

**Minutes of a meeting of the Governor's Education & Standards Sub-Committee held on Thursday 20<sup>th</sup> June 2019 at 6.00p.m.**

Present: Ms J Mills Mr A Worth  
Mr P Buckland Miss R McMann (Clerk)  
Mr M Worrall Mrs T Boving-Foster  
Mr C Hansford Mrs R Chapman

Visitors: None

Quorum per Terms of Reference – 4  
Governors in attendance – 6

1. Apologies for absence

Apologies were accepted for Mr M Bauer (work commitment) and Dr Mawson

2. Declarations of Interest in Agenda items

There were no declarations of interest

3. Minutes of Education and Standards meeting held Thursday 7<sup>th</sup> February 2019

It was unanimously agreed that the minutes were a true record and Mr Hansford signed them.

4. Matters Arising

With regards to the Carlisle Federation, Mr Buckland reported that presently there are no Governor links.

5. SEND Policy

Mrs Chapman presented this policy stating that the updates very minor and were highlighted on the previously circulated document. Questions and comments were invited:

- *Does the school follow a model policy (MW)?* Yes and as per the current trend it is all encompassed within one document. Mrs Bellas wanted to make it as parent friendly as possible (RC)
- Point seven should include a link to the Safeguarding Policy (RC)
- As Mr Shephard is the SEND link Governor and is named in the policy, it should be sent to him to view / approve and as he has now moved

committee should be invited to the November meeting alongside Mrs Bellas.

**Subject to the inclusion of the Safeguarding policy and Mr Shephard approving the policy, the Governors unanimously agreed to adopt the policy.**

**Action point - Miss McMann to:**

- **Send the policy to Mr Shephard for his approval**
- **Notify the committee and SLT of any proposed changes / approval**
- **Invite Mr Shephard to the November 2019 meeting**

## 6. Timing of the School Day

A document was circulated (appendix one) detailing the current daily timetable against the timings for next year. Mr Buckland explained that the changes that had been made for this year had not worked, particularly five minute registration periods and also activity timings had been upset. Therefore, the new timetable addresses these issues with a fifteen minute morning registration to include assembly and ten minutes has been given to afternoon registration meaning there is 25 minutes of pastoral time each day which is important if tutors need to catch up with a particular individual. Five minutes has been taken out of period two to make periods two and three both 35 minutes each. The new timings do mean that lunch is later but overall it is felt these new timings will work better and it is important to note that the start and end times have not altered. Mrs Chapman added to this saying that staff had been consulted and Heads of Year had fed back that they had struggled with only having a five minute registration time.

Mr Worth wished to point out that under the new timings lunchtimes are still shorter which means that practices are more squashed with half an hour maximum practice time (and even less if the astroturf is used). Mrs Chapman said that students are able to buy food at both breaks and they also get a pass to jump the queue if attending a practice but acknowledged that time is also taking up getting changed etc.

## 7. Pastoral Role

Mr Buckland introduced this topic by stating that by taking on an extra class (albeit the actual class size is just the same) means an increase in pastoral requirements and consequently more pressure on tutors and Heads of Year. There are significant concerns as the school is expected to deal with an increasing number of mental health issues, there are some students with long-term health issues and an increasing number of holiday requests which although declined does not stop parents from taking their children out of school. This is against a backdrop of cutting the capacity of SLT, a Business Manager on sick-leave and also the Attendance Officer has suffered with ill-health. Mr Buckland reported that the Attendance Officer has now tendered her resignation but wished it to be noted that Mrs Lowes has given the school eighteen years of fantastic service in and will be sorely missed.

With the above factors in mind, Mr Buckland reported he had initially spoken to Mrs Boving-Foster and Mr Worrall about bringing in a non-teaching member of the pastoral team who would be the first point of contact and also support the attendance officer. However, given the resignation, it would be a good opportunity to review the role of the attendance officer and the administrative team as it is felt that this could be run more effectively. In terms of cost it was thought that the salary for the new pastoral role would be around £18,000 pro rata and with on-costs this would probably total around £25,000. However, Year 7 has increased with an extra form (31 pupils per group) which generates £25,000 per annum for the school in effect making this cost neutral. However, Mr Buckland regretfully informed the committee that due to tight finances this would be on hold for the time being.

Ms Mills queried if there was a job description and advert ready to go when finances are felt to be more secure. Mr Buckland replied that whilst a new attendance officer will be recruited as this is a like for like post, there would have to be a new job description drafted as the current job description is not fit for purpose. Ms Mills wished it to be noted that Mrs Chapman who is picking up much of the additional work is supported wherever possible.

#### 8. Headteacher's Report

Mr Buckland reported that the school was full in every year group but that the report for Full Governors' would show the exact numbers. He added that there were no child protection cases. With regards to the increase in the number of pupils in the lower school, Ms Mills noted that the Sixth Form has been reduced from six forms to five and wanted to ensure that as pupil intake goes up, the situation in the Sixth Form is monitored and resourced accordingly.

As there had been no meeting of this committee since February, Mr Buckland had informed the committee that there had been 10 fixed-term exclusions totalling 14 days, largely due to a group of challenging Year 11 students and one of those students totalled 4 days. Ms Mills queried the number of days a student is excluded for before an external inspection was triggered. Mr Buckland answered that this was five days. There had also been 5 cases of one day isolation. Mr Hansford questioned if there was a theme to this? Mrs Chapman answered by saying that some of the students had safeguarding issues and Mr Buckland added to this by saying a number of these were due to substance abuse, particularly vaping. Mrs Chapman also added that punishment is not the only method used with these pupils and that support is very much part of the cycle.

Given the above, Mr Buckland went on to add that there was a joint letter going out with UCC and also an ex-pupil of UCC was coming in to do a hard hitting talk with Year 9 and upwards next week. Ms Mills praised this approach stating this would make the pupils listen more than anything else.

The committee were informed that the GCSE exams had finished with the A-level exams due to finish next Monday. Ms Ellwood and her team were praised for doing a fantastic job with a large number of extra requirements to deal with.

The open evening was deemed to be a success with a huge turnout with over 600 attending. Though the deadline to apply is tomorrow there has been a record number of applications with 326 applications at the last count (five more than last year which was also a record breaking year). Mrs Boving-Foster said it was a great evening with a huge amount of effort put in by the staff. Additionally, she commented that the leaflet was very inviting and professional. Both Mrs Boving-Foster and Mr Buckland wished to extend their thanks to all staff and particular mentions went to Mrs Chapman, Mrs Denyer and Mrs Wilkinson for their outreach work which is clearly paying off. Ms Mills also commented that it was lovely to see that the school is featuring more and more in the local papers for its achievements.,

Activities week was also reported to be a great success with credit given to Mr Dawson and also support from the administrative and finance staff. Staff were thanked for giving up their own time in order to facilitate this.

The OFSTED SEND visit was a success and they were happy the pupils' needs were met. Mr Hansford said that he had heard that outstanding schools were to be inspected. Mr Buckland said that they have been asked to do 10% of these schools to get a sample and thus, it was important that the school kept getting excellent results. Mrs Boving-Foster emphasised that it is important to never be too complacent.

Mrs Boving-Foster wished to add that she as very pleased with the response rate from the recent Governor skills audit and this will be on the agenda for the Full Governors' meeting. With regards to link reports, legally the there is only a requirement for a SEND and Safeguarding link officer and the rest are at the discretion of the Governing Body. Thus, she reported she is looking at linking something with the school's SIP.

#### 9. Date of Next Meeting

To be confirmed

Meeting closed at 6.50pm