



# Debenham High School

A Church of England High Performing Specialist Academy



## Full Governing Body

Minutes of the meeting held at the school on Tuesday 4<sup>th</sup> October 2016 at 5.00 p.m.

Present:

Mr R Barker		Mrs S Janson
Mr D Carruthers	Chairman	Mr D McMillan
Mr P Debenham		Dr H Marlow
Mrs C Driver		Miss J Newman
Mr D Egan		Mr R Stevenson
Mr T Green		Miss J Upton
Mr C Grover		

In attendance:

Mrs T Darby	School Business Manager
Mr S Martin	Deputy Headteacher
Miss S McBurney	Assistant Headteacher
Mrs L Ramsay	Assistant Headteacher
Mr S Wright	Clerk to the Governors

### 1. Absence

1.1 Apologies for absence had been received from Mrs J Brown, Ms S Goodrich, Revd M Lamb,, Mr D Ralph, Rt Revd M Seeley, Mr N Serjeant and Ms E Wnukoski.

Mr McMillan arrived during Item 7.

1.2 Governors consented to their absence.

### 2. Pecuniary and Other Interests

2.1 There were no pecuniary interests raised with respect to items on the agenda. Mr Barker pointed out that he had an interest in Item 10 as he had a child in Year 6 at primary school.

2.2 There was nothing to update in the Register of Pecuniary Interests. Forms were available for those Governors who had not yet completed them.

### 3. Chairman's Action

There had been no urgent action taken by the Chairman.

### 4. Election of Chairman 2016-17

Mr D Carruthers was proposed by Mr Debenham and seconded by Mr Stevenson. He was elected nem con.

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Headteacher: Miss J Upton BSc

Senior Leadership Team: Mr S Martin, Miss S McBurney, Mrs L Ramsay, Mrs T Darby

Chairman of the Academy Trust: Bishop of St Edmundsbury and Ipswich Chair of Governors: Mr D Carruthers

## **5. Election of Vice-Chairman 2016-17**

Ms Goodrich was proposed by Mr Grover and seconded by Mr Stevenson. She was elected nem con.

## **6. Governing Body Membership**

There had been no changes in the Governing Body since the last meeting. It was noted that Mr Grover's term of office concludes in March.

## **7. Minutes**

7.1 The minutes of the meeting held on Tuesday 5<sup>th</sup> July 2016 were accepted as a true record of the meeting.

7.2 Matters arising from the minutes.

3 (BP2) Mr Carruthers had still to write to other schools regarding the creation of a DHS MAT.

7.3 Mrs Janson asked how many students were undertaking courses at Otley College. Miss Upton said that there were two in Year 10, one of was a Looked After Child (LAC) and was, therefore funded by the LA. The Otley courses had been offered to specific students only and was not part of the whole student offer.

9.3 Mr Martin confirmed that the E-Safety Policy had been sent to Governors the previous week.

## **8. Academic Improvement**

8.1 Headteacher's Report

Prior to Miss Upton's report, Matty (Head Boy) and Emily (Deputy Head Girl) addressed the meeting. Emily talked about the excitement that had been caused by auditions for the school musical, *Grease*. The performance date had been changed to December 15/16 and Emily encouraged Governors to attend. Matty talked about the new Year 7s who had settled in well – a fact confirmed by a recent survey of the year group. The peer mentoring scheme had received a good press as had the lunch time clubs.

### New Staff

A new Cover Supervisor had been appointed and will start on 10<sup>th</sup> October – the original appointee had not materialised in September.

### Training Day

In different ways the two speakers, Hazel Harrison and Martin Robinson had provoked and challenged thinking.

### Teaching School

The work of the TS is gathering pace with engagement from local Secondary Schools as well as primaries. This involvement has meant that DHS has a 'seat at the table' with the Regional Schools' Commissioner and the LA.

Mr Green asked about take up of CPD (Continuing Professional Development) courses. This has varied, especially in subject meetings (Maths, for example, was good; English and Music, less so). It is the case, however, that networks are being built up and courses are low cost and of real benefit to DHS staff. The LA has been active in promoting these CPD events.

### Site development

The proposed extension had received the go ahead from the Educational Funding Agency (EFA) after the consultation regarding the Planned Admission Number (PAN). Any decision relating to the EFA funding agreement would be delayed for 12 months. The plan for the extension had been reviewed – particularly with respect to improved access achieved by removing corridors and providing external fire escapes. In response to a question from Mr McMillan, Miss Upton felt that staircase congestion would not be an issue. The whole had been designed to provide coherence with the rest of the site.

Miss Upton assured the meeting that there have been no further concerns from Stradbroke High School regarding the extension. They are engaging in the TSA so have built links with DHS in recent months.

### GCSE

Miss Upton said that she was very pleased with the progress being made by Year 10. In response to a question from Mr Grover, it was noted that Biology figures related to a group of students of wide-ranging ability (minus the top 60 students).

### Resilience showcase

This had been funded by the LA with increased funding if (stretched) targets were set and met. It has helped to promote cooperation with primary schools.

### Changing Rooms

The display work in the changing rooms had been created at the request of the Student Council.

### MIND, Mental Health First Aid Training

It was important that Governors were aware that this had taken place. The training served to confirm DHS beliefs and practice.

### Attendance

It is really pleasing that attendance stands at above 95% and that it had increased steadily over the last five years – testament to the excellent work of Lorraine Keeble.

## 8.2 Assessment Structure

This item was taken by way of a presentation from Miss McBurney that had previously been given to Year 7 and 8 parents and which had been shared with students in assembly (attached).

Mr Green, whilst agreeing that grading against GCSE criteria was an improvement on the current arrangements, asked about the relationship between starting grades and KS2 scores and how this had been imparted to Year 7 students and parents. Miss McBurney said that, given the nature of KS2 grades this had not been dealt with specifically but that, as a rule of thumb a grade of 110+ was the equivalent of KS2 Level 5 and 90-100 of a Level 3. Judgements about DHS performance in five years' time (when current Year 7 take their GCSEs) will be made against the KS2 scores. It was felt that experience will improve the accuracy of grading and that the first set of grades will be crucial – some of these may be lower than the starting grade.

Mrs Driver wondered if the fact that grades for the current Years 8 and may well be lower than those they received in Year 7 may be de-motivating. This issue had, however, been addressed in assemblies and by subject teachers with full explanation of how the two systems are different.

Miss Upton felt that, rather than the grades themselves, it was more important that students know what to do to improve.

Mr Carruthers asked about assessment in other schools. Miss Upton said that some were favouring a 'master grid' model, others similar to ourselves. The DHS scheme had been shared with Stradbroke. Thomas Mills HS was believed to be adopting a system similar to DHS. He also asked about Fisher Family Trust measures. As these are based on historical data they would be difficult to use them to predict future performance – hence the move to use baseline national data to set targets.

### 8.3 Staff Handbook

Hard copies will be available from the main office.

### 8.4 Results review meetings

Miss Upton said that it was important for Governors to be aware of the reports relating to their linked subjects.

Mrs Janson asked about numbers in Drama given that there was no Year 11 group. Currently there are 10 students taking the subject – the positive impact of new departmental staff was noted. She also asked about the appeals with regard to the French results – the outcome of these is not yet known.

Mr Green asked for clarification on the policy of 'collect and receive' – this involves taking children from lessons to the revision sessions to ensure attendance. He also asked when the decision was taken as to whether students would take Higher or Foundation Level papers in Maths. Miss Upton said that the decision was left as late as possible. The loss of early entry for GCSE Maths while the new GCSE is embedded will allow greater flexibility of movement lower down which might support Set 4 where mixed level of entry may be the case. Year 11 Trial Examinations were key in the process of decision-making.

### 8.5 Impact of Pupil Premium (PP)

This had been RAG rated. Those areas where there was only partial completion provided the basis for 2016-17 plan. The same model is being used but a DfE template was being considered. It was clear that direct intervention is working but there was still an issue with learning loss over the holidays.

Mr Carruthers made the point that action to support those in receipt of the PP was not constrained by PP funding – DHS spent significantly more than this (a costing model is attached to the report). It was noted that attendance is lower for PP students (as it is for Young Carers).

### 8.6 Equality Action Plan 2016-17

Mrs Ramsay said that the emphasis would again be on literacy and numeracy with a specific focus on reading but also (extended) writing for purpose. PP students are slightly below others in terms of GCSE achievement. Work is being undertaken with lower aspirational boys in order to keep them motivated and engaged. In particular work is being done with this group on career pathways to enable them to avoid NEET (Not in Employment, Education and Training) status. Another Woodland Project is being introduced in Year 9 and particular support is being given to those with physical or mental health issues.

### 8.7 Literacy Action Plan 2016-17

Mrs Ramsay pointed out that this overlaps closely with the Equality Action Plan. Issues to be focused upon include:

- Reading across the whole school
- Resource Centre activities.
- Intervention for those students with low literacy levels.

Mr Green drew the meeting's attention to the Accelerated Reading Programme in which books are ranked and given points (quite often used in primary schools). Cost of the programme is dependent on the level of use. Mrs Ramsay felt that this was worth looking into.

**Action Mrs Ramsay**

8.8 Letter from Ofsted

The contents were noted by the meeting.

8.8 Faculty Review schedule

This was received by the meeting.

**9. Budget and related items**

9.1 Roofing Project

Phase 1 has been completed – snagging to be undertaken in October half term. Phase 2 is progressing well with a potential end point of November 2016. The windows in the Science Department are also to be replaced.

9.2 Extension Project

Alterations have been proposed by the consultants in liaison with Building Control relating to removal of corridors and installation of external fire escapes. This will require a further planning application. It is hoped to go out to tender shortly after Easter. A funding extension up to Easter 2018 had been granted by the EFA.

**10. DHS Admissions Arrangements**

There had been no changes and the arrangements were approved by the meeting.

**11. Committees and Working Parties**

11.1 Minutes of Curriculum Working Party meeting held on Tuesday 15<sup>th</sup> September 2016

These were received by the meeting. Clarification was given on the improvements that had been made in English and Mathematics.

11.2 The minutes of the Health & Safety Committee held on 20<sup>th</sup> September 2016 were received by the meeting.

11.3 Mr Grover had met with Mrs Ramsay in his capacity as Safeguarding Governor and had reviewed the Safeguarding check list.

Mrs Driver had undertaken a Health & Safety tour and had raised a few minor points with Mrs Darby.

**12. Educational Visits**

These had been listed in the Headteacher's Report. They were approved by Governors.

### **13. Policies**

#### 13.1 Teachers' Salaries policy

This had been revised in the light of the recent 1% teachers' pay rise awarded by the government. It was noted that the Lead Practitioner post no longer existed and had been replaced by that of the Specialist Leader in Education. It was felt that the post of School Business Manager should not be included in a document relating to teachers. After minor typographical errors were pointed out, the policy was approved by the meeting.

#### 13.2 Support Staff Salaries Policy

The only change related to an update in the salary structure. The policy was approved by the meeting.

#### 13.3 DHS Performance Management and Appraisal Policy

There had only been minor changes to this policy. Mr Green asked that cross references to the Teachers' Salaries policy be corrected. The policy was approved by the meeting.

#### 13.4 DfE Standard for Teachers' Professional Development

This document was received by the meeting

#### 13.5 'Keeping Children Safe in Education'

The meeting received Part 1 of 4. The fact of annual training for staff was noted – this being a short update with Miss Upton being responsible for checking understanding. Mr Carruthers and Mr Grover were to undertake related governor online training.

### **14. Governor Training**

#### 14.1 Mr Carruthers will distribute this year's skills audit for completion

**Action Mr Carruthers**

#### 14.2 Governor Training

This is now available online to DHS.

#### 14.3 Governors had received the Governor Handbook. Mr Carruthers recommended that Governors look through this and book any courses directly with the LA. He also said that the 2016 Financial Handbook had sections that were relevant to governors. Mr Carruthers will send links to those who wish it.

### **15. Any Other Business**

- Mr Carruthers asked that those involved in the MAT discussion group meet with him briefly after the meeting.
- Miss Upton offered the opportunity for Governors to have a tour of the school. She will forward details in the next few days.
- **Governors** asked that the door be left open at the start of the meeting as they are unable to gain access when there is no one in the office.

**Action Miss Upton**

- Foundation Governors are invited to the annual service at the Cathedral.

- Minor typographical amendments to the E-Safety Policy were suggested.

**16. Date of next meeting**

The next meeting is due to take place on Tuesday 6<sup>th</sup> December 2016 at 5.00 pm.

There being no further business the meeting closed at 6.57 pm.

Signed: ..... Chairman      Date: 6<sup>th</sup> December 2016