



**MINUTES OF A MEETING OF THE GOVERNING BODY OF ROSEBERY SCHOOL
HELD AT 16.15 ON WEDNESDAY 16 SEPTEMBER 2015**

At a meeting of the governing body of Rosebery School held at the School on Wednesday 16 September 2015 at 16.15.

Present: Isabel Ramsay *Chair*
Sue Boustead *Vice-chair*

Ros Allen (*Headteacher*), Pam Barnsley, Harish Bhayani, Sue English, Malcolm Hall, Abby Janes, Russ Oliver, Richard Skinner, Rachel Sumeray and Maria Zuurmond.

Clerk to Governors: Lesley Cassie

In attendance: Caroline Gibbins *Deputy Headteacher*
Jo Garrod *Deputy Headteacher*
Dawn Reves *Interim School Business Manager*

1. Welcome and Introductions

The meeting opened with everyone present introducing themselves.

2. Apologies for Absence

Apologies for absence were received from Helen Baker and Tony McCartney and their absence approved.

3. Election of Chair and Vice-chair

Following nomination as follows:

	Nomination	Proposer	Seconder
Chair:	Isabel Ramsay	Maria Zuurmond	Abby Janes
Vice-chair:	Sue Boustead	Russ Oliver	Sue English

Mrs Ramsay and Mrs Boustead declared an interest and withdrew from the meeting. Governors **AGREED** to appoint Isabel Ramsay to serve as Chair and Sue Boustead to serve as Vice-chair until the first governing body meeting of the 2016/17 academic year.

The Chair and Vice-chair then returned to the meeting.

4. Register and Declaration of Interests

a. Register of Business Interests

Governors and members of the Leadership Team were invited to update the Register of Business Interests and return the updated form to the Clerk as soon as possible.

b. 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 body and the advice to declare that interest and withdraw from the meeting when it was discussed.

5. Membership and Constitution of the Governing Body

An application to join the governing body received from Lesley Duff, as previously circulated to all governors, was received. 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 noted that Ms Duff's analytical skills, experience of organisational and team development, recruitment and performance management would enhance the profile of the governing body, developing its effectiveness.

Following proposal by Isabel Ramsay, seconded by Sue English, the Academy Trust members **AGREED** to appoint Lesley Duff as a Trust governor for a term of four years with immediate effect. The Clerk was asked to complete the necessary appointment procedures.

6. Minutes of the meeting held 24 June 2015

The minutes of the meeting held 24 June 2015 as previously circulated were received.

a. Approval

Governors agreed to approve the minutes subject to the following amendments:

- **Report of the Teaching and Learning Committee** (*Item 9, bullet point 2 refers*): Amend *leaning to learning*.
- **Report of the Communications and Engagement Group** (*Item 11 refers*): Amend to: *The notes of the first meeting of the Communications and Engagement Group held on 25 March 2015 as previously circulated were received. It was noted that the Parents' Council had prepared a Communications Guide for parents. Following concern expressed about the content of the Guide, it was agreed that Russ Oliver would be invited to attend a meeting with the PC to discuss any future amendments to the guide and any further improvements to the communication strategy.*

b. Matters arising

- **Approval of absence of governors** (*Minute 2 refers*): The Clerk advised that Article 70 of the Articles of Association stated that 'A Director shall cease to hold office if he is absent without the permission of the Directors from all their meetings held within a period of six months and the Directors resolve that his office be vacated.' In light of this, governors were entitled to grant a leave of absence for any governor where circumstances warranted.
- **Staff recruitment** (*Minute 5b, bullet point 1 refers*): RO advised that he continued to liaise with Claire Owen and hoped to be able to report further progress at the next GB meeting.
- **Roofing works** (*Minute 5b, bullet point 4 refers*): RA reported that the roofing works had been completed and several governors reported that there had been positive feedback on the presentation of the front entrance to the School from parents and students.
- **Governors' display board** (*Minute 6, final para refers*): The Clerk reported that Helen Baker had identified a suitable site in the corridor for the display board. It was agreed that by 5 October 2015, governors would submit a portrait photograph of themselves to HB for use on the board unless the School already held an ID photo.
- **Governors' website** (*Minute 8 refers*): Governors noted the advice of the Headteacher that following recent changes in Regulations, they were required to post more detailed information about the governing body on the School website. It was agreed that all governors would submit to LJC a brief pen portrait of themselves by 5 October 2015 including a 100 word statement on why they wanted to be a governor.

7. Report of Chair's Actions and Activities

IR gave a verbal report of her actions and activities since the last meeting of the governing body:

- Attended A level results day. IR congratulated students and staff on their superb achievement.
- Attended PSA's Summer Fair. In future, PSA would consider combining this event with the Musicathon.
- Governors invited to support Christmas Fair on 27 November.

- Authorised School trips to China, Spanish homestay, trip to Leon, Cornwall art trip and Biology field trip. IR reported that a staff workshop for staff leading trips had taken place.

8. Report of the Headteacher

The report of the Headteacher as previously circulated was received.

a. Exam Results

The following documents which had been previously circulated were considered and comments and questions invited in response:

- Key performance indicator document summarising performance 2010-101
- Overview of GCSE Results 2015 (best)
- Overview of Pupil Premium Results 2015
- GCSE summary of subject results
- AS subject summary report 2015
- A2 subject summary report 2015
- ALPS VA analysis 2015
- A Level exam analysis from Head of Sixth Form

Governors were reminded that these results remain provisional as the School still await several re-marks and all progress data from RAISE is estimated as this data is not published until December. A full analysis of results would be submitted to the meeting of the Teaching & Learning Committee later in the term.

QUESTIONS FROM GOVERNORS

Q1 What steps are being taken to address the gaps in performance, especially in the performance of all student groups (PP, SEND, PHA) in Maths and the three year downward trend that has been established; the gap between the performance of Pupil Premium and non-Pupil Premium students and the performance of students in ICT at GCSE and A Level?

A1 The Leadership Team are currently working with subject leaders and other key staff to formulate an action plan to address the performance gap. The plan will be submitted to the T&L Committee for their consideration and monitoring.

Q2 What further information is available on those students who were not placed in higher education or employment at the time the report was written?

A2 All students have now been placed including some who have taken up apprenticeships and/or employment. We are working to develop stronger links with apprentice schemes; following the resignation of Marianne Harris-Stewart, Frances Keaveney has agreed to take on this role.

Q3 You report that the percentage of students taking up places in Russell Group universities 40% this year is 40%. What was it in previous years?

A3 We will identify this data and report to the next meeting of T&L committee.

b. Condition of Gym

Governors noted that in the last week of the holidays the gym was declared unsafe by structural engineers owing to significant weaknesses in the roof. This presents some considerable challenges, not least the relocation of gym lessons to the Main Hall. A bid will be submitted in January 2016 to fund improvements to the gym.

c. Change to Uniform

RA requested permission to vary the school uniform to provide girls with the option of wearing trousers as the current uniform does not comply with equality and diversity legislation. The School is in talks with Lester Bowden about providing a navy blue trouser that any student would be able to choose instead of the kilt.

AGREED ACTION

To introduce in time for winter, navy blue trousers as an option for any student who wishes to wear them

d. Staffing Update

- **New Staff Members**

Governors welcomed new members of staff throughout the School and looked forward to working with them.

- **Resignations**

Governors noted the following members of staff had either left the School or would be leaving in the near future:

	Reason for leaving
Phil Bird	Retirement
Holly Davey	Family commitments
Jackie Goodenough	Promotion at another school
Maryann Harris Stewart	Promotion at another school

Governors thanked staff who were leaving for their contribution to Rosebery and wished them well in the future.

Governors were saddened to hear of the recent death of two members of support staff. Sandra White had worked at Rosebery as School Finance Officer and acted as clerk to governors for a time. It was agreed that the Clerk would write to Ms White's family expressing condolences on behalf of the governing body.

Sarah Blackford, an exam invigilator who until 2013 also had a daughter at the School. RA had written to the family to extend condolences.

e. Safeguarding

RA distributed online application forms for the DBS process which every governor must complete. She reported that all staff had been DBS cleared.

9. Strategy Meeting

RO reported on a meeting of the Strategy Group held on 7 September 2015 and briefly outlined the scope of the discussion. Group members had identified a range of short, medium and long term options to improve the financial future of the School.

AGREED ACTIONS

- To undertake a feasibility study for the preferred options for presentation to a future meeting of the governing body.
- To record thanks to RO for organising and hosting the meeting.

10. Committees

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

AGREED ACTIONS

- To appoint the following Committee membership until the first meeting of the 2016/17 school year:

Finance & Staffing Committee: Richard Skinner (*Chair*), Sue English (*Vice Chair*), Ros Allen (*Headteacher*), Sue Boustead, Abby Janes, Tony McCartney, Isabel Ramsay, Rachel Sumeray, Dawn Reves/Sarah Clarke (*NG in attendance*)

Teaching & Learning Committee: Pam Barnsley (*Chair*), Rachel Sumeray (*Vice-chair*), Ros Allen (*Headteacher*), Helen Baker, Harish Bhayani, Sue Boustead, Maria Zuurmond

Pay Committee: Isabel Ramsay (*Chair*), Harish Bhayani, Sue Boustead, Tony McCartney, Russ Oliver

Premises Committee: Malcolm Hall (*Chair*), Russ Oliver (*Vice chair*), Ros Allen (*Headteacher*) Harish Bhayani plus one vacancy

Admissions Committee: Pam Barnsley, Harish Bhayani, Sue Boustead, Isabel Ramsay

Headteacher's Performance Management Committee: Pam Barnsley, Isabel Ramsay, Richard Skinner

First Hearing Panel: Pam Barnsley, Sue Boustead, Russ Oliver, Isabel Ramsay, Richard Skinner, Maria Zuurmond,

- To implement the following panels as necessary:
Pay Appeals Committee (4 members) to be chaired by Pam Barnsley
Appeal Panel (3 members)
- To disband the Communications and Engagement Working Group with immediate effect.
- To appoint the following members of the **Strategic Planning Working Group**: Isabel Ramsay (*Chair*), Ros Allen, Pam Barnsley, Malcolm Hall, Russ Oliver, Richard Skinner. The first meeting of this group would take place on 20 October 2015 at 5 pm at the School to review the feedback from the Sixth Form consultation.
- To establish an OfSTED Preparation Working Group with open membership.
- Chair and Vice-chair of Finance & Staffing Committee to meet to discuss succession planning for F&S Committee Chair.
- To appoint SEND Governor – Sue Boustead; Safeguarding Governor – Isabel Ramsay.
- The current Terms of Reference for all committees were confirmed until the first meeting of the 2016/17 school year.

11. Policies

Copies of the following draft Policies were received by the governing body:

- Lettings Policy
- Gifts & Hospitality Policy
- Charging & Remissions Policy.

Governors noted that the Lettings and Gifts & Hospitality Policies had been considered by the Finance & Staffing Committee and were recommended for adoption.

AGREED ACTIONS

- To approve the Lettings Policy, Gifts & Hospitality Policy and Charging & Remissions Policy as received.
- To delegate consideration and approval of all non-statutory policies in future to the relevant committee to report to the governing body.

12. Training

Sue Boustead, Link Training Governor, presented a printout of the Babcock 4S training undertaken since September 2014. The need for a strategic view and to ensure that governors participate in relevant regular training and governor development opportunities were emphasised.

AGREED ACTIONS

- all governors to notify SB of any training undertaken in the past year and
- all governors to submit feedback to SB of any training undertaken
- SB to collate governors' responses and produce report on areas for further development

13. Safeguarding Training

Governors received Safeguarding Training led by the Headteacher.

RA reported that in light of their procedures and practice, Rosebery LT has been recognised as exemplary exponents and are leading on training for safeguarding and particularly Child Sexual Exploitation in the county.

QUESTION FROM GOVERNORS

Q What steps have been taken to heighten parents' awareness of CSE?

A The School are organising a workshop for parents to help them know more about child sexual exploitation, recognise the signs and indicators of when a child might be being exploited, appreciate the impact child sexual exploitation can have on families and know what to do if they suspect a child might be at risk of this abuse.

14. Dates of future meetings

All meetings take place at 16.15 preceded by refreshments with the staff at 15.30 on

Tuesday 08 Dec 2015

Wednesday 16 Mar 2016

Wednesday 29 June 2016

Following three items of confidential business, the meeting closed at 18.50.

Chair

Date