

The Friary School

Minutes of a Meeting of the Governors held in the School on Tuesday, 11 November, 2008 at 5.00 p.m.

Present: Mr. S.W. James (Chair), Mr. D.A. Gleig, Mrs. F. Robertson, Mrs. J. Arnstein, Mr. S. Cox, Mrs. J. Davison, Mr. R.E. Cox, Mr. I. James, Mrs. C.J. Rovetto, Mrs. P. Beale, Mrs. J. Gleig, Mr. C.A. Linster, Mr. F.K. Forster, Mr. J.M. Brough.

Mr. I. Rose and Mr. R. Mountford (Clerk to the Governors) were also present.

Apologies: Apologies for absence were received and accepted from Mr. I.D. Liston-Brown, Mr. A. Stanford, Mr. A.D. Waldron and Mrs. A. Haywood.

2634 Presentation – The Diploma:

The Chair welcomed Mr. Nash to the meeting and stated that Mr. Nash was working on behalf of the Local Authority on the development of the Diploma.

Mr. Nash presented the new Diploma, including with regard to:

- the introduction of Diploma courses (Lines of Learning) between 2008-11
- the first Lines of Learning to be offered in the Lichfield District in 2009 by the local consortium composed of the high schools and South Staffordshire College
- the provision of both academic and vocational learning so as to provide maximum scope for progression
- courses to include Principal Learning, a project, additional and specialist learning, functional skills, personal learning and thinking skills and work experience
- Principal Learning and the associated project to take place at a consortium venue and host institutions to support learning in the other strands
- courses to cater for the whole ability range and provide for GCSE and A Level equivalence
- quality assurance built into course design, approval, delivery and assessment
- potential employer involvement to relate to course design and/or delivery
- the Diploma as part of the strengthening trend towards inter-institutional cooperation and decision making
- the schools' involvement in Lines of Learning likely to include Creative and Media and Sport and Active Leisure.

Mr. Nash stated that, despite its complexity, he was optimistic that the Diploma would deliver quality learning. The Chair thanked Mr. Nash for his presentation and, at this point, he left the meeting.

2635 Membership of the Governing Body:

Governors welcomed Mrs. Gleig to her first meeting of the Governing Body. They also welcomed back Mr. Waldron, Mr. Gleig and Mr. Liston-Brown following their re-election as Parent Governors and Mr. Linster and Mr. Forster following their re-election as Staff Governors.

2636 Election of Chair:

It was resolved -

That Mr. S. James be appointed as Chair of Governors until the first meeting of the Autumn Term 2009.

2637 Election of Vice-Chair:

It was resolved -

That Mr. I. James be appointed as Vice-Chair of Governors until the first meeting of the Autumn Term 2009.

2638 Chair - Power to Act:

It was resolved -

- a) That the Chair be empowered to act on behalf of the Governing Body on matters of an urgent or minor nature that may arise between meetings.
- b) That Governors note that the Chair had not taken any action under Chair – Power to Act since the last meeting.

2639 Declaration of Business Interests:

The Clerk reminded Governors of the need to review and update the current register of business interests.

It was resolved -

- a) That the Governors review and update their current declaration of business interests.
- b) That a declaration of business interest appertaining to an item covered in the agenda was received from Mr. Rose.

2640 Minutes:

The Minutes of the Meeting held on 2 July 2008, having been circulated, were taken as read and approved.

It was resolved -

That they be confirmed and signed by the Chair.

Matters Arising:

a) **School Catering (Minute 2625 (a) refers)**

The Headteacher reported that there was a steady uptake of school meals.

b) **Staffing in Performing Arts (Minute 2627 (d) refers)**

The Headteacher was pleased to report that a new Director of Performing Arts was to take up post at the start of the coming term. He paid tribute to the work of current Performing Arts staff during the Autumn Term and highlighted the potential for further developments under new leadership.

c) **ICT Network – SLN2 (Minute 2627 (f) refers)**

Mr. Rose reported that developments were on-going and that a consultant from Research Machines had filmed work taking place in school as an example of innovative practice.

d) **Staffordshire French Exchange Scheme (Minute 2627 (g) refers)**

The Headteacher was pleased to report that, contrary to expectation, the scheme would operate in 2009.

e) **School Improvement Plan (Minute 2629 (a) refers)**

The Headteacher stated that the implementation of the Plan was well underway and was subject to the planned monitoring procedures.

f) **School Dress Codes (Minute 2629 (c) refers)**

Mr. Linster reported that sixth form dress standards had generally improved. Governors were pleased to note that the planned dress code for pupils taking Performing Arts examination courses was to be operated from 1 December in the current term and include the option of wearing the new Performing Arts tops.

g) **School and Common Assessment Framework (CAF) (Minute 2631 (a) refers)**

Mrs. Davison reported that four members of staff had received CAF training, that the required procedures were in place but that the effectiveness of inter-agency cooperation remained an on-going issue.

2641 Headteacher's Report:

The Headteacher presented his report on the work and activities of the school since the last meeting.

It was resolved -

That the Headteacher be thanked for his report and that it be received.

Arising out of the Report:

a) **Ofsted Survey Inspection Programme – Physical Education**

The Headteacher was delighted to present the Ofsted report and to inform Governors that both provision and standards were judged to be outstanding. Governors congratulated the Headteacher, the Director of Sport, Physical Education staff and the pupils on this tremendous achievement. They were also delighted to learn that the school had been one of only five schools to be nominated for a national award for exemplary practice in Physical Education and sport in schools.

b) **Staffing**

The Headteacher stated that Mrs. Shipway (Assistant Headteacher) was to leave at the end of term. He paid tribute to Mrs. Shipway for her excellent service, particularly regarding Continuing Professional Development and Performance Management. The Headteacher stated that coverage of the responsibilities involved would be arranged internally for the rest of the school year, thus providing valuable professional development opportunities. The Chair undertook to write to Mrs. Shipway to thank her for her service to the school.

c) **2008 Examination Results and Future Attainment Targets**

i) **Examination Results**

The Headteacher presented 2008 attainment data and was delighted to state that there had been record results at GCSE and A Level for the fifth consecutive year. He highlighted for:

GCSE

- an average points score of 425, very significantly above 2007 and the target set
- a GCSE 5+ A*-C score of 72 %, significantly above 2007 and the target set
- value added scores for Key Stage Three to Four and for Key Stage Two to Four both significantly above 2007 and demonstrating outstanding value added performance.

A Level

- record attainment for both the average point scores per candidate and per subject entry.

The Headteacher stated that both scores should be considered within the context of the school's policies of entering sixth formers where there was the slightest chance of a pass and of giving every opportunity for the accumulation of points through the most feasible number of subject entries, thereby facilitating entry into higher education.

Governors expressed continuing support for these policies.

Key Stage Three Testing

The Headteacher expressed dismay at the consequences of the national breakdown of SATs for the staff and pupils involved but also confirmed that SATs had now been withdrawn.

ii) Future Attainment Targets

Governors noted that the only statutory attainment target to be set in 2008-09 related to the 5+ A*-C GCSE score including English and Mathematics for 2010.

It was resolved -

That the Governors' Target Group be disbanded, that the challenging target to be set be agreed between the Headteacher and the School Improvement Partner and subsequently be reported to the Governing Body.

iii) 2008 Sixth Form Intake

The Headteacher reported that internal recruitment was on a par with previous years and showed an acceptable gender balance and that external enrolment had been high, especially for specialist school subjects.

d) Quality Assurance

The Headteacher reported on:

- the planning of a submission for the Healthy Schools Award under the leadership of Mr. Awbery, teacher of Science
- the appointment of a new School Improvement Partner.

He also presented the annual report of the school's work in respect of Child Protection, Looked After Children and racist and homophobic incidents.

It was resolved -

That the report be received and accepted.

e) **School Events**

The Headteacher reported on a rich programme of events and invited Governors to attend the School Show and the Carol Service.

f) **Departmental, Charity Fundraising, Duke of Edinburgh Scheme and School Council Reports**

The Headteacher paid tribute to the tremendous work of the staff in providing a wide range of high quality learning experiences for the pupils and drew Governors' attention to a new scheme whereby pupils were running their own businesses to raise funds for charity. Mrs. Davison expressed her appreciation for the high quality of the annual library report and the Chair undertook to thank Mrs. Blatherwick, the school librarian, for her work.

2642 Committee Reports:

a) **Premises Committee**

It was resolved -

That the Minutes of the Meeting of the Premises Committee held on 9 October 2008 be received and accepted.

Matters Arising:

Management and Improvement of the Premises

Mr. S. Cox was pleased to report that Mr. Hackfath, Assistant Headteacher, had settled impressively to his responsibilities in respect of premises management.

b) **Personnel Committee**

It was resolved -

That the Minutes of the Meeting of the Personnel Committee held on 15 October 2008 be received and accepted.

c) **Finances and General Purposes Committee**

It was resolved -

That the Minutes of the Meeting of the Finance and General Purposes Committee held on 22 October 2008 be received and accepted.

Matters Arising:

i) **Review of the Scheme of Financial Delegation**

The Chair presented the proposed amendments and highlighted the authorised expenditure limit recommended for the Technical Support Manager.

It was resolved -

That the revised Scheme be received and accepted.

ii) **Review of the Statement of Internal Control**

Governors noted the amendments recommended by the Committee.

It was resolved -

That the revised Statement be received and accepted.

iii) **Review of the Best Value Statement**

It was resolved

That the updated Statement be received and accepted.

iv) **Best Value Review 2007-08**

It was resolved -

That the Review be received and accepted.

2643 Review of the Membership and Terms of Reference of Governors' Committees:

The Clerk reported that Governors are required to consider the Membership of Committees of the Governing Body and also to consider the Terms of Reference of Committees.

It was resolved -

- a) That the existing Committees of the Governing Body be re-established for the 2008-09 educational year
- b) That the existing membership of Governors' Committees be retained, subject to any subsequent addition agreed for Mrs. Gleig
- c) That the review of the Terms of Reference of the Governors' Committees had been completed in Committee.
- d) That Governors' existing link responsibilities be retained,

subject to Mrs. Beale taking over policy review responsibilities for Violence at Work and Work Experience, and that Mrs. Gleig assume responsibilities previously exercised by Mrs. Wareing.

The Chair requested that an updated Governors' Communication Spreadsheet be circulated to Governors.

2644 Governors' Support for the School:

a) **Governors' Website Update**

The Chair stated that further work would be carried out on updating and extending the range of documentation available and that the Governors' website was to be a standing agenda item.

b) **Governors' Link Reports**

The Chair requested that Governors visit their link subject areas in the Spring Term to consider the outcomes of the departmental reviews.

2645 Children and Lifelong Learning Directorate Items:

a) **Consultation on Proposed Admission Arrangements for 2010/2011**

The Clerk presented the report and asked Governors to provide comments/feedback on the Proposed Admission Arrangements for 2010/2011.

It was resolved -

That the report be accepted and that the Governors' acceptance of the proposed Published Admission Number for the school be noted.

b) **Building Schools for the Future (BSF) - Manifesto for Change**

The Clerk presented the report and asked Governors to note the contents and provide comments/feedback.

It was resolved -

That the report be received and noted.

Governors gave careful consideration to the BSF initiative, including with regard to:

- the importance attached to a vision for the future of education
- the significant structural changes that can stem from projects
- the significant implications arising from the inclusion of academies in some BSF projects
- the national trend towards increased structural cooperation between institutions

- the development of initiatives in the primary sector related to the shaping of future educational provision.

Mrs. Arnstein reported on the implications for provision in Walsall arising from the development of the academy model, including with regard to pupil admissions, governance and accountability. The Chair highlighted the need for the Governing Body to keep abreast of BSF developments and to contribute to any future planning and consultation, particularly affecting the Lichfield District.

c) **Governor Training and Development 2008/2009**

Governors were asked to note the County Training Programme, to book places if appropriate and to consider arranging an in-house version of the County topics to meet specific needs.

The Chair asked Governors to inform Mrs. Rovetto of any requests for training. The Headteacher suggested that consideration be given by Governor Services to the provision of future training on BSF, particularly District focused training.

2646 Any Other Business:

Procedures for the Appointment of the Headteacher

At this point, Mr. Rose left the meeting.

a) **Update on Planning**

The Chair stated that:

- the Selection Panel was to meet after the meeting to consider procedures for the two selection days and that other Governors were welcome to attend.
- the Short Panel was to meet in the very near future to draw up the shortlist of candidates using the person specification criteria established.

b) **Requested Variation to the Selection Process**

The Vice-Chair reminded Governors that earlier in the term all Governors had received information on the relevant appointment regulations and proposals for the appointment process. He reported on the approval given by all Governors to the proposals, a comment received about the public-private sector balance of the Selection Panel and a subsequently requested additional private sector representation, for reasons of availability, on day two.

The Chair stated that the advice of the Local Authority was that such an addition was procedurally possible and that it was recommended that it be for the entire procedures for the day.

The Chair asked Governors to consider and respond to the request.

Governors gave careful consideration to:

- the different procedures planned for the two days
- the benefits to be gained from participating in the whole selection process
- the sector and gender balance of the Selection Panel.

It was resolved, with the Chair and the Headteacher abstaining, -

That there be no variation to the selection process originally agreed.

c) **The Two Day Selection Programme**

The Vice-Chair outlined in detail the planned procedures, including for day one, the participation of the Senior Leadership Group, the School and Sixth Form Councils and the whole staff.

Governors considered the arrangements for the meeting of the whole Governing Body to receive the appointment recommendation of the Selection Panel. The Vice-Chair undertook to verify the availability of Governors not present at the meeting.

It was resolved -

- i) That the meeting take place at 2.00 p.m. on day two, subject to any delay caused by the continuing deliberations of the Selection Panel
- ii) That the Chair invite Mr. Cackett, Deputy Director, Children and Lifelong Learning, to attend day two of the selection process.

2647 Date of Next Meeting:

It was resolved -

That the next termly clerked meeting of the Governors be held in the school on Wednesday, 18 March, 2009 at 5.00 p.m.

Chair

Date