

**MINUTES FROM THE FULL GOVERNING BODY MEETING OF BELVUE SCHOOL**

**Date** Wednesday 3<sup>rd</sup> February, 2016

**Time** 5:30pm

**Location** Belvue School

**Present**

<b>AB</b> Mr Andy Baxter	Co-opted Governor	<i>(Chair to the Governors)</i>
<b>JS</b> Mr Jay Shah	Parent Governor	<i>(Vice Chair to the Governors)</i>
<b>SO</b> Mrs Shelagh O'Shea	Head Teacher	
<b>NH</b> Nicola Harmer	Co-opted Governor	
<b>JA</b> Jo Andrews	Co-opted Governor	
<b>LL</b> Liz Lyons	Co-opted Governor	
<b>SW</b> Sophie Winwright	Staff Governor	

**Attending**

<b>DML</b> David M Laird	Clerk to Governing Body
<b>LW</b> Lyn Woodstock	Observer

	<b>Item</b>	<b>Comment</b>	<b>Action</b>	<b>Whom/When</b>
	Full Governing Meeting Pre-Cursor	<p><u>Presentation on Ken Acock Centre</u> SO gave a presentation on the on-going plans for the Ken Acock Centre which will be the site of the Post 16 Sector of the School.</p> <p>For further information, please see attached reports and plans as required.</p> <p><u>Note</u> Margaret Allan – School Improvement Partner (Ealing Council)</p>		

		<p>was present during this presentation.</p> <p><u>Presentation on Governors Roles, Responsibilities and Ofsted Requirements/Inspections.</u> Margaret Allan (School Improvement Partner, Ealing Council) gave a presentation on the role and responsibilities of Governors and their requirement for active involvement in the School's Improvement.</p> <p>For further information, please see attached Presentation Documents along with Extracts from Ofsted Grade Descriptors for Overall Effectiveness.</p> <p>Margaret Allan left meeting after presentation and prior to disposition of FGB's business as per published Agenda.</p>		
1	Apologies	None recorded		
2	Authorised/Unauthorised Absence	<p><u>Authorised Absence</u> JA will be absent from Full Governing Body meeting scheduled for Wednesday 9<sup>th</sup> March, 2016 due to surgical appointment.</p> <p>No other authorised or unauthorised absence recorded.</p>		
2.1	Governing Body Membership	<p>AB clarified that LW Lyn Woodcock's term of office as a Governor (Local Authority Appointed) has expired. It was noted that this was only discovered prior to the start of the FGB Meeting (03/02/2016) and was never communicated to LW by the previous clerk.</p> <p>AB profusely apologised to LW for this miscommunication. AB advised meeting that LW will file the necessary application with the Local Authority to renew her term as a Governor. Her application for renewal is subject to approval by the Council's Governor Services.</p> <p>As of 3<sup>rd</sup> February, 2016 the composition of the Governing Body is:</p>		

		<p><u>Governors</u>  AB – Co-opted Chair of Governors (01/09/14-31/08/18)  JS – Parent Vice-Chair of Governors (01/09/14-31/08/18)  NH – Co-opted Governor (01/09/14-31/08/18)  JA – Co-opted Governor (01/06/15-31/05/19)  LL – Co-opted Governor (25/11/15-24/11/19)  SW – Staff Governor (01/09/15-31/08/19)</p> <p><u>Ex-officio</u>  SO – Headteacher, Belvue School  DML – Clerk to the Governing Body</p> <p><u>Notes</u>  1. Governors’ term of office is 4years and subject to renewal by election or by being co-opted.  2. LW’s membership on the Governing Body will be reinstated after approval from the Local Authority.</p>	DML is to submit new Governing Body Membership to Ealing Governor Services.	
3	Declaration of Interest	None recorded		
4	Minutes - Full Governing Body Mtg (25/11/2015)	<p>Minutes of the Full Governing Body was previously circulated for reading by Governors.</p> <p><u>Corrections</u>  Pg 2 – LL was co-opted as Governor and not elected.  Pg 3 – to read “NH said that Ofsted were looking at year on year progress and what deal the pupil’s were getting at Belvue School”.  Pg 3 – to read “premium”  Pg 4, para 1 – to read “JA reported that her partner”  Pg 5 – para 2 (Woodland Classroom) – to read “JA suggested that the layout of the classrooms should involve pupils and incorporate spatial awareness and specialist furniture”.</p> <p><u>Acceptance of Minutes</u>  Minutes of Full Governing Body meeting – 25<sup>th</sup> November, 2015 accepted as published with corrections as listed above.</p>		

4a	Matters Arising <i>Minutes - Full Governing Body Mtg (25/11/2015)</i>	<p><u><i>Governing Body Membership &amp; Training</i></u></p> <ol style="list-style-type: none"> <li>1. As outlined in Item 2.1 above.</li> <li>2. LL was co-opted as a Governor after the expiration of her previous term of office.</li> <li>3. SW was elected to replace Sukhveer as Staff Governor; appropriate Governor Application forms/docs have been submitted to Ealing Governor Services.</li> <li>4. JA/NH/SW attended appropriate training in Prevent Training, FGM and Safeguarding.</li> </ol> <p><u><i>Music Post</i></u></p> <p>SO confirmed that the school required a Music Teacher but this has been filled internally so the school is recruiting for a teacher to back fill the post.</p> <p><u><i>Correspondence</i></u></p> <p>With reference to Item 8 (Minutes – FGB, 25/11/2015), SO confirmed that she sent a letter invited parents to a meeting to which they accepted and related issues have since been resolved.</p>		
5	Headteacher's Report	<p>SO submitted her report to the Governors for review and further comment.</p> <p><u><i>Five Year Vision</i></u></p> <p>As outlined in Headteacher's Report.</p> <ol style="list-style-type: none"> <li>1. JA queried if there were any issues regarding funding for Post 16 School? SO clarified that colleges were main competitors and as long as it remains a school and not change its status to Further Education, the funding is not likely to be affected.</li> <li>2. JA highlighted that all local schools are providing something similar and but that Belvue USPs are that it's local, focused and will provide a highly specialised support service during the transition period (Post 16 stage).</li> </ol> <p><u><i>ICT Vision for School</i></u></p> <p>As outlined in Headteacher's Report.</p>		

		<ol style="list-style-type: none"> <li>1. AB queried if the LearnPads have fallen into disuse? This can be referred to in the Belvue School Timeline 2016 (Appendix 1) document as circulated to Governors.</li> <li>2. JS queried if the back end line will work properly after Upgrade to IT Systems.</li> <li>3. JA suggested the use of Google Files as a new option for reducing electronic storage issues within the school.</li> <li>4. SO stated that staff has directed to clear electronic databases of unused electronic documents and electronic files. This will aid the storage expansion on the school's network. Electronic Files and unused documents will be disposed in accordance with the school's data policy.</li> </ol> <p><u>Autumn Term Data</u> As listed in Headteacher's Report. Year 12/13 and Keystage 3 &amp; 4 Performance Data Document (Appendix 2) was circulated for Governors review.</p> <ol style="list-style-type: none"> <li>1. JA queried why there was an increase in the AV number for Science. SO stated that there was an expansion/increase in the Science subject apparatus – teachers with specialist experience, more equipment and Science room expansion. It is noted that more money has been spent to develop Science Subject over the last term.</li> <li>2. AB queried why there is a less AV in Maths. SO stated that she met with and will continue to meet with Maths Curriculum Coordinators to enquire what is happening.</li> <li>3. SW highlighted that as a teacher of Maths, the published data does not reflect the progress the pupils make as it does not always fit into Assessments categories as they are more standard as opposed to being school specific, however this should be rectified when Assessment without Levels is implemented.</li> <li>4. SO highlighted that Assessment levels are being changed for the next academic year and comparators with other schools will differ due to the impending change.</li> <li>5. JA queried if figures in standards will change due to students who have completed GSCE levels have moved on from Belvue. SO outlined that progression is to be looked at over time. Cohorts are different and as they change with</li> </ol>	<p>JA to provide information to SO for further consideration and consultation.</p> <p>SO and SLT will continuously educated staff on electronic storage.</p>	
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- time, SO highlighted that it becomes more complex to check progress.
6. SO highlighted that is important for target setting across subjects and key stages to be challenging and the school sets targets using progression guidance. It is noted that there are variances across the stages and subjects.
  7. Progress in KS5 is noted as being disappointing with the hope of quick improvement.

Staffing Structure

SO circulated a Draft Staffing Structure (Appendix 3) for consideration and further review by Governors.

Although there is a detailed proposed staffing structure, SO recommended for Governors consideration, the appointment of (2x) Deputy Heads and (2x) Assistant Heads. With the appointment of a Second Deputy Head, they overall burden of the management of two sites (*when Ken Acock Centre/Site opens*) will be equally divided.

Draft Staffing Structure deferred for further discussion and consideration by Governors at next meeting.

Redundancies

SO explained that discussions are ongoing on the options available to the incumbency of (7x) Teaching Assistants.

For ease of reference, see Item 6 (Headteacher's Report) which outlines the costing associated with any redundancies (if that were to occur).

SO further highlighted the TAs are required to have at least a Level 2 Qualification and they undertake some supervisory work of classes when teachers are not present. It is proposed as an option to make redundant all Level 7 Teaching Assistant. It is noted that the Local Authority will be responsible for meeting the redundancy costs (totalling £48,463.98) but Belvue will be required to pay Early Retirement Costs totalling £92,034 (as published in Headteacher's Report).

		Deferred for further consultation and consideration by Governors.  <u>Continuation of Headteacher's Report</u> Due to time constraints, AB deferred the remainder of Headteacher's Report as published for FGB Meeting (03/02/2016) for continuation and disposal at next FGB Meeting.		
6	Director's Report	Deferred to Full Governing Body Meeting scheduled for Wednesday 9 <sup>th</sup> March, 2016.		
7	Governors' Training	Deferred to Full Governing Body Meeting scheduled for Wednesday 9 <sup>th</sup> March, 2016.		
8	Correspondence	Deferred to Full Governing Body Meeting scheduled for Wednesday 9 <sup>th</sup> March, 2016.		
9	Any other Business	<u>Residential Trips</u> Governors approved the following Residential Trips: 1. Year 11 – Beer, Devon (Sunday 12 <sup>th</sup> – Thursday 16 <sup>th</sup> June, 2016 2. Post 16 – Isle of Wight (6 <sup>th</sup> – 10 <sup>th</sup> June, 2016)		
10	Next Full Governing Body Meeting	Full Governing Body Meeting <b>Wednesday 9<sup>th</sup> March, 2016 at 5:30pm.</b>		
11	Close	AB adjourned meeting at 8:10pm and deferred all remaining items for discussion and consideration to next FGB Meeting.		

Chair of Governors

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Northolt  
Middx, UB5 6AG

David M Laird  
Clerk to the Governing Body

Date