



## Claremont High School Academy

MINUTES OF THE FULL GOVERNING BODY MEETING  
10 DECEMBER 2015  
1900 Hours

### Governors in Attendance

Mr S Brunswick (Chair)  
Mr J Jhally (Vice Chair)  
Mr B Cuggy  
Mr U Raichada  
Mr T Molloy (Headteacher)  
Dr D Wright  
Mr H Bennett  
Miss O Louisy  
Mr S Yanmaz

### Non Governors in attendance

Mr A Merkley (Clerk)  
Ms C Thompson (School Business Manager)  
Mr S Arnell (Deputy Headteacher)  
Ms B Thomas (Deputy Headteacher)

### Absent Governors

Dr. N Molden  
Ms Elizabeth Coles  
Ms G Aspinall (Deputy Headteacher)

### Absent Non- Governors:

Mr K Tailor (Associate)

## PART I

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### Agenda Item 1: Governing Body Organisation

Lead: All

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#### 1.1 Introductions and apologies

1.1.1 Introductions were given. Apologies were received in advance of the meeting from Ms. E Coles Dr N Molden and Ms G Aspinall. Governors **CONSENTED** to their absence.

1.1.2 Apologies were also received in advance from Mr K Tailor (ASSOCIATE). Apologies were also **CONSENTED** to.

#### 1.2 Appointment of the Clerk

1.2.1 An introduction was given to Mr A Merkley as new clerk to the Governing Body. Mr A Merkley gave a brief overview of his previous work in a similar capacity.

- 1.2.2 Governors **APPROVED** the appointment of Mr A Merkley as Clerk to the Governing Body and the Chair duly signed the Service Level Agreement for the Clerking Service. It was noted that the Clerk would be undertaking a six month trial period.

### 1.3 Declarations of pecuniary interest

- 1.3.1 There were no declarations of interest in relation to items on the agenda.

### 1.4 Website information

- 1.4.1 The Chair drew Governors' attention to section 2.5 of the Academies Financial Handbook which stipulated the requirements of Governors to publish their information on the school's website. This was circulated to Governors in advance of the meeting with the Agenda papers (4 December 2015)
- 1.4.2 Governors **AGREED** that the information should be made available on the school's website and it was recorded that all information was available and should be collated into one document for upload on the website.
- 1.4.3 The Clerk **AGREED** to liaise with Ms N Boughey (Deputy Headteacher) in relation to this piece of work.

**ACTION 12/15-01** Clerk to collate information for the publication of Governors' details and circulate to Governors electronically for confirmation

**ACTION 12/15-02** Clerk to Liaise with Ms N Boughey in relation to publishing Governors' details on the school's website

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## Agenda Item 2: Minutes of the Last Meeting and Action Taken

Lead: Chair

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### 2.1 To agree the minutes of the meetings held on 5 October 2015

- 2.1.1 The minutes of the Full Governing Body meeting held on 5 October 2015 were circulated in advance with the Agenda papers (4 December 2015)
- 2.1.2 The minutes were **APPROVED** as an accurate and true record of proceedings and duly signed and dated by the Chair.

### 2.2 Matters arising from the minutes which are not included elsewhere on the agenda

- 2.2.1 There were none.

### 2.3 Any urgent action taken since the last meeting

- 2.3.1 There was no urgent action taken since the last meeting.

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## Agenda Item 3: Chair's Report

Lead: Chair

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- 3.1 It was noted that the Chair's Report was a new item on the Agenda and that this would be an opportunity for the Chair to report back to Governors any work that he has been undertaking at the school outside of the meetings.
- 3.2 The Chair gave a verbal update, the following key points of which were noted:
- Mock university admissions interviews were undertaken with sixth formers. Dr D Wright was also involved in this process.

The Headteacher requested that feedback be given as to how students presented. It was noted that the statements submitted in support of applications were excellent. It was felt that students were sometimes not able to think on their feet with some of the more challenging aspects of the interview process but that, on the whole, they presented very well.

- Governors have been involved in the review of the Headteacher's performance objectives which were set on the basis of the outcomes of the Ofsted inspection. It was recorded that Jacqui Pearson was appointed as the external advisor to support in the process.

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#### Agenda Item 4: Leadership Report

##### Lead: Headteacher

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- 4.1 The Headteacher presented the Leadership Report which was dispatched to Governors three weeks in advance of the meeting.
- 4.2 The Headteacher drew Governors' attention to the following key points from the Leadership Report (please refer directly to the report for full details)
- 39 re-marks were requested for students of GCSE and GCE exams. The re-marks all resulted in improvements in the overall marks and one student was admitted to Cambridge on the basis of this.
  - Considerable improvement has been made in the areas of Drama, Design and Technology, ICT, SEND and Science, following the successful implementation of Rapid Improvement Plans (RIPs) in these particular areas.
  - The Budget for 2015-16 is looking healthy.
  - Claremont has been active in its role as a National Support School working with an Academy in Southwark and a school in Maidenhead.
  - The Headteacher is continuing to be a lead on the London Leadership Programme to support 16 Secondary Schools in South Gloucestershire.
- 4.3 Governors noted the Self Evaluation points as taken from the recommendations of the last Ofsted report.
- 4.4 The Headteacher highlighted that the Academy Improvement Plan was also included within the report and pointed out to Governors that there were no areas identified as being red; that is in need of urgent attention.
- 4.5 In relation to the Staffing section of the report **Governors questioned the leadership team as to how the school was addressing the need to fill certain posts within the staffing team.** The Deputy Headteacher and School Business Manager stressed that all advertised posts were published in the national press and also published on the school website. It was recorded that the school have also been using apprentices to fill some non teaching roles.
- 4.6 **Governors questioned the Headteacher as to the number of unqualified teachers in the school and if there was any intention of increasing their number.** The Headteacher clarified that was a unique situation which had lasted longer than intended and that any further unqualified teachers would be recruited via Teach Direct/SCITT or the traditional PGCE routes.
- 4.7 In relation to the Fixed Term Exclusions 2014-15 data, **Governors questioned the leadership team as to why the figure was high for the number of days for year 10 exclusions.** The Deputy Headteacher informed Governors that there had been a number of fixed terms exclusions in relation to 2 students that resulted in a cumulative increase in days. It was recorded that these students were eventually excluded permanently.
- 4.8 Governors noted that the school would not be undertaking a major production in the Autumn Term. This would ensure that Year 11 students could focus on their studies.
- 4.9 Year 11 attendance is very high at 96.1%. It was noted that only the Year 7 attendance has fallen and this was as a result of a child with a severe medical condition. The Deputy Headteacher informed that an

alternative provision of Home Tuition supplied by Ashley College may need to be sought for this young person.

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#### Agenda Item 5: Expansion of Pupil Numbers

Lead: Chair/ Simon Arnell

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- 5.1 Mr S Arnell presented to Governors the proposal for an Expansion of Pupil Numbers. It was recorded that the proposal had been presented to the Finance, Premises and Health and Safety Committee meeting on 24 November 2015 by Ms G Aspinall and that Governors had **APPROVED** the proposal.
- 5.2 It was recorded that the Academy intended to increase the Year 7 form entry by 28 students, Pupil Admissions Number (PAN) to increase from 252, its current value to 270 students. It is planned that this will commence in the academic year 2016-17.
- 5.3 The Deputy Headteacher assured Governors that the teaching unions had been consulted and were on board with the proposal and that no changes to the structure of the school would be required to accommodate the increase.
- 5.4 **Governors questioned the leadership team as to whether the increase in classroom size would impact detrimentally on the teaching provided.** The Deputy Headteacher **ASSURED** Governors that this had been considered as part of the deliberations around the expansion and the research did not suggest that such a small increase in class size would have any negative impact.
- 5.5 The School Business Manager informed Governors that an increase in the number of students the school would take will be used in making future bids for school improvement funding.
- 5.6 The Chair **AGREED** that if approved the situation would be kept under review if the proposal approved.
- 5.7 Governors voted **UNANIMOUSLY** in favour of adopting the proposed expansion of pupil numbers.

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#### Agenda Item 6: Approval of Audited Accounts 2014-15

Lead: Jo Jhally

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- 6.1 Mr J Jhally gave an introduction to the Audited Accounts 2014-15 which had been presented and approved by Governors at the Audit Committee Meeting and the Finance and Premises Committee both held on 24 November 2015.
- 6.2 Mr J Jhally stated that the key points of note were as follows:
- Budget surplus of £694K
  - The findings of the audit were presented by Phillip Clarke the external auditor from Moore Stephens.
  - The school received a clean audit report with no areas of major concern.
- 6.3 Governors gave special thanks to the School Business manager and the members of the Finance team for their work in relation to the successful report.
- 6.4 There were no questions in relation to the Audited Accounts. As such Governors **APPROVED** the accounts as presented.

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#### Agenda Item 7: Committee and Link Reports

Lead: Committee Chairs/ Link Governors

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##### 7.1 Personnel

7.1.1 Mr B Cuggy, chair of the committee, presented the key points of the Personnel Committee held on 24 December 2015. The Minutes of the meeting were circulated in advance. (4 December 2015)

7.1.2 Key points:

- The Appraisal Handbook was presented to the committee. Thanks were given to Mr S Arnell for his work on the handbook. The Handbook was approved by Governors.
- Pay progression was approved for a number of staff and Governors noted that staff are much more aware of what is required of them in terms of producing supporting evidence for the work they have done.

## 7.2 Finance and premises

7.2.1 Mr J Jhally, chair of the committee, presented the key points of the Finance and Premises committee held on 24 November 2015. The Minutes of the meeting were circulated in advance. (4 December 2015)

7.2.2 Key points:

- A detailed Health and Safety update report was received by the Committee. The Chair brought to the attention of Governors the need for review of the condition of the astroturf in the next 3 years.
- The audited accounts were approved.
- The budget reports for September and October were noted with nothing of significance to report.
- The school had been subject to a VAT inspection the outcome of which was the School Business Manager and the finance team had worked hard to ensure that the school was not required to pay back a large sum to the Inland Revenue. Governors gave special thanks to the School Business Manager and the members of the finance team.
- As mentioned above, the pupil expansion proposal was presented and approved by Governors.
- Two capital funding bids are being submitted, one for a new science laboratory the other for a new visitors reception to the school.

## 7.3 Audit

7.3.1 The Chair presented the key points of the Audit committee held on 24 November 2015. The Minutes of the meeting were circulated in advance. (7 December 2015)

7.3.2 Key points:

- Audited accounts were approved by Governors.
- External auditors were appointed for another year.
- The contract for the internal auditors will go out to tender.

## 7.4 Curriculum

7.4.1 Mr D Wright, Chair of the committee, presented the key points of the Curriculum committee held on 1 December 2015. The minutes of the meeting were tabled.

7.4.2 Key points:

- New members to the committee would be advantageous as total membership numbers are low.
- Examination results were considered alongside the Inspection Dashboard.
- Destinations of A Level students were noted

## 7.5 Pupils

7.5.1 The following key points were highlighted by Governors present at the last Pupils Committee meeting in the absence of the Chair:

- Prevent/ FGM training has been given to staff
- 50% of funding has been raised for the Cambodia trip.

## 7.6 Link Governor reports

- 7.6.1 Ms O Louisy informed that she had visited the school in her capacity as SEND link governor. The visit took place in September. Another visit is due to receive updates in relation to inclusion
- 7.6.2 Mr U Raichada informed that he had visited the school in his capacity as Health and Safety link governor. He visited on 25 October and had a discussion with the site manager in relation to the pot holes in the playground. It was **AGREED** that this was an area that required attention. Update to be brought to a future meeting.  
**Action 12/15-03 Mr U Raichada to bring an update in relation to the potholes in the playground to the next meeting.**

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### Agenda Item 8: Policy Ratification

Lead: Chair

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## 8.1 Complaints Procedure

- 8.1.1 Governors received the Complaints Procedure that was circulated in advance with the Agenda papers (4 December 2015)
- 8.1.2 It was recorded that the Complaints Procedure had been considered and approved by the Personnel Committee. Governors **APPROVED** the Complaints Procedure.

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### Agenda Item 9: Dates of upcoming meeting

Lead: Clerk

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- 9.1 The dates for the upcoming meetings were noted by Governors.

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### Agenda Item 10: Any other business

Lead: Chair

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- 10.1 The Headteacher shared with Governors that the Academy was hosting a shared celebration meal where voluntary donations would be collected to go towards the acquisition of a school minibus.

## PART II

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### Agenda Item 11: Any Other Confidential Business

Lead: Chair

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- 11.1 There was none.

**There being no further business the meeting closed at 8.25pm.**

Signed.....  
Mr S Brunswick  
Chair of the Full Governing Body

Date .....