



At a meeting of the Board of Governors of Rosebery School held at the School on Tuesday 6 December 2016 at 4 pm.

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

Ros Allen (RA) (*Headteacher*), Pam Barnsley (PB), Harish Bhayani (HB), Lesley Broome (LB), Sue English (SE), Malcolm Hall (MH), Rachel Sumeray (RS), Anne Randall (AR), Richard Skinner (RS) and James Waight (JW).

Clerk: Lesley Cassie

In attendance: 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 Carole Cook who had a previous commitment and Maria Zuurmond who was unable to attend as she was working abroad.

2. Declaration 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.

Governors were also advised to check their entry on Register of Business Interests posted on the Rosebery website for accuracy and advise the Clerk as soon as possible of any necessary changes.

3. Minutes of meeting held on 15 September 2016

The minutes of the meeting of the Board of Governors held on 15 September 2016 as previously circulated were received.

a. Approval

AGREED to approve the minutes subject to the following amendments:

• **Membership**

Change dates of resignation from Board of Governors for Abi Janes and Russ Oliver to accord with those given in Annual Report.

• **Membership of Committees**

Add *Lesley Duff* to membership of Teaching and Learning Committee.

The minutes as amended were then signed by the Chair.

b. Matters arising

There were no matters arising that were not for consideration elsewhere on the agenda.

4. Membership of the Board of Governors

The Chair welcomed Lesley Broome to her first full Board meeting and it was noted that there had been no further changes in membership.

5. 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:

- a Maths Learning Walk in view of areas of concern identified by OfSTED. IR commended learning walks as an organised and highly structured collaborative strategy to identify evidence of progress and areas for development. Learning walks, which are intended as constructive rather than judgemental, enable governors and staff to collect evidence, learn about what is happening and ask questions, helping the School understand how teachers teach, how learners learn and what gets taught to whom and when.
- regular meetings with the Headteacher offering support and focusing on promoting and maintaining high standards of educational achievement.
- meeting with Emma Byrne, SENCO, focusing on safeguarding/intervention for SEN pupils. IR had met with SEN pupils as part of this activity.
- responded to a parent's concern about the application of the School uniform policy.
- signed off an educational visit to Japan.
- observed Y9 PE assessments.

Governors **AGREED** to record thanks to PSA for the fantastic Christmas Fair and to the Music Department for the recent brilliant Christmas Concert.

6. Report of the Headteacher

Documents entitled *Headteacher's Report, Governor Dashboard 2016, OfSTED Questions, Rosebery Unvalidated Summary Report 2016* and *Safeguarding Audit* as previously circulated were received. In addition, an updated *Inspection Dashboard* was tabled. Governors were reminded that DL would be leading a data session for governors focusing on RAISE OnLine on 10 January 2017 at 6 pm, which governors were strongly encouraged to attend.

Questions and comments on the documents were invited.

Q1 How does the FFT Governor Dashboard relate to the OfSTED Dashboard?

A1 The FFT dashboard includes a wider range of school performance indicators which have been calculated by FFT, including value added pupil progress for all subjects, attendance by year group and a summary of strengths and weaknesses for the school. It gives governors more of the information you need to answer questions about how results and pupil progress compares to other schools, and see which pupil groups (e.g. FSM/pupil premium) are making good progress.

Q2 What do you see as the key issues on this report?

A2 Attendance is a key issue among a very small number of FSM and SEND K students. Attendance remains above 96% for the School as a whole which is very good although we do need to exercise caution in comparing year-on-year data. The report gives the percentage of sessions missed owing to overall absence for the past three years. However, while for 2014 and 2015 the percentage of persistent absentees is based on pupils who have been absent for 15% or more sessions, for 2016, the percentage of persistent absentees is based on pupils who have been absent for 10% or more sessions.

Q3 What is being done to address the issue of persistent absenteeism?

A3 Although there are relatively few persistent attendees, they remain difficult to engage and each student has her own reasons for non-attendance. Poor behaviour and attendance may be linked to personal challenges that pupils are facing or, in some cases, influences

from outside the school. We continue to employ the full range of strategies identified in the Attendance Policy including the deployment of two EWOs and regular attendance panels with Heads of Year and parents. In addition, Deputy Heads of Year are allocated to work specifically with the disadvantaged students in their year group and this work is having a significant impact on improving attendance among this cohort. We continue to endeavour to address each case on an individual basis.

Q4 What impact does persistent absence have on the data?

A4 Unsurprisingly, attainment amongst students who attend regularly is generally higher.

Q5 Is there any evidence of the role of gender in the absence levels?

A5 Difficult to assess in a single sex school. Research suggests that adolescent-onset disorders such as depression, anxiety and eating disorders show a marked female preponderance. We have a significant number of students with mental health issues, some very complex and serious. This higher level helps to contribute to a greater rate of persistent absenteeism.

Q6 We appreciate that it is difficult to identify like-for-like figures locally as Rosebery is the only all-girls' school in Surrey. Have you explored the issue with colleagues in other schools or other organisations?

A6 I will approach all-girls' schools in other authorities and report to a T&L Committee meeting. The support from Surrey's Attendance service who deal with the most serious of our attendance issues is very concerning. We are working with WPA who provide our additional attendance support to secure data from other similar schools.

Q7 How reliable are the forecast results?

A7 Changes in exams and grading continue to present a challenge despite the considerable work put in by departments and the Leadership Team to monitor and moderate to ensure consistency. The results of the mock exams will inform data which will be updated for the governors' workshop in January. All subjects will be graded A*-G except for English and Maths which will be graded 9 - 1. Data for the majority of cohorts in the Core subjects are looking positive, although there is still work to do to narrow the gap between the disadvantaged and non-disadvantaged, particularly in Maths.

7. Report from the Finance & Staffing Committee

The following documents as previously circulated were received:

- Minutes and confidential minutes of FS committee meeting 21 September 2016
- *Reserves Policy*
- *Appraisal Policy and Procedures*
- *Pay Policy*
- *Anti-corruption Statement*
- Chair's Update on Current Financial Position
- *Rosebery Academy Trust Annual Accounts and Report*

Governors noted RS's advice that:

- the School had ended the year in a financially healthy position.
- the policies presented had been approved by the FS Committee as delegated by the Board.

AGREED

- to approve Annual Report as presented;
- to record a vote of thanks to RS and the FS Committee for their hard work in ensuring the School were in a financially stable position.

8. Report from Teaching and Learning Committee

The following documents as previously circulated were received and questions and comments invited:

- Minutes and confidential minutes of TL Committee 11 October 2016
- *Whistleblowing Policy*
- *Staff Behaviour Policy*
- *Attendance Policy*

Governors noted PB's advice that the policies presented had been approved by the TL Committee as delegated by the Board.

RA advised that there were ongoing issues in relation to attendance as a result of the court case in the Isle of Wight. County have advised that it is not prudent to pursue penalty notices against parents whose children attend at least 90% of the time.

9. Report from Premises and Risk Management Committee

Governors received the minutes and confidential minutes of a meeting of the PRM Committee held 19 October 2016. MH invited questions and comments.

Q1 What arrangements are made for the monitoring of Health and Safety in the School?

A1 A Staff & Governors Health & Safety School Committee has been formed, is meeting regularly and reports termly to the PRM Committee. One of the areas on which we have focused is the arrangements for reporting accidents to ensure they are accurately and consistently recorded throughout the school.

Q2 Following the recent resignation of the Premises Manager, what steps have been taken to improve the upkeep of the buildings and surrounds?

A2 As an initial step, we have sought the advice of David Ramsay, an experienced Premises Manager at another school. Mr Ramsay advised that, in his opinion, the site was looking tired in some areas with poor weed control and grounds maintenance, neither of which reflects the ethos of the school nor provides a positive image for the organisation. On his recommendation, the site would benefit from the following actions:

- weed control and improved upkeep of plants and vegetation;
- windows and fascias to be cleaned;
- gutters to be cleared;
- more frequent maintenance of woodwork;
- assessment of unsightly and/or redundant wiring to be removed or put in good order;
- regular review of out of sight areas to prevent clutter and ensure a positive example is set for students;
- site team to become more focused on delivering excellence.

MH reported that a new Premises Manager, Gary Bruton, has now been appointed and was starting work with the school this week.

Q3 Could you tell us a little more about the SAFE Map mentioned in the Headteacher's Report?

A3 JG: As part of Priority 1 of the SDP, to ensure that students feel safe to learn in all areas of the school and that emotional barriers to learning are removed, a safe map has been completed by all students. These maps highlight areas where some students have indicated they do not feel safe including:

- Ebbisham
- around the swimming pool
- changing rooms
- around the Social Sciences building
- at the back of the Sports Hall

- Student Services

Results have been analysed and shared with the Leadership Team to ensure increased visibility in these areas at break and lunchtime. Largely, these are issues related to the state of some of these buildings and areas which must be addressed through CIF bids and redevelopment plans.

Q4 What is the issue with Student Services?

A4 There is some work to be done to ensure all staff in all areas are welcoming and supportive of students at all times. We are currently addressing this issue.

Q5 Have the findings been fed back to students? Did you find the results varied across year groups?

A5 HT: We have not yet arranged to feed back to students. I will explore this and report to the next meeting of the PRM. Interestingly, we could find no significant differences across year groups.

Q6 What progress is there on the CIF funded projects?

A6 The boiler plant upgrade is progressing well although obviously we are somewhat constrained by only being able to work on the boilers when they are not in use. We are currently redrafting the bid for refurbishing old gym. It is likely that we will need to contribute in the region of £50,000 to enable this work to go ahead.

Governors AGREED:

- to commend the School on undertaking the excellent initiative of the identification and analysis of where students feel safe in School.
- to a contribution of £50,000 towards the proposed CIF bid for the refurbishment of the old gym providing it goes ahead.

10. Report from Pay Committee

The Chair reported that the Headteacher's Performance Review Panel had met with the external advisor on Tuesday 29 November 2016; the Review had been followed by a meeting of the Pay Committee.

Q1 Can you give your assurance that all members of staff have had their performance reviewed for this year?

A1 HT: All teaching and associate staff have set objectives for the year ahead. We have worked hard to add rigour to the objectives this year in areas which require improvement. All staff who are on the Upper Pay Range, are a Lead Practitioner, hold a TLR or are on the LT have also had their leadership qualities evaluated and at least one objective set related to this area of their work.

11. Admission Arrangements 2018/19

The *Admission Arrangements 2018/19* as previously circulated were **APPROVED**.

Q1 How many applications have we received for students to join the Sixth Form next year and how does that compare to last year?

A1 So far, 202 students have applied to join the Sixth Form in September 2017. That figure is up from 185 at this point last year.

HB reported that a small group of governors had met informally with two current Sixth Form students, one of whom had returned to Rosebery after moving to another school's Sixth Form. Her main reason for returning had been that she felt more welcome and secure at Rosebery which, in her opinion, provided a more compassionate learning and social environment.

12. Safeguarding Report and Policy

Documents entitled *Safeguarding Audit and Policy* as previously circulated were received. Governors noted:

- the advice of the Headteacher that the Policy includes specific reference to all statutory requirements;

- the School are offering a range of training initiatives to bring all staff up to date.
- the need for governors to ensure that students are safe in light of Surrey's inadequate Child Protection services.
- the Safeguarding Policy as received is recommended for approval by the TL Committee.

The Chair, who is designated Governor for Safeguarding and Child Protection, introduced the Safeguarding Audit. The Audit is completed annually and provides statutory information to Surrey Safeguarding Children Board. It is designed to monitor where gaps are identified to ensure robust safeguarding procedures are implemented. The Audit forms the framework for the annual Safeguarding Report to the Board of Governors. Questions and comments were invited on the Audit and Policy.

Q1 According to the Audit, the Senior Leadership Team analyses all bullying incidents to identify trends and reacts accordingly. However, the analysis is not shared with governors. Could this be remedied?

A1 HT: I would be happy to share this information with governors and will add it to the dashboard in future.

Q2 What plans are in place to ensure staff are trained in all aspects of safeguarding including Early Help, Sexting and Peer on Peer Abuse?

A2 All staff receive safeguarding training and updates regularly through staff meetings or online courses regularly or at least once every year. It is not possible within the demands and constraints of the range of CPD required to ensure that every aspect of every topic is covered at all times. We endeavour to ensure that all staff are brought up to date as appropriate and that DSLs are fully up to date with all legislation and statutory and non-statutory safeguarding guidance.

Q3 In light of the demands placed on Surrey schools by DBS issues, do you have sufficient DSLs in post to cover needs?

A3 Having reviewed the situation carefully with the Leadership Team and with the Designated Governors, we have decided that the DBS staff team needs to be expanded. All heads of year and other members of staff are going to be trained as Deputy DSLs.

Governors **AGREED** to approve the Safeguarding Policy as received until the first regular meeting of the 2017/18 academic year. The Policy would be published on the website.

13. Self-evaluation and Impact of Governance

Governors broke into groups to discuss the contribution they had made to improve Rosebery School over the past year. Amongst the contributions identified were:

- played an active role in monitoring and evaluating the progress the school is making towards achievement of its aims and objectives;
- visited the School to become more informed about how it works, the ways the School is implementing policies and procedures and the effect that these are having in practice;
- supported the implementation of effective financial practices to ensure the School is operating on a sound financial basis.

The Headteacher recorded her thanks to all governors for their continuing contribution to the education of Rosebery students.

14. Dates of future meetings

Board of Governor Meetings:

Wednesday 22 March 2017 4 pm *Refreshments with staff from 3.30 pm*

Wednesday 28 June 2017 4 pm *Refreshments with staff from 3.30 pm*

Workshops

RAISE Online

Tuesday 10 January 2017

6 pm

Strategic Morning

Wednesday 3 May 2017

8.30 – 12.30 am

AGREED ACTIONS

ACTION	BY	RESPONSIBLE
Approve the minutes following amendment and publish on website.	10/01/17	Clerk
Approve Annual Report as presented	wie	ChFS/School
Record a vote of thanks to RS and the FS Committee for their hard work in ensuring the School was in a financially stable position.	wie	Clerk
Record thanks to PSA for the successful Christmas Fair and to the Music Department for the Christmas Concert.	wie	Clerk
Add analysis of bullying incidents to Dashboard in future.	wie	HT
Report to TL on absence levels in other comparable single sex schools nationally.	Summer term TL	HT/Clerk
Contribute £50,000 towards the proposed CIF bid for the refurbishment of the old gym if successful.	As required	ChFS/School
Commend the School on undertaking the initiative of the identification and analysis of where students feel safe in School.	wie	Clerk
Approve the Safeguarding Policy until the first regular meeting of the 2017/18 academic year. The Policy to be published on the website	wie	Clerk
Approve Admissions Arrangements 2018/19 as received.	wie	School

Following confidential business, the meeting closed at 6.30 pm.

Chair

Date