

SAMUEL WHITBREAD ACADEMY (SWA) – GOVERNING BODY MEETING

Wednesday 30th January 2019

MINUTES

1	APOLOGIES FOR ABSENCE & DECLARATION OF PERSONAL INTEREST The new Clerk to the Governing Body was introduced. Apologies - One apology for absence was received from a Governor. This was accepted. Declarations of Interest - There were no declarations of personal interest.
2	MINUTES OF THE PREVIOUS MEETING Governors confirmed they had read the last minutes from the 11 th December 2018. The minutes from the Local Governing Body (LGB) meeting on the 11 th December 2018 were agreed. No other matters arising.
3	HEADTEACHERS REPORT The Headteacher gave a verbal report and confirmed that he will alternate verbal and written reports at LGB meetings. His verbal report included: <ul style="list-style-type: none">• Pride in recent school successes in sport.• Confirmation that staff absences have been covered internally and with short term specialist supply.• Appointment of a Maths & Physics Professor and a Head of Geography.• Update on Senior Leadership Team (SLT) 1-2-1 meetings with Year 11s to discuss life goals, next steps etc. He confirmed pupils have been given revision and mental health booklets in these meetings.• Recent utilisation of curriculum expert software to look at financial efficiencies of staffing, curriculum, timetable etc.• Increasing the number of BTECs offered by the school, providing different pathways for students.

<p>4</p>	<p>CHAIR OF GOVERNORS REPORT</p> <p>The Chair gave a verbal report highlighting her focus for this term and what she is doing next.</p> <p>This term the Chair has been meeting with the Headteacher, understanding her role and organising a structure around the Governing body and the meeting agendas. The Chair has been recruiting a new Clerk.</p> <p>The Chair will be continuing to learn her role alongside the Clerk, gaining strategic knowledge with the Headteacher, and gaining an understanding of how resources from BEST can be best utilised e.g. Governor Training.</p>
<p>5</p>	<p>SEF/SDP & School Improvement Plan</p> <p><u>School Development Plan (SDP)</u></p> <p>All the SDPs have been updated and are available to Governors. The individual plans are to be used by Link Governors as the starting point for their discussions when visiting staff. How the school is performing against the overarching SDP is assessed by the Head and Chair regularly.</p> <p><u>School Improvement Plan</u></p> <p>A copy was distributed to Governors and is available on the school website. Members of the SLT have been visiting other schools to share knowledge.</p> <p><u>Self Evaluation Form (SEF)</u></p> <p>A copy of the Executive Summary was distributed to Governors. A new way of recording appraisals with simplified paperwork has been introduced.</p> <p><u>The new praise system</u></p> <p>Governors were given a presentation on the redevelopment and relaunch of the praise system. A Praise Guidelines document was distributed to the Governors.</p> <p>Examples of praise posters based on values e.g. equality were given out as well as badges, as an example how milestones will be recognised. Certificates and vouchers will also be used.</p>

	<p><u>Feedback on the LA safeguarding audit</u></p> <p>The documentation is now available to Governors.</p> <p>A safeguarding audit took place two weeks ago. The outcome was positive, showing good monitoring and reporting.</p> <p><u>Update on attendance and the new detention system</u></p> <p>C-POMS is used to record areas of concern. Documents recording C-POMS incidents and showing attendance and exclusion data were distributed to Governors.</p> <p>The Local Authority (LA) has asked if the school can get involved in helping other schools with how they work with Child and adolescent mental health service (CAMHS).</p> <p>Governors were made aware that from the attendance data pupil premium for Yrs 9 & 10 is above the national average. The school is working to improve this. Exclusion data is up, but we are below the national average, apart from with permanent exclusions. Governors commented that they want to support the school in raising these statistics.</p>
6	<p>DATA – STANDARDS</p> <p><u>English Baccalaureate (EBacc)</u></p> <p>Strategic planning and consultation with Governors is required regarding the EBacc and the best approach to encouraging languages in line with new targets. OFSTED will place importance on this.</p> <p><u>Mock analysis</u></p> <p>A Mock Analysis document was distributed to Governors. Predictions remain important to OFSTED and for setting aspirations.</p> <p>Governors discussed plateaus that had occurred with specific groups in specific subjects. The Headteacher commented that they would put in measures to ensure performance continues.</p>
7	6 TH FORM

	Documentation is now available to Governors and will be discussed at the next meeting.
8	<p>THE EDUCATION INSPECTION FRAMEWORK</p> <p>A draft document for consultation was distributed to Governors.</p>
9a	<p>AOB – POLICIES FOR APPROVAL</p> <p>The following polices have been distributed to the Governors for approval. Governors agreed that policies should be reviewed and fed back via a new process, co-ordinated by the Chair.</p> <p>Sex Relationships Policy Pupil Premium Policy High Attainers Policy Examinations Policy Equality Policy Educational Visits Attendance Policy Emergency Evac & Invac policy Fire Safety Management policy</p>
9b	<p>AOB – GOVERNOR MARK</p> <p>A presentation was sent and documentation distributed to Governors. Work has begun on this. Governors will be kept in touch with regards to our progress.</p>
9c	<p>AOB – IDSR</p> <p>The Secondary Inspection Data Summary Report was made available to Governors. A summary of the report document was presented.</p>
9d	<p>AOB – SLEEP RESEARCH</p> <p>Governors were provided with a copy of the sleep research questionnaire and permission letter.</p>

	<p>The Student Leadership Group (SLG) chose to look at mental health and then narrowed it down to sleep and then to social media. Feedback on the sleep research to be given to Governors by next meeting.</p>
9e	<p>AOB – OTHER</p> <p>No other business.</p>
10	<p>UPCOMING SCHOOL EVENTS & GOVERNOR ATTENDANCE</p> <p>A Governor will attend the Spring concert and Year 9 Drama Production.</p> <p>Governors were reminded they need to attend 1 Link feedback session before the next Governors meeting.</p>
11	<p>NEXT MEETING DATE</p> <p>The next meeting date was confirmed as Wednesday 27th March 2019.</p>