

Clerk to Governors: Lesley Cassie

In attendance: Jo Garrod *Deputy Headteacher*
David Lach *Assistant 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.

2. Apologies for absence

Apologies for absence were received from Caroline Gibbins and Anne Randall and their absence approved.

3. Declarations of interest

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.

SB declared her interest as an employee of Babcock 4S.

4. Membership of Board of Governors

Governors received with regret notice of Sue Boustead's intention to resign as a governor with effect from 29 June 2016. Mrs Boustead advised governors that she was resigning from the Board as her personal circumstances were shortly changing. Although she had very much enjoyed being a governor at Rosebery, she now felt that her governance experience would be better utilised in a school facing significant challenge. Governors recorded a vote of thanks to Mrs Boustead for her valuable contribution to the Board of Governors of Rosebery.

NOTED that no terms of office were due to expire before the next meeting of the Board of Governors.

5. Minutes of meetings held on 16 March and 16 May 2016

a. Approval

The minutes of the meeting of the governing board held on 16 March 2016 as previously circulated were approved unamended. The Chair then signed the minutes.

b. Matters arising not considered elsewhere

1. Safeguarding Training (*Minute 7: Agreed Actions refers*)

Governors were reminded of their duty to complete the online Channel Training and forward their Certificates of Completion to the School for their records.

2. Preparation for OfSTED

The Chair reported that she had met with some of the Committee Chairs and Vice-chairs to begin OfSTED planning. Many governors still need to submit their questions/comments on *Questions for Governors from OfSTED* to PB for consideration at a *Response to OfSTED* meeting.

6. Report of Chair's Action to include Approval of Educational Visits

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

1. attended Jill Doh's leaving celebration. Mrs Doh's letter of thanks was shared at the meeting;
2. attended Induction of New Governor meeting with Anne Randall and Clerk;
3. approved several residential trips;
4. prepared list of acronyms to be distributed to all governors;
5. completed Clerk's appraisal.

7. Report of the Headteacher to include safeguarding update

Governors received the following documents previously circulated by the Headteacher:

1. *Report on lessons that had been covered for absent staff*
2. *Governor Dashboard 2016*
3. *Report of the Headteacher June 2016*

In addition to questions and comments raised at the meeting, RA also responded to questions which had been raised by email in advance of the meeting. Governors were encouraged to submit as many questions as possible in advance to enable the Leadership Team to prepare an informed response.

a. Staffing

Q1 Please update us on administrative staff and the vacancy for the Head of Geography.

A1 Most of the support staff posts have now been filled with the exception of the HR post. We have not been able to appoint a full-time permanent Head of Geography and therefore our acting Heads of Geography will continue in post and we are seeking a main scale Geography teacher, which has also proved very difficult to secure. Geography has now joined English, Maths, Science and Computing as a shortage subject

RS reported:

The support staff restructuring exercise has been completed now and the new structure is in place. Some colleagues have moved to new roles within this structure; others have decided to leave at this time. The staffing document from RA rightly does not give the full picture of which roles have changed significantly in terms of hours and responsibilities.

Q2 Please give a little more detail about the plans for Caroline Gibbin's (CG) role which is mentioned in your report but not in the 'change of role' section of the Staffing Update. Can you confirm that the changes in other staff roles that you have put in place will be sufficient to support you especially as the school will now need to cover the gap created by CG being seconded for three days a week?

A2 CG will be leading on recruitment, mentoring, quality assurance in SCTT in partnership with GLF. David Lach (DL) has been appointed as a Deputy Headteacher for one year. I am hopeful that this, together with other temporary leadership opportunities, will give us sufficient capacity to cover the workload.

Q3 How many staff have we lost to Glyn and are any of them likely to 'take' prospective Sixth Form students with them? If so, do we have any idea how many?

A3 One member of Rosebery teaching staff, the Head of Law, has been appointed at Glyn this year. It is always difficult to assess whether students follow staff to other institutions; it is very rarely cited as a reason for leaving Rosebery.

Q4 Your report suggests that there has been a substantial turnover of staff this year. How does this compare to previous years and is this level of turnover likely to recur?

A4 The turnover results from a combination of factors including Rosebery's staff profile with a number of staff reaching retirement age at the same time; relocation of several staff; promotion offered in other schools to colleagues earlier than might have previously been offered because of the recruitment crisis. We also suffer once again from being on the border of London who can afford to pay staff so much more. In addition, reductions to PGCE teacher training places mean it is proving more difficult to recruit high-calibre newly qualified staff. This year is considerably worse compared with previous years and the situation is likely to continue. Rosebery is not unique in facing these problems of teacher recruitment – there is a national shortage of teachers especially in some subjects.

As far as support staff are concerned, some of the turnover results from the restructuring of support staff.

Q5 Do we offer exit interviews?

A5 Yes, all members of staff are offered interviews with the Headteacher.

Q6 Staff who are leaving, especially those who have been here for some time, deserve to be recognised publically for their contribution. Notwithstanding, in view of the sensitive nature of the content and people's concerns about staffing, have you considered not publishing at this time details of all staff turnover?

A6 We have always published a list of names of staff who are leaving and our arrangements for their replacement. I think it is important that we continue to maintain an open and transparent relationship with all members of the school community and field concerns as they arise.

Q7 What arrangements are in place for inducting new members of Rosebery staff?

A7 In addition to the usual induction programme, the coaching team are already working with new teachers and we have a specialised programme in place for Overseas Trained Teachers (OTT).

b. Governors' Dashboard

RA updated her written report by advising governors that since the report had been circulated, there had been a further fixed term exclusion of a Y9 student, bringing the total to 4 fixed term exclusions for a total of 6 days.

Q1 Why is there an attendance figure for June 2016 for Years 12 and 13 but not comparative data from June 2015? How do you account for the dip in attendance at Y13 exam time?

A1 We did not publish figures for the 6th Form last year to governors. The dip in attendance in Y13 at this time results from the reporting system not taking account of students who are either on study leave or are absent because they are sitting exams in another subject.

Q2 We are aware from your reports that a lot of work takes place to try and ensure students' attendance is regularly high and it is good to see that the Persistence Absence figure has improved slightly on last year. Can you briefly explain how the new figure is being calculated?

A2 The threshold at which persistent absence is reached has risen from 85% to 90%. This means a lower tolerance for absence before pupils are deemed to be 'persistently absent' triggering a range of strategies to improve their attendance.

Q3 Can you explain the significance of the drop in predicted results?

A3 These are predicted results and the projections have been refined in English and Maths in the light of robust assessment throughout the year, as well as the impact of the lower results in IGCSE achieved in January.

Q4 What is the average score for attainment?

A4 This is difficult to assess until we have RAISE data in December.

c. Safeguarding

RA reported that:

- since her report was circulated, one child had been removed from the Child Protection Register;
- all new staff have been trained in safeguarding;
- safeguarding team meets formally once a fortnight.

d. School Development Plan

Q1 What is the Carnegie Club?

A1 Pupils are invited to take part in an exercise to read all the nominations for the Carnegie Medal, awarded annually to the writer of an outstanding book written in English for children and young people.

Q2 How did the Pupil Premium conference JG was leading on 23 June go?

- A2 JG reported:** Very well. Seven primary schools took part and it provided a very useful opportunity to share good practice and the experiences of a range of schools.
- Q3** Can you briefly say more about the summer camps? Who runs them? What do they cover? How are they paid for? How do we measure their success? What evaluation was done on last year's camp?
- A3** Summer Schools, a 3-day event for Y6 pupils joining Rosebery in September, were offered for the first time last year. The Schools take place during the first three days of the summer holidays. This year 141 pupils will attend; previous funding has been removed but we have decided to continue to offer the school. Ella Glazebrook will lead the summer schools and report on their effectiveness.
- Q4** Would it help if governors wrote to Surrey Children's services to make clear our concerns about the support the School and students and their families are currently receiving?
- A4** All support from governors is gratefully received although I suspect that the resources and current systems within the service require so much improvement that the task ahead is huge. Surrey CS was found by OfSTED not to be providing help and support to all children and young people assessed as having complex needs, or those who are at potential risk of sexual exploitation. This makes our role in safeguarding much more onerous.
- Q5** I love to hear about the celebration of achievement that happens in school. I'm interested to know how the prizes are funded. Is it through the PSA?
- A5** Governors are very welcome to attend the Celebration of Achievement and Prize Giving on 14 July and/or the Celebration Assembly at 11 am on the last day of school. Prizes and awards are funded from a mixture of PSA and main school budgets.
- Q6** As of 26 June only the governors' names appeared on the governors' pages of the website. When do you hope to get the photos and profiles up?
- A6** Profiles of the governors have been on the website for a few weeks now and are labelled 'testimonials' beside the Governors' tab. There is a Chair's introduction which will be added once it has been edited.
- Q7** A strike has been called by the NUT on Tuesday 5 July. What arrangements will be made for the School in the event of the strike going ahead?
- A7** Strikes are very difficult to plan for as members are not required to notify me in advance of their intention to take action, although many do. We have had to re-arrange Year 6/7 Transition Day and hope to have sufficient staff to remain open for Y10 students.
- Q8** Why has there been a fall in the number of good and outstanding teaching judgements?
- A8** The number of temporary supply staff, particularly those who are overseas-trained, has affected the quality of provision. We have worked hard to provide coaching and support to these colleagues and will continue to do so in September.

Reports from Committees

Governors received the following documents as previously circulated:

1. *Premises & Risk Management Committee meeting 07 June 2016 Decision Sheet*

2. Teaching & Learning Committee meeting 08 June 2016 Decision Sheet

3. Finance & Staffing Committee meetings 3 March 2016 & 12 May 2016 Minutes

The Committee Chairs gave a brief presentation of the work of their committees since their last report to governors.

Finance & Staffing Update

RS reported:

- the budget is running very much to plan: 0.4% over on income; 2% under on staff costs (ups & downs by category); 8.0% under on other costs. Overall, the School had turned £104k deficit into £85k surplus but year end outcome is still that we will have only a small £14k surplus.
- F&S governors are working with School Finance staff lead by the School Business Manager to produce a reserves policy to cover large maintenance and/or capital projects.
- F&S governors are working with School Finance staff to develop an investment policy to maximise benefit of cash holdings. It has been agreed to open a team deposit account and cash flow monitoring to be put in place.

8. 2016/17 Budget

A document setting out the draft 2016/17 Budget Plan for Rosebery School as previously circulated and recommended by the Finance & Staffing Committee was received. Following a discussion about the proposed policy for the reserves, RO proposed, seconded by PB that governors **APPROVE** the Budget as received. The proposal was unanimously **AGREED**.

9. Policies

Governors received a draft document entitled *Complaints Policy and Procedure* as previously circulated by the Headteacher. Questions and comments were invited.

Q1 How many formal complaints were received last year and how many so far this year?

A1 None.

Governors **APPROVED** the Complaints Policy and Procedures as received.

10. Follow up from April Strategy meeting

A document entitled *Governor Quality Assurance and Visits Calendar* prepared by the Chair and previously circulated was received. **AGREED** to implement Calendar with addition of Training Governor.

11. Governor Training and Development

Governors received a report on training and development undertaken since the last report prepared by SB. It was noted that only courses offered by Babcock were included and that the list was out of date in places. Governors were reminded of their responsibility to notify the Training Link Governor when they attended courses, workshops and briefings other than those offered by Babcock.

Governors considered the most effective ways of feeding back on focused visits and meetings with the School. After discussion, the following actions were **AGREED**:

AGREED ACTION	BY	RESPONSIBLE
Prepare list of agreed governor links 2016/17 and circulate to all governors.	15/07/16	Clerk
Draw up checklist of key points when visiting school/attending ad hoc meetings and submit to IR for circulation to all govts.	03/09/16	RO/IR
Undertake Learning Walk in Week 4 – Autumn Term. Submit report to Clerk.	24/10/16	All govts/Clerk
Share existing training audit with SE	15/07/16	SB/SE
Update training audit and submit to SE	15/07/17	All govts
Review training audit at Strategic Meeting	30/09/16	All govts/Clerk

12. Dates of future meetings of the Board of Governors

	TIME	DAY/DATE
Board of Governors	Tea with staff at 15.30 Meeting at 16.15	Thursday 15 September 2016 Tuesday 6 December 2016 Wednesday 22 March 2017 Wednesday 28 June 2017
Strategic Morning Meeting	8.30 to 12.30	Friday 30 September 2016 Friday 28 April 2017

Following confidential business, the meeting ended at 6.20 pm.

Chair

Date