

<b>Governor</b>	<b>Present / Apols / Absent</b>		<b>Governor</b>	<b>Present / Apols / Absent</b>
Kevin Wilson (KW) <b>CH</b>	Present		Julie Stevens (JS)	Present
Alan Jones (AJo)	Present		Jon Coupland (JC)	Present
Philip Sanders (PS)	Present		Sean Sweeney (SSw)	Apologies
Peter Rodgers (PR)	Present		Tim Alexander (TA) <b>VC</b>	Present
Jan Montague (JM)	Present		Ralph Crook (RC) <b>VC</b>	Present
Nigel Larcombe-Williams (NLW)	Present		Caroline Jordan (CA)	Present
Alex Jackson (AJA)	Present		Stuart Ridley (SR)	Present
Sarah Jones (SJ)	Present		Sue Miller (SM)	Present
Andrew Willetts (AW)	Apologies		Tim Randell (TR)	Present
Tim Stapleton (TS)	Present			

**Also Present**

<b>Name</b>	<b>Designation</b>		<b>Name</b>	<b>Designation</b>
Jay Hooper (JH)	Clerk		Adam Reid (AR)	Associate Member
Barbara Manning (BM)	Vice Principal			

<b>Ref</b>	<b>Action / Decision</b>	<b>Owner</b>	<b>Date</b>	<b>Complete by</b>
	<b>Meeting Open: 18:02</b>			
1611.01	Agenda item: Welcome and apologies			
	Introductions were made for the benefit of new governors and associate members Apologies: AW ; SSw			

1611.2	Agenda item: Declarations of interest			
	Reminder issued; none declared			
1611.5	Agenda item: New Governors			
	<p>KW noted that PR and JM had now left the governing body, choosing not to seek re-election at the end of their terms of office. Both have served the College extremely well and made a valuable contribution to the governing body. SH has also resigned from the governing body, as the role revealed conflicts with other duties and interests. In the light of succession planning, three new Parent Governors have already been sought through public and parent engagement, and appointed as Associate Members, giving them time to start becoming involved in the life of the school and find their feet. It is proposed that two of these SM and TR, be appointed to the full governing body.  Prop: PS, Sec: TA carried unan  AR and TS left the room  In addition, four potential governors have come forward from parents and the community. All four have been interviewed and references taken up. All bring strong skills that support the overall strategy of the governing body. One has since withdrawn temporarily. Governors have been circulated a brief bio for each nominee together with their individual statement.  Governors discussed briefly the nominees. No objections raised.  It is proposed that TS be appointed to the full governing body  Prop: PS, Sec: AJa carried unan.  It is proposed that AR and JW become Associate Members  Prop:NLW Sec SJ carried unan</p> <p>1611.3 PTII minutes agreed and signed</p> <p>AR and TS returned to room.  All new Governors and Associate Members welcomed</p>			
1611.3	Agenda item: Minutes of the previous meeting			
	Minutes of meeting 1606 07.12.16 agreed and signed Prop: TA Sec: AJo carried unan			
1611.4	Agenda item:Matters arising and not on the agenda			

	<p>1606.8 PS gave update on swimming pool. Leak identified and mended but pool will not be recommissioned for the present.</p> <p>1606.10 SJ outlined Ofsted process for the benefit of new governors</p> <p><b>Action:</b> re-send Leadership and Management criteria</p>	JH	19.04.17	30.04.17
1611.6	Agenda item: Principal's report			
	<p>Governors received and read report and executive summary in advance of the meeting.</p> <p>List of questions from TA tabled in advance, which SJ addressed. Governors noted:</p> <ul style="list-style-type: none"> <li>• Attendance levels slightly below target. Good monitoring system is now in place and Attendance officer monitors the most vulnerable on an hourly basis. Increasing pattern of parental request to take children away during term time.</li> <li>• Weaker achievement groups are scattered, but there also some which are linked to particular faculties. Work is being carried out to strengthen middle leadership to provide future support</li> <li>• Progress and outcome differences between year groups relate to the high proportion of PP within Yrs 9 and 7. Both year groups have significant issues that will affect progress, some of which will hopefully resolve as the children move through the school</li> <li>• Yr 11, 12 &amp; 13 issues can be largely affected by the strength of the data, which is only based on partial tests in the early data drops. It will not be until Drop 2 that you will start to see how far on target they are.</li> <li>• Have seen good improvement with low achievers, and SEND gap is closing</li> </ul> <p>Governors also asked about gaps in SCR relating to governor training - all urged to complete the training tasks which will be set out clearly by BM</p> <p>Pressures on staff are a concern for governors. SJ noted that the pace of change and issues such as grade changes and curriculum changes being imposed without sufficient or full detail. Such issues can't be avoided, so support focus has to be placed on the day to day tasks and work life balance, cpd etc.</p> <p>Governors asked for some clear, short reporting around Reducing the Difference. E.g. Yr 10 shows a</p>	BM / ALL	19.04.17	30.04.17
		SJ / BM	19.04.17	01.07.17

	<p>good rate of improvement - backed with evidence.</p> <p>Governors noted that interventions seemed to be working well. AJa agreed with this view, but also noted that tiredness is starting to become evident, and Yr 11 girls in particular (although not exclusively) becoming tearful.</p>			
1611.7	Agenda item: MAT update			
	<p>SJ provided verbal update. KW reminded all that any questions may be made to KW, SJ or RC at any time</p> <p>Scheme of delegation now in consultation; some comments received. All reminded that the devil is in the detail, and the scheme of delegation is very important in setting up the MAT. Next meeting to discuss will be 2nd May <b>Action:</b> re-circulate and all read and comment</p> <p>KW noted that as plans progress, there may be a need to convene short one-off meetings.</p>	JH / ALL	19.04.17	28.04.17
1611.8	Agenda item: Committee reports			
	<p>Meeting notes for all committees circulated</p> <p>1607 / 1609 Resources: PS provided outline of meetings, where the primary focus was on the budget</p> <p>1607A / 1608 Curriculum: AJa/CJ noted areas of focus, including Science improvement plan, Strategies for literacy and numeracy, new classroom support systems and T&amp;L reviews.</p> <p>1610 Chairs: Main focus was MAT update, Governor Action Plan and Succession Planning</p>			
1611.9	Agenda item: 3-year budget plan			
	<p>PS introduced 3-year budget plan which has been recommended for acceptance by the Resources Committee.</p> <p>PS noted that the figures shown are a middle ground, reflecting the worst case scenario, tempered by the fluctuations and movements which experience can predict. This means that the figures are not wholly without risk, but the Resources Committee have debated long and issued significant challenge to ensure their confidence that the budget tabled is achievable.</p>			

	<p>The challenge obviously faced for 2018/19 is recognised, but thought to be manageable. The improvement shown thereafter reflects the rising roll. PS on behalf of the Resources Committee, recommended acceptance of the 3-year budget plan. Prop: NL-W, Sec: TA carried unan</p> <p>The governing body also noted their appreciation of the work from AH. She manages a robust process and with support from SJ, undertakes a huge amount of work behind the scenes. The current financial position of the school is underpinned by her actions in drastically reducing and containing costs, without impacting on the quality of teaching &amp; learning or the learning environment.</p>			
1611.10	Agenda item: Policy ratifications			
	<p>A list of reviewed, revised and new policy recommendations from Committees was circulated in advance of the meeting. No additional queries raised, all recommendations proposed for ratification Prop: CJ, Sec: RC carried unan</p>			
1611.11	Agenda item: Election of Chair and Vice Chair			
	<p><b>Chair and Vice-Chair Designate:</b> KW provided rationale for appointing Chair and Vice-Chair designate at this point in the school year, rather than leave it until July. This will enable the shadowing of roles and smooth handover, important in the current climate and run-up to conversion. RC has put himself forward as Chair, TA as Vice Chair. Both RC and TA spoke around the roles. Both left the room Governors discussed the issues, and fully agreed with the proposal to appoint RC as Chair Designate and TA as Vice-Chair Designate, to hold full office from the end of July. Prop: PS, Sec: NL-W, carried unan RC &amp; TA returned to the room</p>			
1611.12	Agenda item: Governor Action Plan			
	<p>Volunteer requested to review and refresh the Governor Action Plan. Will require liaison with SJ, and aligning the format of the plan with that of the SIP. <b>Action:</b> TS to lead</p>	TS	19.07.17	07.07.17
1611.13	Agenda item: Governor Housekeeping			
	<p><b>Curriculum Chair:</b> Departure of PR means a new Committee Chair required. Proposed that SR and CJ act as joint Chair Prop: KW, Sec: JS carried unan</p>			

	<p><b>Register of Business Interest:</b> All reminded to update the information and signature</p> <p><b>Annual Skills matrix:</b> Due to be refreshed; all urged to ensure completion/ review as this forms an important part of the governance structure.</p>			
1611.14	Agenda item: Parent view			
	<p>CJ noted the circulation of 65 responses gained from parents approached at parent evenings Sept - March.</p> <p>Two questions only were asked, and response numbers are too low to gain insight to any particular trend.</p> <p>Responses demonstrate strong praise and support for staff, and praise for swift action when issues need to be addressed.</p> <p>Areas for improvement relate particularly to communication (some more, some less), homework (some for more, some for less), and more healthy meal options, especially in relation to snacks.</p> <p>Volunteer required to lead and co-ordinate governor involvement. SM offered to do this.</p> <p>Next parent meeting Wed 26th April 6pm</p>			
1611.15	Agenda item: What I have done in or for the school			
	<p>TA: Creative Arts review  JC: Safeguarding issue, Parents evening  RC: Trustee meeting, Parent meeting, English review, Chairs training  PS: PEX appeal, budget, swimming pool, athletics track  NL-W: Governor Panel, Parents evenings, 9 X school events, PE review, English review, sports tour organisation and fundraising, staff recruitment, Easter and Carol services  SR: parents evening  CJ: Parents evenings, PEX appeal, Governor panel  JS: formal applications and interviews for Schools Direct, Co-op Trust project  SM: Carol service, parents evening, Creative Arts review  TR: carol service, Maths review, Parents evening  AJo: PEX appeal, parents evening, faculty review  KW: MAT meeting, Maths review, parents evening</p>			

**Meeting Closed: 19:58**