

FOREST MOOR SCHOOL

Meeting of the Full Governing Body held on Monday 13 February 2017 at 4.30 p.m.

MINUTES

Present: Philip Turnpenny – Chair; Sue Welch (SW); Jim Brosnan (JB); Jacqui Oversby (JO); Greg Richardson (GR); Jon Hosegood (JH); Louise Souter (LS); Marc Peart – Headteacher (MP); Andrew Coates (AC).

In Attendance: Paul Bradley – NYCC Clerk to Governors

		Action
PART 'A' - PROCEDURAL		
1	Welcome The Chair welcomed everyone to the meeting.	
2	Apologies for absence Governors consented to the apologies for absence from John Fort.	
3	Confidentiality No items on the agenda were deemed to be confidential.	
4	Declarations There were no declarations of any conflict of interest in respect of matters on the agenda.	
5	Minutes of the meeting held on 5 December 2016 The minutes of the meeting held on 5 December 2016 were approved and signed by the Chair as an accurate record.	
6	<p>Matters arising</p> <p><u>Page 1 – Link Reports</u> – The Chair thanked governors for their link reports.</p> <p><u>Page 2 – Student Voice</u> – The next meeting is to be held on 7 March 2017.</p> <p><u>Page 2 – Army Foundation College</u> – The Army Commander had visited the school. SW reported that he had been interested in the Thrive programme but he had not been clear what the Army could offer the school. The meeting had been left on the basis that there would be further contact, perhaps at a lower level, with a view to exploring the possibility of pupils using the Army’s assault course and other facilities.</p> <p><u>Page 2 – Pupil Allocation Process</u> – No decision had yet been made on whether Sarah Keeley would be based at the school. However, the Headteacher reported that he is having regular meetings with the Principal Assessment Review Officer and has made it clear what admission processes the school follows and what information is required to ensure appropriate decisions are taken.</p> <p><u>Page 3 – Safeguarding Training</u> – The two governors who have not yet completed basic safeguarding training will be reminded, with the expectation that the training will be completed before the next FGB meeting. This requirement was imperative given the weight attached to</p>	Clerk

	safeguarding by Ofsted.	
PART 'B' – SCHOOL IMPROVEMENT		
7	<p>Headteacher's Report</p> <p>Governors considered the Headteacher's Report which had been circulated in advance. The Chair led governors through each section and invited questions and comments.</p> <p><u>Question:</u> Could you please provide a staffing update?</p> <p><u>Answer:</u> The Humanities teacher will be leaving the school. Another member of staff will be moving to PE. The intention is to recruit a Maths specialist to the vacant post.</p> <p><u>Question:</u> Is there any professional development for the Headteacher?</p> <p><u>Answer:</u> Yes. Marc Peart has been accepted on the NPQH (National Professional Qualification for Headship). This will start with 360° feedback.</p> <p><u>Question:</u> What are the current growth plans for the school?</p> <p><u>Answer:</u> We currently have 34 pupils. We plan to have 54 pupils by September 2017. We are looking to see if this number can be increased further to 60 because KS3 class will be full from September. We would like provision for an additional 3 pupils in Year 8 and 3 pupils in Year 9.</p> <p><u>Question:</u> Can the school cope with that increase?</p> <p><u>Answer:</u> Yes, but there will be a need to increase the staffing levels and the LA understand this. The school has plenty of space.</p> <p><u>Question:</u> Will 60 be the absolute maximum?</p> <p><u>Answer:</u> We could increase capacity further if building work is carried out e.g. to convert bedrooms into work/study spaces.</p> <p><u>Question:</u> Is there capacity at all levels?</p> <p><u>Answer:</u> As children move up the school, there will be capacity in KS 2 from September. It would be good to have more younger children who will then move up the school and be embedded into the school's ethos.</p> <p><u>Question:</u> Why is there suddenly such rapid growth?</p> <p><u>Answer:</u> Partly because the LA has better intelligence to be able to identify suitable pupils. Governors felt that, because of the national emphasis on pupil performance, there is also a tendency for some pupils to be moved out of mainstream education.</p> <p>Resolved: that the Headteacher's Report be accepted.</p>	
8	<p>Committee Reports</p> <p>1. Resources Committee – 13 February 2017</p> <p>A verbal report was given on the meeting held immediately before the FGB meeting.</p> <p>Budget Monitoring – it is expected that the actual outturn will be on target against the forecast i.e. an in-year deficit of £665k. However, the LA is being supportive as it is recognised that the school is taking on more pupils, whereas the cost of placements outside the county is about £100k per pupil. The school is no longer receiving transitional funding.</p> <p><u>Question:</u> Are we expecting a similar deficit in 2017/18?</p> <p><u>Answer:</u> Yes. The deficit is unlikely to reduce significantly as the school has very large overheads because of the size of the building.</p>	

	<p>Contract Schedule - The Chair reported that there is a need to be secure about future catering provision as the school is vulnerable with such a small number of in-house staff, especially as pupil numbers increase.</p> <p>2. School Improvement Committee – 16 January 2017 The minutes of this meeting had been circulated with the agenda. The Committee Chair explained that the theme of the meeting had been to explore some of the sections of the SEF and examine how the school is progressing towards ‘Good’.</p> <p>Outcomes for Pupils – There is evidence that the work in KS2 is now ‘Good’ and there is a need for the approaches used in KS2 to be absorbed across the school. This internal judgment has been confirmed by a peer review.</p> <p><u>Question:</u> What about Maths and Science? <u>Answer:</u> Students find it easier to engage with English than with Maths and Science. Satisfied that the teaching of Maths and Science is good but there are other factors which affect the results. We are planning to recruit a Maths specialist (SW volunteered to be involved in the interview process).</p> <p>One governor noted that on a recent classroom observation, it had appeared as if the pupils were in control and that there was little teaching taking place.</p> <p><u>Question:</u> What about Science? Do you have concerns there? <u>Answer:</u> Moderation visits confirm the quality of the teaching in science. However, pupils find Maths hard and this is having a knock-on effect on Science.</p> <p><u>Question:</u> What are you doing about it? Are you altering the way Science is delivered so as to improve pupil engagement? <u>Answer:</u> The current Science teacher is very good but is perhaps overstretched as she is also the SENCO. I will consider the possibility of providing additional administrative support for her so that she can spend more time on teaching activities. The appointment of a Maths specialist will also have an effect.</p> <p>Teaching and Learning and Assessment – The Committee Chair reported that the Headteacher is working on the issues identified in the minutes. It was noted that some of the pupil progress is above national average and that this is helping to close the gap. It was noted that on a recent School Improvement visit the evaluation showed that teaching is still variable.</p> <p><u>Question:</u> Is the peer review report accepted? <u>Answer:</u> Yes, the 12 recommendations are accepted and these will be considered in more detail at the next SIC meeting.</p>	
9	<p>Policy Review It was reported that the policy schedule has been reviewed. The Governing Body had previously agreed that NYCC model policies will usually be adopted wholesale. In the case of policies which need to be reviewed, these will be referred to the next meeting of the relevant Committee. It was agreed that Sue Welch will go through the policy schedule again and identify roles and responsibilities in respect of each policy.</p>	SW

10	Health & Safety Report There were no issues to discuss.	
11	Safeguarding issues There were no issues to discuss.	
12	<p>Governing Body business</p> <p>1. Governor vacancies The Headteacher confirmed that the process for the election of a parent governor is under way. The Chair reported that he has spoken to Alison Johnson at NYCC about the need to appoint an educationalist as a co-opted governor. Alison Johnson has agreed to review their lists and get back to PT. It was noted that the terms of office of four governors will expire in 2017. This will be considered at the next FGB meeting.</p> <p>2. Governor training and GSIN meetings Further to the discussion at the last FGB meeting, a training session for governors has been arranged for 27 March 2017 from 1.30 p.m. – 4.30 p.m. The Chair suggested that it would also be useful at that meeting to review governance arrangements e.g. whether the current Committee structure is working well or whether any changes need to be made.</p>	Clerk (agenda)
PART 'C' - OTHER		
13	<p>Correspondence</p> <p>Exclusions - The Chair reported that he has received correspondence from the Headteacher confirming two exclusions – one involving one pupil for one day for causing damage to school property; and another involving one pupil for three days for a serious assault on a member of staff.</p> <p>Pete Dwyer - The Chair reported that he had received a letter confirming that Pete Dwyer will be retiring in Summer 2017.</p> <p>Clerk to Governors – The Chair reported that he had received an e-mail from the Clerk stating that he will be retiring from the Clerking Service on 31 August 2017.</p> <p>Resolved: that the Clerk be asked to request the NYCC Clerking Service to appoint a new clerk to take over from 1 September 2017.</p>	Clerk
14	<p>Any other business</p> <p>One governor raised an issue which had been referred to in one of the link governor reports – that a member of staff is using her own money to pay for pupil supervision. Governors agreed that this is inappropriate – if the expenditure is justified then the school should be paying. The Headteacher confirmed that he was not aware of this and undertook to investigate and report back.</p>	MP
15	<p>To note the date of the next meeting</p> <p>It was noted that the next meeting of the Full Governing Body will be held on <u>Monday 27 March 2017 at 4.30 p.m.</u></p>	

Chair:

Date: