

## BACKWELL SCHOOL GOVERNORS

### **Minutes of a meeting of the BOARD OF GOVERNORS held at the school on Wednesday 12 July 2017 at 7.00 pm.**

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#### **Present**

Mr M Moloney (Chair), Mr J Nunes (Headteacher), Mrs M Edwards, Mrs N Gumm, Mrs F Harper, Mrs A Hayden, Mrs S Henderson, Mr D Lewis, Mr H Parker, Mr J Phillips, Mrs J Ramplin, Mrs M Short, Mr J Swanson, Dr D Turk and Mr R Willcox.

#### **In attendance**

Mr B Houghton (Deputy Headteacher), Mrs W Farrier (School Business Manager (SBM and Clerk to Governors), Mrs H Sparling (minutes), Mrs Ann Roberts (BSA) and Mrs H Talbot (BSA).

#### **347 Welcome**

The Chair welcomed Mrs Roberts and Mrs Talbot from the Backwell School Association to the meeting.

#### **348 Apologies for absence**

Apologies had been received from Mr Hatcher, Mr Light and Mr Mayler.

#### **349 Declarations of interest**

There were none.

#### **350 Minutes of meeting held 17 May 2017**

Were agreed as a correct record.

#### **351 Matters arising**

##### **(a) Head's Report (332)**

The Head confirmed that number for Year 7 intake now stood at 270, down from 272 following the withdrawal of a couple of students.

##### **(b) MAT Update (339)**

The SBM advised that as a company it was possible to extend the accounting period, however the EFSA would still require accounts to be drawn up as at 31 August 2017, so there was nothing to be gained.

##### **(c) Complaint from parent / review of Enrichment Week offering (343d)**

Mr Swanson advised that he had not yet met with the Enrichment Week team to look at the trip offering for next year.

### 352 **MAT Update**

The Chair briefed governors on the various meetings that had taken place since the May Board of Governors' meeting, including the MAT consultation and TUPE meetings, as well as the various meetings of Headteachers, Chairs of Governors and whole MAT Group meetings. The next whole MAT Group meeting was due to take place on Wednesday 19 July. Details about the Central Services offering and associated top slice costs were still awaited. He advised that he had made it clear at the group meeting that Backwell School was in a strong position financially and that Backwell School governors would not be willing to put the school's financial position at risk; and without information about the top slice costs governors would not be able to make any decision. The proposed date for joining the LSP MAT was now 1 December 2017. The possibility of the need for an Extraordinary meeting of the Board of Governors to make a final decision about joining the Trust was discussed and will be considered if necessary in the Autumn.

### 353 **Head's Report**

Governors received and noted paper A, Head's Report. The Head advised that since the report had been written Mendip had won the House cup, Ava Drummond in Year 7 had come third in the national MFL Spelling Bee final, a number of dance students had taken part in the national finals of The Great Big Dance Off, and Chloe Hayden had been awarded an Arkwright Scholarship which identified future leaders in Engineering. There were no results for Sports Day as this had been postponed until 18 July due to the weather.

### 354 **School Development Plan 2017-18**

Governors received paper B, School Development Plan 2017-18, noting that the format had been changed slightly. Four key areas for development had been identified as:

- Progress, in particular disadvantaged students with low prior attainment and SEN needs.
- Home Learning – looking at the quality and regularity of home learning set.
- Attendance and Punctuality
- Personal Development Curriculum, in particular PHSE, careers and the social, moral and spiritual education offering during Tutor Time.

The Head advised that he aimed to review the plan regularly with governors over the course of the forthcoming year. The Chair thanked the Head for his work on the SDP, He felt it was a much more focussed document. Mrs Ramplin asked for the acronyms to be spelt in full to make things clearer.

**Action:** *Acronyms in SDP to be written in full.*

### 355 **Chair's Business**

The Chair advised that he had obtained a copy of the Governors' Welcome Pack issued by the North Somerset Governor's Association and asked Mrs Ramplin to review it with a view to whether additions were required to the Backwell Governors' Handbook.

**Action:** *Mrs Ramplin to review the Governors' Welcome Pack.*

On behalf of the Board of Governors, the Chair thanked the Head and the School Business Manager for all their hard work related to the MAT process over the last year. In particular the Chair wished to thank the Head for a fantastic year as Interim Headteacher.

## 356 Clerk's Business

### (a) Health and Safety Policy Statement

Governors received paper C, Health and Safety Policy Statement for approval. The Clerk advised that no changes had been made. Governors approved the policy.

### (b) Charging and Remissions Policy Statement

Governors received paper D, Charging and Remissions Policy Statement for approval. Governors approved the policy.

### (c) SEN Report 2017-18

Governors received paper E, SEN Report 2017-18 for approval, noting that the document outlined the school's SEN provision and was required to be displayed on the school website. Governors agreed the SEN Information Report 2017-18 for publication.

### (d) Trips for approval

Governors received paper F, Planned Trips for 2016-17, and approved the following trips. Governors noted that the trip to the BBC Proms at the Royal Albert Hall was a late-notice opportunity. All proper risk assessments had been carried out.

<b>Forthcoming Category C (high risk and/or residential trip) for Governing Body approval</b>	<b>Date of Trip</b>	<b>Type</b>	<b>Year Group</b>	<b>No of students</b>
BBC Proms at the Royal Albert Hall, London	22-23 July 2017	C	Mixed	42
<b>Retrospective Category A and B (low to medium risk) for Governing Body information</b>	<b>Date of Trip</b>	<b>Type</b>	<b>Year Group</b>	<b>No of students</b>
Carnegie Lunch, Churchill School	19 June 2017	A	Mixed	29
History trip to M Shed	21 June 2017	A	Year 9	14
Philosophy and Religion trip to Bristol Mosque	28 June 2017	B	Year 10	19
Oxford University	29 June 2017	B	Year 12	24
Spanish Spelling Bee Final	30 June 2017	B	Year 7	1

### (e) Panel meetings to note

Governors noted that the Discipline panel had met on 12 June 2017 to consider the Stage 4 exclusion of a Year 9 girl. The panel consisted of Mr Moloney, Mrs Edwards and Mrs Hayden.

### (f) Membership of governing body

The Clerk advised that Mrs Ramplin's term of office as an appointed governor had expired on 4 May 2017. Mrs Ramplin indicated her willingness to stand for a further

term of office. Governors unanimously agreed that in accordance with Article 59 of the Articles of Association, Mrs Ramplin be appointed to serve a further term of four years as appointed governor. This minute would form a written resolution of the Members dated 12 July 2017.

357 **Student Council**

The Chair had attended a recent Student Council meeting and, in the absence of Student Council members, updated governors on the topics discussed.

358 **Curriculum Committee**

Governors received the minutes of the meeting held 7 June 2017, noting that they had not yet been approved as the committee had not met since. Mrs Harper reported that the meeting had had a very interesting presentation from Rose Hayward on the Extended Project Qualification.

359 **Finance and Buildings Committee**

Governors received the minutes of the meetings held on 3 May 2017 and 28 June 2017 and noted that the long-term financial forecast was looking much better. The SBM briefed governors on the latest status of the two buildings projects: CIF and PSPB2. With regard to the CIF project, the heating project planned for the summer holiday would not now start as the contractor had withdrawn. This would now go out to tender again with a view to completion by next summer. Re the PSPB2 project, no bidders had been forthcoming. The SBM was due to meet with the EFSA to discuss the possibility of the school delivering the project rather than the EFSA.

360 **Approval of Budget 2017-18**

Governors received paper G, Backwell School Income/Expenditure Report for approval. The SBM advised that this included Fair Funding with effect from 2018-19, and all known staffing changes. There were a few in-year deficits, however the budget currently balanced for the next five years. The Chair queried the Total Indirect Employee Expenses. The SBM explained that this included deficit recovery for the Local Government Pension Scheme which increased every year.

Governors approved the budget for 2017-18.

361 **Responsible Officer Report**

Governors received paper H, Internal Audit Report on Governance, Business Continuity and Risk Manager. The findings were good/excellent with one recommendation that in future all committee minutes should be signed by the Chair of the committee once agreed.

362 **Reports from governors**

- (a) **Governors' Association of North Somerset** – Mrs Ramplin advised that she had been unable to attend the last GANS meeting. She wanted to assure herself of the usefulness of GANS before agreeing to join the committee.
- (b) **Training** – Mrs Harper advised that she had been unable to attend the last meeting. Any future Training Forum meetings would have to be paid for on a pay-as-you-go basis as the school no longer subscribed to Governor Services. In

future it would be necessary to look at alternative providers of governor training, including NGA and the LSP.

- (c) **Health and Safety** – Mr Parker reported that the Health and Safety Committee were due to meet the following day.
- (d) **Backwell Equalities Group (BEG)** – In Mr Mayler's absence, the Head advised that following a visit by a Bristol group, Refugee Rights, some of the students involved had been holding assemblies on the subject that week. The visit had been very inspiring and challenged students' understanding. Work would continue in this area next year.
- (e) **SEN** – Nothing to report. Mrs Hayden and Mr Phillips hoped to meet Mrs Osborne, the new SENCO, in the new academic year.
- (f) **Child Protection/Safeguarding** – Nothing to report.
- (g) **IAG** – Nothing to report.
- (h) **Healthy School Committee (SNAG)** – Nothing to report.
- (i) **BSA** – The Chair thanked BSA for all their hard work in reinvigorating the BSA. This year's events included the ceilidh as well as various interval bars at school events and concerts. The BSA had raised over £6,000 this year, making a total of £10,000 available funds, and were keen to find a worthy project. The Head advised that, having met with the SBM, they felt that the monies would be well spent on a project to renovate the main theatre (floor, seating etc.).
- (j) **Enrichment** – Mrs Harper had visited school during Enrichment Week and saw a number of Base Backwell activities. She advised that in the light of the terrorist attacks in London, the trip to London had been fully discussed and adjustments made to the itinerary accordingly.
- (k) **Teaching School Alliance** – Mrs Edwards briefed governors on the recent meeting of the NSTA Strategic Group and the bid for funding from the Secondary Schools' Strategic Improvement Fund. Unfortunately the NSTA were not successful in their expression of interest, however the NSTA/LSP had then put in a subsequent bid to look at in-school and cross-school variance. The school had gained accreditation as a NPQ awarding body (National Professional Qualification) for middle and senior school leaders, with Headteacher accreditation due to be added in 2018-19. The Women into Leadership and Physics TSST programmes would continue next year.
- (l) **Pastoral Link** – Mrs Edwards had attended a Pastoral Leaders meeting. The meeting had discussed the forthcoming staffing changes in the Pastoral system and the focus on improving lateness of students.
- (m) **Pupil Premium/LAC** – Nothing to report.

### 363 **Student Council**

The Chair briefed governors on the recent Student Council meeting, where discussion had focussed on lateness and appropriate sanctions.

364 **Governors' contact with the school**

Mrs Ramplin had attended the A Level Art Show and was very impressed with the quality and variety of work on display; a credit to the Art Department. Mrs Short had worked with the SBM on the due diligence information from the LSP and on the CIF/PSPB2 projects. Mrs Harper and the Chair had heard some fascinating EPQ presentations. Mrs Edwards and Mrs Hayden had both been in school when the lockdown practice had taken place. Mrs Hayden also commented that she had been very impressed by the care and attention given by Mrs Capel-Davies, the Head's PA, in supporting a small group of vulnerable girls through the exam season, and asked for her thanks to be passed on. The Chair echoed her sentiments. Mr Parker had attended Year 8 parents' evening as governor representative. The Chair had attended a number of MAT meetings, including the parents' consultation and the governors' MAT meeting. He had also met three times 1:1 with the Head, attended the excellent Art Exhibition and also the Stage 4 Exclusion hearing.

365 **Dates of next meetings**

Governors received and agreed paper I, details of governors' meetings for 2017-18.

*(Post meeting note: the Board meeting scheduled for 20 September was subsequently been brought forward to 13 September 2017.)*

366 **Any other business**

- (a) **Thank you** – The Chair thanked all the governors for their contribution and support over the course of the last year. Mrs Edwards in turn, thanked the Chair on behalf of the Board of Governors for all his hard work as Chair of Governors over the last four years; he had been an exemplary critical friend.
- (b) **School uniform - Shorts** – Mrs Henderson enquired whether the school intended to review the school uniform policy following the issue with shorts recently? The Head replied that there were no plans to change the school uniform to include shorts. The recent adjustment made, whereby the Head had allowed students to wear PE shorts in exceptionally hot weather, had worked well.
- (c) **Link Governors** – Mr Swanson suggested that improvements could be made to the way in which Link Governors worked with departments, perhaps by submitting reports following meetings. Governors noted that under a MAT the local governing body would be more curriculum-oriented and require a change of focus, so reports on meetings would be useful. In addition, Mrs Ramplin had recently produced a protocol for governor visits which was yet to be implemented.

367 **Exclusion of observers and confidential minutes and reports**

Governors agreed (a) that observers be excluded from the meeting during consideration of the following business in that publicity at this stage would be prejudicial to the public interest; and (b) that in view of their confidential nature, in that publicity would be prejudicial to the public interest, the accompanying reports be kept in a confidential Minute Book by the Clerk for an unspecified period and not be open to public inspection.

*Mr Houghton, Mrs Roberts and Mrs Talbot left the meeting.*

368 **Staffing Committee**

Governors received and noted the minutes of the meeting held 21 June 2017. Under item 293(c), the Chair wished to clarify that he had not met with the member of staff concerned in a formal meeting; they had met, incidentally, in the corridor.

369 **Any confidential matters**

There was none.