



Rosebery School

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At a meeting of the Board of Governors of Rosebery School held at the School on Wednesday 28 June 2017 at 4 pm.

Present: Isabel Ramsay (*IR*) *Chair*

Ros Allen (*RA*) (*Headteacher*), Sarah Ayers (*SA*), Pam Barnsley (*PB*), Harish Bhayani (*HB*), Lesley Broome (*LB*), Peter Dunbar (*PD*), Silke Elvery (*SE*), Sue English (*SE*), Malcolm Hall (*MH*), and Rob Mayo (*RM*).

Clerk: Lesley Cassie

In attendance: Gordon Cutter (*GC*) *Interim 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 Lesley Duff, Sue English, Richard Skinner, James Waight and Maria Zuurmond.

2. Welcome and introduction

The Chair opened the meeting by congratulating RA and the Leadership Team on the outstanding Rosebery OfSTED report and made a presentation in recognition of their contribution.

3. Declaration of Interest

The Clerk explained the protocol for declaring an 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. No interest was declared at this point.

4. Minutes of previous meeting

The minutes of the meeting of the Board of Governors held on 22 March 2017 as previously circulated were **APPROVED** as an accurate record. The Chair then signed a copy of the minutes. There were no matters arising.

5. Chair's Action and Activities

The Chair reported that since the last meeting, she had signed off educational visits and exchanges including a French exchange. She expressed her thanks to the students and staff involved in the GCSE Art Exhibition which showed the talent and skills of Rosebery's students to great advantage.

Governors were reminded that the A-level Art Show would be open in the School Hall following the meeting; governors were warmly invited to attend.

6. Report on OfSTED Inspection

The report on Rosebery School undertaken by the OfSTED Inspectorate as previously circulated was received. Governors commended the School on their achievement of such an outstanding and student focused judgement which reflected the positive culture of all aspects of the School.

Questions and comments were invited:

Q1 What are the advantages and disadvantages of an outstanding judgement?

A1 As well as the positive implications for the staff and students' perception of themselves, an outstanding judgement raises the reputation of the School in the local and wider community. Because it opens a range of professional development opportunities, it should improve the recruitment and retention of quality staff.

On the other hand, we need to be clear about the difference between outstanding and perfect. Such a judgement can lead to unrealistic expectations especially from some parents. There are also implications for capacity; we need to be careful not to over-stretch ourselves.

Q2 What does the judgement mean in terms of future inspections?

A2 We are mostly exempt from further inspections, providing we maintain our performance in results. DfE will undertake a distanced quality assurance check every year.

7. Report of the Headteacher

Documents entitled *Attendance Report, Governors Report June 2017, Key Stages 4 & 5 Data Spreadsheet, and Key Stage 4 Progress Update* as previously circulated were received. Questions and comments were invited:

Q1 Why do the public examinations start earlier and finish later?

A1 There has been a major overhaul in the examination structure in the last two years. In addition to all courses now being linear rather than modular, the coursework element has been removed. In addition to the implications for teaching and learning, this rapid change has presented difficulties for moderation. Staff and students have both been very stretched.

Q2 What progress has been made on refurbishing the gym and other premises improvement?

A2 I am pleased to report that work on the refurbishment of the gym and the roofing projects in Ebbisham, the canteen and the Sixth Form have begun. Numerous maintenance issues need to be addressed over the summer along with significant work on our ICT infrastructure – projects that will go on well into next year. We are grateful to the GC and the Facilities Manager for their careful management of these projects.

Q3 How would you describe the staffing position in comparison to previous years?

A3 It's comparable. The greatest difficulty is always presented by in-year resignations because teachers are not often available at short notice and we are therefore heavily reliant on agency staff.

Q4 Please update us on safeguarding.

A4 Our safeguarding team continues to meet formally every fortnight and informally much more frequently. Following the resignation of Emma Byrne, Claire Ramsay will take on the role of DSL #1 from September. We currently have two students on a CP Plan and a further five students who are either on Early Help or CIN plans.

Governors recorded their especial thanks to Emma Byrne SENCo, Caroline Gibbins and Pippa Wright for their outstanding work with teaching and learning in the School.

8. Budget 2017/18

A document entitled *Budget Plan 2017-18* as previously circulated and recommended to governors by the Finance and Staffing Committee was presented by Sue English, Vice-chair of F&S. SE reported that balancing the budget had proved challenging with some problems created by increased costs. Questions and comments were invited.

Q1 Do we have any firm indications of the likely financial benefits from joining the MAT?

A1 No but we do expect some benefits. GLF are currently working on financial arrangements. We will be liable for a partnership fee to GLF but there should be some savings from economy of scale.

Q2 What is the likely overspend on this budget plan?

A2 In the region of £170,000 which represents about 38% of retained funds. We believe it is appropriate to use reserves to support the budget.

Q3 I understand the Funding Agency has not yet finalised the formula funding. In view of that, how has this budget been calculated?

A3 We have based it on the Surrey formula. Although likely initial indicators suggest Rosebery will be a 'winner', we have been cautious in our projections.

Q4 Do we know when we will have clarity on funding levels?

A4 We should know by now but nothing has come out yet. There is a possibility of 'soft' funding.

Following proposal by Malcolm Hall, seconded by Harish Bhayani, governors **RESOLVED** to approve the budget as received. Governors recorded their thanks to Gordon Cutter for his contribution to effective financial management at the School in the interregnum.

9. Report from Committees

a. Finance and Staffing Committee

Governors **NOTED** that the F&S Committee had met on 20 June 2017 and that minutes would be available shortly. In the meantime, they considered a *Financial Report on the Out-turn for 2016-17* and **NOTED** that in view of a projected overspend, the Committee had decided to move some projects forward.

b. Report of Premises and Risk Management Committee

The minutes of the meeting of the PRM Committee held on 14 June 2017 as previously circulated were presented by Malcolm Hall, Chair of PRM. Governors **NOTED** the following:

- compliance monitoring document for Health and Safety issues is now in place and being updated regularly.
- Health and Safety Walk attended by MH/RS/GC/GB) had recently taken place and there was evidence of significant improvement on the premises front.
- Premises team is now functioning much more positively and pro-actively.
- GC continues to work with Synergy on the CIF Bids

Q1 What progress if any has there been on the future of the former Caretaker's House?

A1 We have encountered some difficulties in letting the house. Firstly, we discovered we need EFA approval for the let and secondly, there has not been much interest shown by potential tenants. We need to consider alternatives which must be tied into the wider plan for Rosebery site development.

Q2 If it were decided to sell the house after 1 September, who would get the money – us or GLF?

A2 It would come to Rosebery but it needs to be tied to a specific project.

MH extended his thanks to Gary Bruton and Gordon Cutter for their support and active engagement in improving the premises.

c. Report of Teaching and Learning Committee

The minutes of the meeting of the T&L Committee held on 7 June 2017 as previously circulated were presented by Pam Barnsley, Chair of T&L. Governors **NOTED** that the committee had:

- received a presentation on the Pastoral Care Programme in the School including an excellent presentation from Molly Powell, a Year 10 student, who had outlined the work of Wellbeing Ambassadors. The School were commended on their excellent pastoral care programme.
- received an update on attendance and Math & English results.

The importance of undertaking and reporting on governors' visits was recognised by the Committee and commended to governors. Visits to schools by governors can be enormously useful in helping them carry out their strategic role. That role is largely strategic and includes ensuring vision is being turned into reality, the ethos is being embedded and progress is being made against the strategic plan. Actually visiting the school in person provides a valuable insight into how the school operates as well as an opportunity to put other information in context. A well-planned programme of visits forms an important element of the governing board's strategic role.

Governors thanked Pam Barnsley for her exemplary service as a governor and especially as chair of the Teaching and Learning Committee and wished her well in the future.

d. MAT Committee

The confidential minutes of the meeting of the MAT Committee on 7 June 2017 as previously circulated were received. PB, who had chaired the meeting in the absence of IR, reported that the meeting had considered parental and staff feedback on the consultation.

Q1 Where are we with TUPE?

A1 The Headteacher and School Business Manager have met with GLF's HR and professional associations. Questions had been raised with regard to pensions and redundancies but no reply had yet been received from GLF. **AGREED** GC would chase up and report to the HT and Chair.

Q2 Have we had any response on the question of being a teaching school?

A2 No – while we recognise it is an intricate and complex bid, it is important that this matter is resolved as soon as possible.

Q3 Could we have a little more information on the proposed governance structure under GLF?

- A3 When the academy joins the MAT, there will be three tiers of governance rather than two. These three tiers will be:
- members of the MAT;
 - board of trustees of the MAT (the Board);
 - local governing bodies (LGBs) for each academy school.
- GLF's board of directors establishes a Local Governing Body (LGB) for each of its schools, with delegated powers. The delegated powers are detailed within the GLF Schools' Scheme of Delegation which clarifies the working relationship between the GLF Schools' Board, the LGBs and the CEO and the Executive Team. The Scheme of Delegation is posted on the GLF website.
- Q4** Is there a transition plan for our move to GLF?
- A4 The transition will be managed over the next year to bring Rosebery's leadership and governance structures into line with GLF.
- Q5** What about policies?
- A5 Finance and Personnel policies will change to come into line with GLF immediately; all others will remain the same for the moment.
- Q6** What about membership of the local governing body?
- A6 Membership of the LGB will be reduced to 9 to bring it into line with other GLF LGBs. Following the resignation of Pam Barnsley and James Waight, there are 14 governors of whom 13 are eligible to serve on the LGB as there is no staff representation on GLF LGBs other than the Headteacher. We will need to consider the best way to reduce the membership further to ensure a balance of experience and skills.
- Q7** Has the disposal of lands been signed yet?
- A7 Yes, RA signed it.
- Q7** Would it be possible for someone from GLF to come to a meeting to explain how the structure would work?
- A7 The Clerk will invite Sarah Lynagh to attend the Board meeting on 19 September 2017.

Following proposal by Pam Barnsley seconded by Sue English, governors **RESOLVED** to transfer the academy known as Rosebery School to GLF Schools (registered company number 07551959) whose registered office is Claygate House, Littleworth Road, Esher, England, KT10 9PN on 1st September 2017 (or such other date as the directors may from time to time resolve) and enter into all the necessary agreements and other documents necessary to effect this.

A written copy of the Resolution was then tabled and circulated for governors' signature.

Governors further **RESOLVED** to reduce to three (3) directors from 31 August 2107 or such other date as the directors may from time to time resolve. The nominated directors were **AGREED** as Ros Allen, Isabel Ramsay and Richard Skinner.

10. Feedback and follow up from April Strategy morning

A document entitled *Our Strategic Priorities* as previously circulated was received. Governors broke into groups to discuss and agree their contribution to the realisation of priorities 1 & 2. In feedback, the following questions were raised:

- How can we link these aspirations to student's journey to wider world?
- How do we test whether what we are trying to achieve is working?
- What will help the Leadership Team answer the questions about how the school is run?
- How wide is the Rosebery community? Who belongs? Who is excluded? How do we include the wider community?
- How could we reorganise the work of the GB to focus more on key priorities? Do we need more cross fertilisation?

Governors **AGREED**:

- to have a standing item on learning walks on future GB agenda.

- that the questions raised in the small groups would form the focus of the Governors' Strategic Morning to be held on 29 September 2017.
- to hold the postponed new governors tour of school on Governors' Strategic Morning.

11. Date of next meeting

Tuesday 19 September 2017 at 4 pm preceded by refreshments with the staff from 3.30 pm.

12. Closure

The Chair closed the meeting by thanking Pam Barnsley, Caroline Gibbins and Gordon Cutter for their professional and skilled contribution to the education of Rosebery students and wished them well in the future.

AGREED ACTIONS

ACTION	BY	RESPONSIBLE
1. Approve minutes of GB meeting held 22 March 2017.	wie	Clerk
2. Chase up response to HR questions and report to Chair/HT.	07/07/17	SBM
3. Approve the Budget Plan 2017/18 as received.	wie	SBM/RS
4. Transfer Rosebery School Academy to GLF on 1 st September 2017 (or such other date as the directors may from time to time resolve) and enter into all the necessary agreements.	01/09/17	Chair/RS/HT
5. Reduce to three directors from 31 August 2107 or such other date as the directors may from time to time resolve.	31/08/17	Chair/RS/HT
6. Include standing item on learning walks on future GB agenda.	Ongoing	Clerk/Chair
7. Questions raised in the small groups to form the focus of the Governors' Strategic Morning to be held on 29/09/17.	29/09/17	HT/Chair
8. Hold new governors tour of school on Governors' Strategic Morning.	29/09/17	Chair/NewGovs
9. Invite Sarah Lynagh to attend GB meeting on 19/09/17 and report to Chair & HT.	04/07/17	Clerk

ACCOMPANYING PAPERS

<i>Attendance Report,</i>
<i>Governors Report June 2017</i>
<i>Key Stage 4 Progress Update</i>
<i>Key Stages 4 & 5 Data Spreadsheet</i>
<i>Budget Plan 2017-18</i>
<i>Financial Report on the Out-turn for 2016-17</i>
<i>Minutes of Teaching and Learning Committee meeting 07/06/17</i>
<i>Minutes of Confidential MAT Committee meeting 07/06/17</i>
<i>Minutes of Premises and Risk Management Committee meeting 14/06/17</i>
<i>Resolution to transfer to GLF</i>
<i>Our Strategic Priorities</i>

Following confidential business, the meeting closed at 5.55 pm

Chair

Date