



# Debenham High School

A Church of England High Performing Specialist Academy



## Minutes of the meeting of the Members of the Academy Trust

Wednesday 4<sup>th</sup> July 2018 at 9.30am

### Debenham High School

Present: Rt Revd Martin Seeley Chairman  
Mr D Carruthers Chairman of Governors  
Mr R Grimsey  
Mrs J Brown  
Mr N Serjeant

In attendance: Miss J Upton Headteacher  
Mrs J Norman Temporary Clerk

#### 1. Apologies for absence

Received from Mr. R Boulter and Mr. S Wright.

#### 2. Minutes of the meetings held on Wednesday 5<sup>th</sup> July 2017

The minutes of the meeting of Wednesday 5<sup>th</sup> July 2017 were received and approved.

#### 3. Matters arising from the Minutes

There were no matters arising.

#### 4. Report from Chairman of Governors to Members of the Trust

##### a. Composition of Governing Body (as defined in the Articles of Association):

- Head Teacher
- Foundation Governors (4)
- Parent Governors (5)
- Teaching Staff Governors (2)
- Support Staff Governor (1)
- Local Authority Governor (1)
- Co-opted Governors (4)
  - 2 appointed by Members
  - 2 appointed by Governors
- Clerk

**Gracechurch Street, Debenham, Suffolk IP14 6BL**

Tel 01728 860213 Fax 01728 860998 Email [office@debenhamhigh.co.uk](mailto:office@debenhamhigh.co.uk) Website [www.debenhamhigh.co.uk](http://www.debenhamhigh.co.uk)

Headteacher: Miss J Upton BSc

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

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

## Changes (actual and potential)

- Diocesan Board nominee Chris Grover was appointed as Vice-Chair at the full governors meeting on 6 Feb 2018.
- Debenham PCC nominee David Carruthers' term ends 31 Dec 2018, Debenham PCC has been notified that Mr Carruthers is willing to continue.
- Diocesan Board nominee Dr Hilary Marlow's term ends 31 Dec 18; he will be retiring – currently seeking a candidate.
- Parent Governor Ronnie Barker's term ends 31 Dec 18.
- Parent Governor Caroline Driver's (Finance Chair), term ends 31 Dec 18. Wishes to continue.
- Parent Governor David Ralph's term ends 31 Dec 18. A possible Trust nominee to retain expertise for Local Authority and Business Change Management Expertise. Will replace sooner (Sep 18) if possible to assist in managing governor succession planning.
- Parent Governor Siobhan Goodrich's term ends 31 Jan 19. A possible Trust nominee with legal expertise.
- Will replace sooner (Sep 18) if possible to assist in managing governor succession planning.
- Teaching Staff Governor David McMillan's term ends 31 December 18. Wishes to continue.
- Teaching Staff Governor Jo Newman's term ends 31 December 18. Wishes to continue.
- Co-opted by Members – Tim Green's term ends 31 Dec 18. Possibly will continue - considering current commitments.
- Co-opted by Governors – Dr David Egan's term expires 31 Dec 18. Awaiting confirmation that he wishes to continue.
- Support staff governor - vacant

A skills matrix completed annually to reflect the new competency framework and used to identify strengths and weaknesses within the GB. It also identifies training requirements and is used to determine the composition of sub-committees.

Currently subscribed to NGA governor training with additional LA training if necessary.

Examples of current areas of expertise are: medicine, accountancy, Insurance, business, legal, HR/Compliance and IT.

### **b. Staffing**

#### **Departures**

Mrs Margaret Moyes, Mathematics - retired once and came back part-time to cover the unscheduled departure of Mrs McBlane in September 2017.

Ms Armelle Leost, MFL.

Mr Bob Molton, Geography - departing to commence ordination training.

Mrs Rachel Cane, 2 i/c English - relocating with partner to another area.

Paul Hanraads, Mathematics - move to teach in Special School.

#### **Appointments**

Mr Martin Cobbold. Head of RE.

Miss Phillippa Samuels, French & Spanish

Mr Joe Webb, Geography, NQT

Mrs Janna Freeman. Mathematics, NQT

Mrs Sarah Watson, 2 i/c English.

Ms Tara Godwin NQT, initially on a fixed-term 1 year contract.

Recruitment of 2 Graduate Interns, looking for 2 additional GIs (interviews Thursday 5 July)

Miss Holly Garrad, Reprographics to replace Claire Whale, fixed term contract.

Mr Alex Iona, Data & Examinations assistant to replace Dr Chris Sharpe.

Miss Moreau returned after a period of ill-health.

### **c. Finance**

Budget forecast – See Agenda item 7.

### **d. Results – 2017**

Progress 8 score +0.51 i.e. well above average (top 15%)

Attainment 8 score 56.1 points (LA average 44.7, England average 44.6)

Pupils achieving a Grade 5 or above in English and Maths GCSEs 69%  
(LA average 40.3%, England average 39.6%)

Pupils achieving the English Baccalaureate at Grade 5/C or above 30%  
(LA average 16.4%, England average 19.7%)

Pupils achieving a Grade 4 or above in English and Maths GCSEs 89%  
(LA average 63.1%, England average 63.9%)

Pupils achieving the English Baccalaureate at Grade 4/C or above 31%  
(LA average 18.1%, England average 23.8%)

The Times Good Schools Guide 2018 – Ranked 12th Nationally  
(GCSEs A\*/A/9/8/7)

The Bishop would like to write a letter to all staff from the Trustees at the end of the academic year thanking them for all the hard work over the last year.

### **e. Attendance**

The overall attendance figure for the whole school year to 20 Apr 18 is 95.7%. (England 16/17 – 94.6%)

### **f. Admissions**

Retain the PAN at 125. Accepting up to 135 for all year groups. School remains very popular. Waiting list in Sept 2018 of 12 at present

### **g. Infrastructure**

New Drama build completed. (£1.03M) – managed budget to give changes to toilets (unisex), AV equipment (more for less) and a new covered way.

Changes to changing rooms/toilets.

Successful bid to fund new perimeter fencing this summer

Successful bid through Healthy School initiative will provide for a Food Hub; an additional catering provision to cope with growth in this area

### **h. Teaching School**

(From Julia's report)

We have started our delivery of the Strategic School Improvement Fund (SSIF) Mathematics project, having recruited 6 trainers to deliver the training. The initial six schools in the bid will be able to access the training days and will be supported by a coach working with them in school. We have also been able to open access to the training days to the other schools in the pyramid. This means that ten local primary schools will benefit from this CPD opportunity.

The school acted as host for the delivery of Mental Health First Aid training. This training is being paid for by the government and at present allows access for one free place per secondary school. As host of the training day we were able to secure four free places for school staff, these were taken by two Heads of Year and a Teaching Assistant.

The school has once more contributed to the delivery of the PSHE Core training for those on the SCITT teacher training course. Susan McBurney, Louise Ramsay and Jessica Jude have all contributed to this.

#### **i. SIAMS Inspection**

10 Oct 17 - Outstanding

#### **j. PSHE Review**

There has been a curriculum change and this is now delivered to students by the tutor team which has strengthened the delivery.

#### **k. Whole child**

- Continues to lie at the heart of provision at DHS
- Prayer space, diversity week, strengthening church links
- 2 staff trained to train others in Mental Health in schools
- School was local hub for MIND as part of Mental Health First Aid training for secondary schools (each secondary one free place, as hub, four)
- PERMA model continues to be structure for school proactive work in this area:
- Positive emotion: Recognising the good; continued firm commitment to extra-curricular activities (drama, music, sport and much more)
- Engagement: experiencing "flow"
- Relationships: Having one person we trust
- Meaning: School community, charity work
- Achievement: achievement culture; mastery and growth mindset.

## **5. Finance**

The budget for 2018/19 initially showed a £105 surplus which meant it had been very tight; it has now been finalised and is showing a £3,223.00 surplus but this is still very close to the wire. 2018/19 is now looking to a balanced budget and this was approved by Governors at the Full Governing Body Meeting on 3 July 18. There may be a possible 3% increase in teacher pay, but then again, it could be 1%; it is unknown at this stage what the government will decide. The School has budgeted for an unfunded increase of 1%.

## **6. Strategic Development**

- a. Teaching School as previously mentioned by the Chair of Governors
- b. Diocese and Local Authority – currently in discussions with them regarding the new school on the fringes of Ipswich and whether Debenham could be the lead for the school to incorporate a C of E school within the Ipswich area. Plans are to open the school are 2022 or later.

## **7. Trustee Membership**

The Bishop has been considering the size and skill mix of the current Trustees and asked Miss Upton and Mr Carruthers to create a matrix for the future requirements of the Trust, also considering the frequency of meetings and forward planning.

**Action Mr Carruthers/Miss Upton**

## **8. Any Other Business**

There was no other business. However The Bishop thanked Miss Upton, saying he was hugely impressed with the team as a whole in school and her leadership to achieve such a positive outcome for the students.

## **9. Dates of next meeting**

Tuesday 5<sup>th</sup> February 2019 at 4.30pm – AGM

**Signed:** \_\_\_\_\_ **Chairman**      **Date:** \_\_\_\_\_

There being no further business the meeting concluded at 10.55am