



Claremont High School Academy

MINUTES OF THE FULL GOVERNING BODY MEETING

23 June 2016

1900 Hours

Governors in Attendance

Mr S Brunswick (Chair)
Mr J Jhally (Vice Chair)
Mr B Cuggy
Mr U Raichada
Dr D Wright
Mr H Bennett
Miss O Louisy
Dr. N Molden
Ms G Aspinall (Deputy Headteacher)
Mr K Tailor (Associate)
Ms R Kapashi

Non Governors in attendance

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

Absent Governors

Ms Elizabeth Coles
Mr S Yanmaz
Mr T Molloy (Headteacher)

Absent Non- Governors:

Ms B Ragheb (Deputy Headteacher)

PART I

Agenda Item 1: Governing Body Organisation

Lead: All

1.1 Introductions and apologies

- 1.1.1 Introductions were given. A special welcome was given to Ms. R Kapashi who was attending her first Full Governing Body meeting as a prospective Governor.
- 1.1.2 Ms. Kapashi gave a brief account of her experience particularly in finance and management.
- 1.1.3 Apologies were noted from Ms. E Coles (for work reasons), Mr S Yanmaz (who was abroad on an educational trip to France) and Mr. T Molloy (attending a graduation ceremony for an ex student). Governors **CONSENTED** to the absences.

1.2 Declarations of interest

1.2.1 There were no declarations of interest in respect of items on the agenda.

1.3 Register of Business Interest forms

1.3.1 Register of Business Interest forms were completed by all Governors in attendance.

1.4 Membership of Governing Body and Committees

1.4.1 Mr. B Cuggy gave a resignation speech following many years as a Governor and Chair of the Personnel Committee.

1.4.2 The Chair and Governors gave thanks to Mr. Cuggy for his hard work in support to the Governing Body.

1.4.3 In light of Mr. Cuggy's resignation and on considering the skills offered by Ms. R. Kapashi, Governors formally **APPOINTED** Ms. R. Kapashi as Partnership Governor.

Agenda Item 2: Minutes of the Last meeting and Action Taken.

Lead: Chair

2.1 To agree the minutes of the meeting held on 17 March 2016

2.1.1 The minutes of the meeting held on 17 March 2016 were circulated in advance with the agenda papers (*16 July 2016*)

2.1.2 The minutes of the meeting were **AGREED** as an accurate record of proceedings and duly signed by the Chair.

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

2.2.1 Action 03/16-02 Headteacher to ensure Powerpoint on E- safety training is uploaded on the school's website- **OUTSTANDING ACTION**.

2.2.2 Action 03/16-04 Clerk to make final amendments to the Governors information to be put on the school's website. *This has been completed and is now on the school's website.*

2.2.3 Action 03/16-06 Clerk to liaise with policy lead in relation to ensuring policies are ready for review at the next meeting. *The Headteacher is currently in the process of undertaking a full review of Academy policies.*

2.3 Any urgent action taken since the last meeting

2.3.1 There has been no urgent action taken since the last meeting.

Agenda Item 3: Chair's report

Lead: Chair

3.1 The Chair gave a verbal update in respect of actions taken since the last meeting.

3.2 There have been a lot of meetings and discussions that have taken place since the last meeting in light of progress to becoming a MAT. The Chair informed that a detailed report will be received from the Deputy Headteacher later in the meeting.

3.3 The Academy has continued to experience issues of flooding with the recent heavy rainfall. It is expected that this will continue to cause disruption but the Academy is doing all that it can to prevent future issues.

Agenda Item 4: Leadership report

Lead: Deputy Headteacher

- 4.1 Ms. G Aspinall talked through the Leadership report which was circulated in advance of the meeting, picking out the key points.
- 4.2 Governors were made aware of the hard work put into compiling the report by Josephine Brady, the Headteacher's PA. Governors gave thanks to Josephine Brady.
- 4.3 The Summer term has been very busy for the whole School. The School Leadership have been working extremely hard in a number of different areas.
- 4.4 Governors noted the RAG rating for the School Improvement Plan (SIP) and associated Targets.

Governors questioned the Deputy Headteacher in respect of the different colour grading on the SIP. The Deputy Headteacher confirmed that the dark green ratings are those that have reached the highest level of achievement and was happy to inform that the majority of targets were recorded as being somewhere on the green scale.

- 4.5 Governors noted the staff leaving and entering the school, and those internal appointments that have been made. The Personnel committee received and reviewed the information in the last meeting.
- 4.6 Governors were reassured that the school will be fully staffed in the new academic year. Governors gave thanks to Mr. Arnell for the hard work that was put into ensuring this was the situation, especially given the difficult recruitment situation faced by schools nationally.

Governors questioned Mr. Arnell in respect of the 5 teachers leaving the English department, concern being raised that this was a high number in this key subject area being replaced by inexperienced staff. Mr Arnell assured Governors that there had been a surplus to requirements level of staff in this area and stressed that those staff that had been identified to join the English department were made up of a teacher with three years experience, an NQT and one overseas teacher all with the right level of experience and/ or enthusiasm and knowledge of the school.

Governors challenged the School Leadership as to the level of scrutiny applied to new teachers to ensure that they are delivering the high level of teaching expected. Mr. Arnell stressed that all teachers receive a very good continuous professional development programme and that all teaching staff will receive the same level of assessment. It was noted that all staff will be expected to be involved in students that are at critical examination points, but that the School Leadership have confidence in their ability to deliver the expected standards. Mr. Arnell reminded Governors that the school will be moving from observations based teacher assessment to a holistic triangulated approach, with teachers being measured against the national teaching standards.

- 4.7 Claremont Parents Staff Unite was announced as a replacement to the old Claremont Home School Partnership. On 28 June 2016 the group will be meeting with new year 6 parents. The group is hoping to build a strong collection of parents who will be able to assist in fund raising events ~~and formal meals~~.
- 4.8 Claremont received the Best Outcomes Award for Pupil Premium spend in Brent at Key Stage 4. Governors noted the report for pupil premium expenditure 2014/15 which had been interrogated in detail at the curriculum committee.
- 4.9 Governors noted the changes that have been made to the curriculum delivered to students in all year groups.

In light of the information provided, Governors questioned the School Leadership as to whether it was a necessity for the school to cover the new national curriculum. The school Leadership informed that it was not a requirement for the school to do so being an academy, however the school had decided to do this.

- 4.10 Year 10 students will be the first cohort to be assessed on the Progress 8 scale which will replace the previous 5+ A* - C key measures. The students will receive a numerical grade from 1-9 for English and maths and an alphabetical grade for all other subjects.
- 4.11 Peter Georgihades will be providing cover for the Facilities Manager post which was not filled and the school will be looking to recruit an Assistant Site Manager to provide support to his role in the new year.
- 4.12 The school had another water leak in the main building which came at a cost of £40-55K maximum. The water leak has now been fixed. The school have now put in place a system of checks to ensure that a water leak is identified at the earliest possible opportunity in the future and that damage to property does not occur.
- 4.13 Ms. Louisy informed that she had visited the school with a colleague as part of the school's university day. The day was an opportunity for prospective university students to hear from people from specific academic and professional fields and to give further information on the application process. Ms Louisy informed that the young people had asked a wide range of questions and were very enthusiastic about the process.

Agenda Item 5: Educational Excellence Everywhere

Lead: All

- 5.1 Governors noted the briefing paper produced by the Clerk in respect of the Government's white paper; Educational Excellence Everywhere. There were no specific questions raised.

Agenda Item 6: Multi Academy Trust (MAT)

Lead: Ms G Aspinall

- 6.1 Ms. G Aspinall gave a Powerpoint presentation to Governors with regards to the progress made since the last meeting around forming a MAT.
- 6.2 Governors received a questions and answers document, outlining key points for consideration, as a tabled item.
- 6.3 The school have been liaison with David Groves who has been helping in completing the application form.
- 6.4 A number of meetings have taken place between Claremont School Leadership and School Leaders from 3 local primary schools; Uxendon Manor Primary School, Sudbury Primary School, and Mount Stewart Primary School.
- 6.5 Sudbury Primary School is the only school yet to commit to forming a MAT with Claremont. Uxendon Manor and Mount Stewart are currently maintained schools, and as such would not be in a position to MAT, but are keen to remain involved in discussions.

Governors questioned the Deputy Headteacher as to whether Byron Court would be approached to join the MAT. The Deputy Headteacher informed Governors that ~~Mount Stewart had been considered over -Byron Court as it was the main feeder school to Claremont High School Academy. had not been considered as it is no longer a feeder school to Claremont, stressing that the MAT plan is to focus on primary schools that feed into Claremont.~~

The Next Steps

- 6.6 Continuing to get the right people round the table, that is those schools and leaders that share a similar ethos as Claremont. The emphasis being that the Claremont education standard is extended to all children in the MAT.
- 6.7 Governors noted that the process for forming a MAT would not be rushed into further noting that if a MAT is formed it is likely there will be a £20mil budget, 4000 children and 500 staff under the Trust.

- 6.8 A clear succession plan will need to be formed along with a clear Governance structure and accountability frameworks.
- 6.9 Governors were made aware of the different possible set ups in terms of Governance structure noting that there would be a limit to the number of Headteachers that could sit on the Board of Trustees. This would mean that there would be a Heads forum that would sit alongside the Trust in the structure.
- 6.10 Identify the right people to be members of the Board of Trustees.
- 6.11 The proposed name for the MAT is Chrysalis Educational Multi-Academy Trust.

Governors questioned the School Leadership in relation to the budget management in a MAT. The School Leadership informed that the finance infrastructure would be decided by the schools forming the MAT.

Governors raised concern that if a school within the MAT was a failing school and received a bad OFSTED inspection, that this would impact on all schools within the MAT. It was confirmed that this would not be the case and that the school in question could be asked to join another MAT.

Action 06/16-01 Gill Aspinall: Circulate MAT presentation slides to Governors.

Agenda Item 7: Committee and Link Reports

Lead: Committee Chairs

7.1 Personnel Committee

- 7.1.1 The personnel Committee Chair gave a verbal update from the meeting, the minutes of which were circulated in advance with the agenda papers (*on 16 June 2016*)
- 7.1.2 Dave Wardle, ~~Site Manager~~Assistant Headteacher is retiring after 39 years of work with the school.
- 7.1.3 All teaching staff positions are filled for the new year.
- 7.1.4 Committee members heard that the school was having to find places for 4 apprentices, as 2.3% of the workforce is to be made up by apprentices. The school will receive a £32K fine if they fail to fulfil this quota.
- 7.1.5 The Headteacher presented a proposed new management structure, however it was noted that this has been put on hold until the discussions around MAT have progressed further.

7.2 Finance, Premises and Health and Safety.

- 7.2.1 Mr S Brunswick gave a verbal update from the meeting, the minutes of which were circulated to Governors on 22 June 2016. It was noted that Mr. Brunswick chaired the meeting in the absence of the committee Chair.
- 7.2.2 The main discussion in the meeting was the Budget for 2016-17. Ms Thompson informed Governors of the key points out of this discussion:
 - 2016-17 Budget is balanced but going forward the school will have pressures placed on the budget which will be realised in 2017-18. This may result in cuts and savings having to be found.
 - The school is providing staff with the cost of living allowance (COLA) as agreed by the committee, however it was recommended that staff be made aware of the fact that this has been granted by the school and the Governors and that this may be retracted in future years.
 - Expenditure on Leadership has gone up, however the School Business Manager stressed that there is a built in contingency in this figure, and it is not anticipated that all staff on the school leadership will progress up the leadership scale.

Governors questioned the School Leadership in respect of the school selling its services externally. The School Business Manager and School Leadership informed Governors that the experienced members of staff had successfully sold services to other schools, being in a position to share their knowledge and the Claremont model. It was noted that a prediction for income generation has not been factored into the budget but was in the region of £50K over the last financial year.

Governors challenged the School Leadership in respect of the 60% increase in cost for clerking services with the change to the new clerk. The School Leadership informed Governors that the cost for the clerking services was in keeping with what other providers were asking in a competitive market.

7.2.3 Governors formally **APPROVED** the budget for the year 2016-17.

7.3 Curriculum and Pupils Committee

7.3.1 The committee co- chair gave a verbal update from the committee meeting, the minutes of which were circulated in advance.

7.3.2 The committee reviewed and approved the Behaviour for Learning Policy and the Uniform Policy.

7.3.3 The committee were made aware of the changes to the curriculum and changes to the English Department which was in a process of being redeveloped.

7.3.4 Spanish lessons were offered outside of school, for those students with the capacity for another foreign language.

7.4 Audit Committee

7.4.1 The committee Chair gave a verbal update from the committee which had met before the FGB.

7.4.2 The school have appointed HCSS as the internal auditors. The first audit of which took place on 6 June 2016.

7.4.3 The committee heard that the following key points were raised from the audit:

- The financial scheme of delegation needs to be reviewed.
- Governors induction pack is to be reintroduced including the specific documents that had been suggested by the clerk.
- Governors website requires updating with relevant documents including minutes from the last 2 years. The School Business Manager sought the aid of the clerk in updating the website.

Action: 06/16-02 Clerk to update the Governors website with pertinent documents for Governors.

7.5 Link Governor Reports

7.5.1 Ms. Louisy informed that she has undertaken a visit to the school in her capacity as SEND link governor.

7.5.2 It was noted that the school has three more children join the school with education, health and care plans (EHCP).

7.5.3 It was noted that the school have recently employed a ~~SEND Co~~ SEND Teacher and a full review of EHCPs is underway.

Agenda Item 8: Approval of the Budget

Lead: Claire Thompson

8.1 *See point 7.2 above*

Agenda Item 9: Keeping Children Safe in Education

Lead: All

- 9.1 A briefing paper issued by the Clerk highlighting the proposed changes to Keeping Children Safe in Education was circulated in advance with the agenda papers (*on 16 June 2016*)
- 9.2 The Clerk informed Governors that the changes were due to come into force on 5 September 2016.
- 9.3 There were no questions in relation to the paper.

Agenda Item 10: Training

Lead: All

- 10.1. Ms. Louisy has attended exclusion hearing training with the London Borough of Brent.

Agenda Item 11: Dates of upcoming meetings

Lead: Chair

- 11.1 The school calendar for the new academic year is yet to be produced. Once this has been received the Clerk **AGREED** to schedule in dates and inform Governors for putting in their diaries.

Action 06/16-03 Clerk: to circulate upcoming dates for the new year.

Agenda Item 12: Any Other Business

Lead: Chair

- 12.1 Following the Prevent training which had taken place prior to the Full Governing Body meeting, it was **AGREED** that Mr. S Brunswick would take on the role of Prevent Governor.

PART II- Confidential Items

Agenda Item 13: Any Other Confidential Business

Lead: Chair

- 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