

Minutes of the meeting held on 17th June 2019 at 6:00pm in LCR

Present: John Gilbert (Acting Chair), Ian Mudge, Eilis Cope, Andrew Wilson, Amanda Arrowsmith, Stuart Wilson, Chris Baldwin, Muir Mathieson & Alison Campbell-Black.

Apologies: Graham Ayre, Andy Fellows & Nigel Riglar (Chair)

In Attendance: Hannah Kelly (Clerk), Glen Balmer & Emma Gray

1. Apologies were received and accepted from:

Graham Ayre, Andy Fellows & Nigel Riglar (Chair). John Gilbert had agreed to chair the meeting in NR's absence.

2. Declarations of Interest:

None

3. Governor Resignations/Appointments

There have been no resignations or appointments since the last meeting.

4. Minutes of the last Meeting dated 18th March 2019:

These were proposed for approval by IM; Seconded by SW; Agreed unanimously and signed by NR as Chair.

5. Action Point Checklist

FGB34:	Ongoing
LGB22:	Completed
LGB39b:	Ongoing
LGB47:	Ongoing
LGB50:	Completed
LGB51:	Completed
LGB52:	Completed - Item 18 on the agenda
LGB53:	Completed – Item 13 on the agenda
LGB54:	Ongoing
LGB55:	Completed
LGB56:	Completed

SW and ACB to meet discuss the plans for the Canal Field and Downfield Road.

- **Action:** SW & ACB (LGB57)

6. Governor Ratification of decisions by email between LGB meetings

The following resolutions were ratified by email since the last LGB meeting:

- Approval of recommendation to not admit a recent in-year candidate – (Admissions agreed 01.04.19)
- Approval of New York A Level Drama trip – February 2020 (LGB agreed 02.05.19)
- Approval of the proposal for the joint role of HT @ Marling and CEO of CBAT - June 2019. (LGB agreed 03.05.19)
- Approval of the Salix bid (F&R committee agreed 24.05.19)

7. Matters Arising:

There were no matters arising.

8. Health, Safety & Wellbeing:

There was nothing to report about current pupils.

- A recent ex-pupil has died in a swimming pool accident in Vietnam. The inquest has been opened.
- A former pupil has recently died of a brain tumour.

➤ *Item 21 was taken here, out of turn*

➤ *Item 16 was taken here, out of turn*

9. Committee Reports

There were no committee meetings held since the last LGB, as the C&S meeting was cancelled.

HK to reschedule the C&S meeting

- **Action:** HK (LGB58)

10. Update from Joint Steering Group

- There was a meeting of the JSG on 30th April 2019.
- JG gave the committee an overview of the meeting.
- A discussion was had about the 6th form PAN - the split has had considerable financial implications which is why Marling is projecting a deficit.
- GB emphasised how important it will be to make the first couple of weeks an amazing experience for the new 6th Form recruits. The governors requested an update at the end of September 2019 to hear how the first few weeks progressed.

11. CBAT Update

SW updated the committee on the recent CBAT meeting on 30th April 2019.

CBAT has submitted a bid for a new primary school in Stonehouse. At least one other bid will be entered.

Interviews are being held this week.

Q: Can we find out the result before the next governors meeting?

SW to communicate the outcome to governors.

- **Action:** SW (LGB59)

CBAT are also considering putting together a bid for a secondary school in Gloucestershire as well. It needs to be submitted by the 30th September.

Berkley had a recent Ofsted inspection. They received a 'good' judgment, but Ofsted will return in 18 months to undertake a full review. SW felt it was a fair judgement and everyone felt positive about it. Cam Woodfield is not due an Ofsted inspection for another 2 years.

12. Headteacher's Report

Confidential Item

13. Governors' Vision and Values

The Governors' Vision Statement had been circulated prior to the meeting.

Governors felt that there needed to be further discussion about the strategic objectives.

It was agreed that these would be the focus of the next Vision & Value meeting.

- **Action:** NR (LGB63)

➤ *The vision statement was proposed for adoption by IM; seconded by MM; and approved unanimously.*

➤ *Item 18 was taken here, out of turn.*

14. School Improvement Plan and Governor Engagement.

14.1 SIP 2019/20

GB gave an overview of the school improvement plan for 2019 /20. The key core priorities are:

1. Develop Marling School Co-Educational Sixth Form
2. Review & develop subject curricula and associated pedagogy
3. Promote the wellbeing of staff & students

A discussion was had about the behaviour system and consistency within the staff. GB explained that it is a priority over the next few weeks to review and update the system.

14.2 Governor Engagement

IM recently visited the school for a day to undertake a thorough governor visit. This was a useful day for everyone involved and the staff appreciated the opportunity to talk to a governor.

GB proposed that IM's visit could be used as a template which could be adapted and applied more broadly to all governor visits.

For example: Governors to provide a date where they can visit for a whole day or two half days. The visit/s would focus on link governor responsibilities as well as wider governance responsibilities. It would allow GB to plan over the course of the year for governors to see the range of SDP areas
Governors will then report back at the following governor meeting.

- C: Governor visits are harder for those without an education background - we do not know what we are looking for or the right questions to ask. There needs to be some thought about how we all get the best out of the day.

GB offered to work with individual governors in advance and or/at the start of the day to help talk through what type of questions would be appropriate.

A discussion was had about how to get the best out of governor visits. It was agreed that the governing body needs to be more visible in school throughout the year, therefore it was proposed that governors agreed dates in advance of the next academic year so that there was a spread of governor visits. The visits would be linked to themes rather than the curriculum as it was felt that there was not enough governor knowledge to question staff on teaching methods.

It was agreed that there should be core elements and a common layout to each visit eg: Health & Safety walk, and lesson observation, pupil and staff discussion.

Working party, comprising–ACB, AA & CB to work with Glen to formulate what a visit might look like, with key themes relating to the SIP.

HK to help schedule dates avoiding the first and last weeks of term.

- **Action:** HK (LGB64)

15. Policies

Group 1:

Policies which had been agreed at Committee and have either been renewed, extended or have minor adjustments/changes – for information only.

- 15.1 Bomb Threat
- 15.2 CPD
- 15.3 Critical Incident Plan
- 15.4 Lettings
- 15.5 Redundancy
- 15.6 Relocation Incentive

Emergency services references in the Bomb Threat and Critical Incident state different numbers of 9's. EG to decide whether they should read 9999 or 999 and policies amended for consistency.

- **Action:** EG (LGB65)

Group 2:

Policies which have been agreed at Committee but are either new or have substantial changes and need ratification at LGB.

There were no policies in this category.

Group 3:

Policies that have not been to Committee.

There were no policies in this category.

Group 4:

Policies which had been agreed via email.

There were no policies in this category.

Group 5:

For information. Policies which have been approved by CBAT and are now CBAT Policies.

15.7 CBAT Teachers' Performance Appraisal

Q: What is happening with the Behaviour Policy?

A: It is being reviewed, it won't be ready until September when the current review of behaviour system

Q: All the policies refer to LGB what will happen when the committee is no longer called that?

A: I have checked with HR. They have confirmed that it is acceptable to phase it out over a period of time.

16. Educational Visits

CERN 2020

EG to check the dates to ensure that it fits within the usual number of days off school.

- **Action:** EG (LGB66)

GB explained the nature of the trip to the Governors.

The trip was recommended by SW.

➤ *The trip budget was proposed by AA; seconded by ACB; and unanimously approved.*

➤ *EG left the meeting at 18:37*

17. Communication Message for Governors and Staff re 6thForm.

SW & EC to work together to develop this.

- **Action:** SW & EC (LGB67)

18. CBAT Governance and Scheme of Delegation

The three changes were proposed to Trust governance at the last meeting. SW has reviewed these following feedback from the three Trust LGBs and proposes to take the following proposals to CBAT:

1. *Changing the name of the LGB and governors* - SW had proposed 'School Improvement Board' which the three schools did not feel comfortable with. The name of 'School Development Board' has since been suggested as being more positive. SW proposed to keep the name of governor, as the activity is largely the same even if the accountability is not.
2. *Changing the committee structure* – the proposal is to remove committees with the exception of Pay & Conditions and Admissions.

3. *Introduce a new scheme of delegation* – SW to circulate the new scheme of delegation, which is very similar to the previous one which was presented at the previous LGB.

A discussion was had about governors who currently sit on Marling LGB and are a member of the Trust. It was agreed that over time, these roles would need to be split.

19. Governor Training

Session 3 of CETA governor training is scheduled for 18th September. It includes items on the new Ofsted Framework; safeguarding for governors; induction & refresher on governance basics. Ian Mudge indicated that he would like to attend this session.

20. AOB

20.1 Duke of Edinburgh

SW informed the committee that a Duke of Edinburgh Regional Co-ordinator visited today. He confirmed that Marling had a high level of participation; one of the best in the county.

20.1 Staff Leavers

- Q: There are 3 long term members of staff leaving in September. The governing body should recognise them. What can we do?
- A: There is a staff celebration event on Wednesday 17th July. SW asked whether a member of the governing body to be there to make a short speech from the governors. IM/AA offered, but need to confirm availability. SW also added that governors can make a contribution a gift which can come from school, staff and governors.

21. Financial Report

Confidential Reports

21.1 May Outturn

There was a finance meeting on the 10th June when EG ran through the detail of the outturn in full. EG explained the highlights of the Outturn to the committee; the situation is comparable to the forecast figure.

21.2 Budget 2019/20

The finance committee had recommended the budget to be taken to the LGB committee for approval to be forwarded to the Trust for their approval.

It was explained that due to lag funding, there will potentially be more pupils next year than Marling will receive income for. The money for those students will be received the following year.

Q: Can we ask for an advance on the money?

A: Because the trust as a whole is able to cover the deficit, we would not get an advance.

A short discussion was had about the levels of pupils in Y12 & Y13.

- *The budget was proposed by JG; seconded by MM; unanimously approved.*

The meeting closed at 8.30pm



16/9/19

