

<b>Governor</b>	<b>Present / Apols / Absent</b>		<b>Governor</b>	<b>Present / Apols / Absent</b>
Ralph Crook (RC) <b>CH</b>	Present		Julie Stevens (JS)	Present
Alan Jones (AJo)	Absent		Tim Randell (TR)	Present
Philip Sanders (PS)	Present		Sean Sweeney (SSw)	Present (from 18:11)
Adam Reid (AR)	Apologies		Tim Alexander (TA) <b>VC</b>	Present
Joanne Solman (JSo)	Apologies		Tim Stapleton (TS)	Present
Nigel Larcombe-Williams (NLW)	Present		Caroline Jordan (CJ)	Present
Alex Jackson (AJA)	Present		Stuart Ridley (SR)	Present
Sarah Jones (SJ)	Present		Sue Miller (SM)	Apologies
Andrew Willetts (AW)	Apologies			

**Also Present**

<b>Name</b>	<b>Designation</b>		<b>Name</b>	<b>Designation</b>
Jay Hooper (JH)	Clerk			
Cyrus Larcombe-Moore (CLM) (item 5 only)	Head Boy  APOLOGIES RECEIVED		Darcy Hepworth (DH) (Item 5 only)	Head Girl  APOLOGIES RECEIVED

<b>Ref</b>	<b>Action / Decision</b>	<b>Owner</b>	<b>Date</b>	<b>Complete by</b>
	<b>Meeting Open: 18:05</b>			
<b>1707.1</b>	<b>Agenda item: Welcome and apologies</b>			
	Apologies: AW; SM; JSo; AR SS notified possibility of being late Apologies received from Head Boy and Girl			

<b>1707.2</b>	<b>Agenda item: Declarations of interest</b>			
	Reminder issued; none declared			
<b>1707.3</b>	<b>Agenda item: Minutes of the previous meeting</b>			
	Meeting notes 1702 20.09.2017 agreed and signed Prop: PS; Sec: TA carried unan. Meeting notes 1704B 15.11.2017 agreed and signed Prop: PS; Sec: TA carried unan.			
<b>1707.4</b>	<b>Agenda item: Matters arising and not on the agenda</b>			
	Noted that the TUPE consultation is now ended, with no concerns raised. The decision made by FGB on 15th November to proceed into the MAT therefore stands, and the decision made public.			
<b>1707.5</b>	<b>Agenda item: Head Boy and Girl</b>			
	Neither CLW or DH able to be present; SJ speaking on their behalf. CLW has asked governors to ensure that Year 12 students are engaged with governors at an earlier time in future, to enable them to be effective from the start of a new year. The project to initiate peer mentoring across year groups has started, and now superseded by the Human Utopia Project, which CLW and DH are actively engaged in. SJ noted that both are doing an excellent job in supporting school events and being ambassadors for the school. They are great role models, having a high profile and effect in the 6th Form. They have created a different ethos in the student leadership team. They are also both achieving well, in their own fields. Both will report on progress with the recycling project, at the next meeting. Governors noted their Thanks to CLW and DH, as well as success through current interview processes.			
<b>1707.6</b>	<b>Agenda item: Policy review</b>			
	RC asked for the draft policy Supporting Students with Medical Conditions be withdrawn, pending a T&F group looking at a number of school policies to ensure we have a robust and fit-for purpose Equality & Inclusion policy which correctly links and references other related policies. RC noted the circumstances which have revealed the need for such a policy, and the deadlines he has set out around it's completion. BM will lead for the school; RC for governors. All			

	<p>asked for appropriate volunteers to participate - NLW, SR, AJa offered. Governors noted the need to consult on issues, including with one family with a particular interest in developing a robust policy. <b>Action:</b> RC to convene a meeting for January 2018</p> <p><b>Curriculum Committee 1704 15.11.17</b> Recommendations ratified for: SEND Use of Reasonable Force Anti Bullying Prop: AJa; Sec: CJ carried unan.</p> <p><b>Resources Committee 1705 04.12.17</b> Recommendations ratified for: H&amp;S and Business Continuity Charging &amp; Remissions Lettings Complaints Bursary Allocations (subject to comments from remaining Resources members) Prop: NLW; Sec: TA carried unan.</p>	RC	06.12.17	15.01.18
<b>1707.7</b>	<b>Agenda item: Principal report</b>			
	<p>Governors circulated and read document in advance. Noted breakdown of information for Attendance and Safeguarding by half term and micro-cohort, as governors requested. Also addition of H&amp;S information.</p> <p>Governors challenged some of the data on attendance, with SJ noting the management of attendance for 6th Form where attendance has improved greatly. Issues around persistent absence are now to be looked at.</p> <p>Governors questioned data (P.21), where there is evidence that progress is being made with the disadvantaged, and acceleration of high achievers is now a priority.</p> <p>SJ explained how achievement bands are arrived at, in the absence of ability to predict grades for individual students.</p> <p>First round of teaching &amp; learning reviews is now complete, faculties for further work are PE and Social Studies. Science and Maths are improving, although there is still work to do.</p>			
<b>1707.8</b>	<b>Agenda item: Committee reports</b>			
	<p>CJ: Curriculum 1704 15.11.17</p> <ul style="list-style-type: none"> <li>● T&amp;L reviews</li> <li>● Ready to Learn initiative</li> <li>● Governor Action Plan progress</li> </ul>			

	<ul style="list-style-type: none"> <li>AR will be Governor lead for Pupil Premium</li> </ul> <p>PS: Resources 1705 04.11.17</p> <ul style="list-style-type: none"> <li>Budget monitor</li> <li>Consideration of amendment to pay policy</li> <li>MAT update</li> <li>Objective 9 Governor Action Plan progress</li> <li>Committee Attendance</li> <li>Discussion on potential risk to future school trips</li> </ul> <p>Governors picked up discussion on the final point.  <b>Action:</b> Governors asked for some further specific information covering the last 12 months:  How many have dropped out of a trip  How many have asked for a return of deposit  How many Pupil Premium children have been involved  <b>Action:</b> Agenda for discussion next Resources Committee</p> <p>TA: Chairs 1706 06.12.17</p> <ul style="list-style-type: none"> <li>Principal's update</li> <li>MAT update</li> <li>Governor succession</li> <li>TA to be governor lead on H&amp;S</li> </ul>	AH	06.12.17	Asap
1707.9	<b>Agenda item: Operation Encompass</b>			
	<p>SR circulated outline of the support and process in place to support children who are witness or subject to the effects of domestic violence.  SR has completed the training, and worked with BM. happy to assure the governing body that the school is fully compliant (not a statutory requirement).</p> <p>There is lots of supporting documentation, this has been placed in a shared folder for all to access.</p>			
1707.10	<b>Agenda item: Governor succession, Ofsted readiness</b>			
	<p>TS: Governor action Plan has now started to go through the committee process to be updated and maintained.</p> <p>Governor Appraisals are to be trialled; designed to be light touch with focus on a conversation.</p> <p>Ofsted readiness:  TS outlined the key questions which will be asked of governors:</p> <ul style="list-style-type: none"> <li>How the Board Operates (Skills, Induction, Committees, Appraisal, Development)</li> </ul>			

	<ul style="list-style-type: none"> <li>• Quality &amp; Values (Faculty reviews, parent evenings, forums and community perception)</li> <li>• Curriculum (Fortnightly Focus, Curriculum Committee, Principals report)</li> <li>• The Unknown Questions (e.g. What have been the major developments since the last ofsted inspection? What will the benefits of the MAT be to this college?)</li> </ul> <p>Suggested that governors rehearse some of the questions in their appraisal conversations</p> <p>Noted that the key document, containing all the elements required, is the termly Principal's report</p> <p><b>Action:</b> RC noted that all staple documents, which all governors should be familiar with, will be placed in a single shared folder. All will be encouraged to read and re-read</p>	SJ / JH	06.12.17	Asap
1707.11	<b>Agenda item: MAT update</b>			
	<p>QE will not be converting to the MAT. This has a financial impact on the central recharge; trustees were shown a spreadsheet which demonstrates a balance, but this has not yet been circulated so detail not known.</p> <p>Stressed that the ethos and vision of the Trust will not change; QE not participative as this was developed.</p> <p>Financially, the £25K paid in by each school has been exceeded by a total of £17K.</p> <p>The Trust still awaits confirmation of de-delegation monies from DCC. When CFO and COO post appointed, information will be more accurate and forthcoming.</p> <p>Trustees have a clear understanding that, should there be a surplus of money in the central recharge, once an appropriate contingency has been built all will be reapportioned back to schools.</p> <p><b>Action:</b> RC will follow up to obtain latest information</p> <p>PS appointed as a permanent Trustee. RC will be co-opted as a Trustee at the first board meeting in February.</p> <p>Some land issues still to be resolved, Trustees have been clear on how this should proceed.</p> <p>SS reminded all governors of the importance of strong governance in order to maintain earned autonomy within the MAT, and to make the MAT a</p>	RC	06.12.17	15.12.17

	success.			
<b>1707.12</b>	<b>Agenda item: What I have done in or for the school</b>			
	RC: Engagement with family; MAT conversion; Remembrance service TS: Sports Personality of the Year NLW: Engagement with family; remembrance service; Shakespeare play; Arranging English faculty review; Fundraising for school trip; SKRUM partner school arrangements PS: Governor panels AJa: Shakespeare play JS: Teacher training SS: Shakespeare play, parent evening TR: Governor panels, remembrance service, safer recruitment training, Options evening CJ: Staff panel, Youth Speaks, Shakespeare play SR: Operation Encompass, Safeguarding Audit, Sports Personality of the Year TA: Engagement with family, Shakespeare play, arranging Science faculty review  Volunteers sought to attend parent evening 07.12.17 NLW, RC will attend			

**Meeting Closed: 20:06**