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| HPFS Full Governing Body Meeting Minutes |
| 13 th September 2017 at 8am |
| Heyford Park Free School, Officers Mess, |
| Attendees:, Adrian Lockwood (Chair of meeting), Steve Maltby, Gale Law, Sarah McCready, Steve Gee, Elaine Robinson, Elaine Robinson Kate Akkerman, Karen Healey, Rebecca Hughes, Jonathan Swift, Ash Rugoobur |
| Apologies/Absent:., Paul Silver, Charlie-Morgan Harris, Jan Maulden Michael Loveland, |
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| | Agenda Item | Lead | Comments | Actions | Who | Timescale |
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| 1. | Apologies | | Paul Silver, Charlie-Morgan Harris, Jan Maulden Michael Loveland | | | |
| 2. | Declarations of Interest | | No new declarations | | | |
| 3. | Minutes from last meeting | ALO | Minutes Approved | | | |
| 4. | Matters Arising | | Letter to EFA with PSI National levels comparison column now added to pupil performance data Copies of communication to Kier have been forwarded to PSI Revised Project expenditure added to Finance agenda item | PSI to advise | PSI | |
| 5. | Year 11 baseline publications update | ARU | <u>Performance Measures & Subject Performance</u> | | | |

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| | | | <p>ARG presented the Year 10 Achievement report based on July data (current Y11)</p> <p>SMA enquired if the data was showing if we are on track to meet targets, requesting a simple summary of the data presented</p> <p>KHE explained English is on track Maths is getting on track but Science is not on track but an intervention plan is in place</p> <p>SMC enquired why Basics results are so low. SMC noted that the last OFSTED report stated that Governors were not quick enough to react to poor results. SMC asked if we are confident of enough improvement by next data point in October</p> <p>KHE explained that December results would give a true representation but does have a concern over Science, History and Spanish. There have been some issues around staffing. KHE advised meetings will take place with some parents whose students will be removed from Spanish to focus on Maths and English, staffing and timetable plans are in place to support this</p> <p>ALO asked for confirmation that certain students will drop Spanish to focus on English and Maths</p> | | | |
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| | | | <p>ARG advised introduction of PiXL strategies</p> <p>EBO asked how expensive this will be</p> <p>KHE noted that it was expensive but there is evidence of impact in PiXL schools.</p> <p>EBO enquired how often students were doing GCSE practise questions and papers</p> <p>ARU advised asking departments to do each lesson and set for homework</p> <p>EBO asked if exam arrangements are in place</p> <p>KHE confirmed an exam officer and assistant is in place and exam paper storage is being organised at SC</p> <p>EBO asked if there were many students requiring special assistance KHE confirmed there were</p> <p>ALO noted that we must keep a close track on results and that updates should be provided at each FGB meeting</p> <p>SMA asked if we were going to achieve our 80% target</p> <p>KHE stated she was not sure we would</p> <p>EBO asked what was the most important measure, KHE explained Progress 8 was the most important measure but this was moveable so Attainment 8 was the most important. If each child meets A8</p> | <p>Provide update on achievement at each FGB</p> | <p>ARU</p> | |
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| | | | <p>then Progress 8 would be met. There needs to be a focus on Science.</p> <p>ALO noted that FGB need to be clear where we are</p> <p>SMC asked for it to be noted that GB were clear on the position and are aware and are concerned.</p> <p>SGE asked if we are doing enough for other years so we are not in the same situation in a years time</p> <p>KHE explained that the issue would be with resourcing intervention but departments will be asked to focus on yrs 9 and 10 next applying same process</p> <p>SMC enquired if it was harder to get progress from higher achievers KHE said that we need to ensure all work was challenging enough</p> <p>GLA asked how we are communicating to parents of students who will be dropping Spanish</p> <p>KHE explained that w/c 25th September SLT will be meeting every yr11 parent to explain the rationale and explain that intervention is not voluntary</p> <p>SGE suggested recommending tutors to parents to alieviate pressure on resourses</p> <p>EBO recommended we do not make tutor recommendations</p> | | | |
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| | | | EBO asked if there was another assessment in October, KHE confirmed. | | | |
| 6. | Website statutory publications | KHE | <p>KHE advised Governors of statutory website publications</p> <p>Curriculum – already published Performance Data – does not need to be published Pupil Premium/disadvantaged & Sports premium published following approval from this meeting. SEN statement on but needs reviewing by SENCO.</p> <p>FGB approved all publications</p> | Ensure all approved statutory publications are on website | KHE | |
| 7. | Impact of disadvantaged funding & funding plan | VWA | VWA presented her report, Governors had no questions around attendance SMA asked for clarification of the definition of disadvantaged students this was explained as children in poverty, in the care system, or in receipt of tax credits back dated 6 years or service ALO noted that there was a requirement that disadvantaged pupils need to improve more than non-disadvantaged pupils | | | |

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| | | | <p>RHU confirmed that measures are in place to ensure teachers are aware of all PP students</p> <p>SMC noted that she had previously requested data be broken down into group specific e.g. SEN, boys, girls</p> <p>ALO told the Governors there had been some negative feedback about the Alton Towers trip that it was not educational.</p> <p>SGE suggested that the vision of Summer School be communicated to parents</p> <p>KHE told the Governors that during Parent Drop In sessions it was made very clear by parents that Summer School should be a soft start</p> <p>ALO reiterated that it needs to be clearer to parents what Summer School is about</p> <p>It was suggested that the discussion about Summer School be moved to Students committee</p> <p>It was recommended that incoming Year 7 students be included in Summer School</p> | <p>Summer School vision to be confirmed to parents</p> <p>Add Summer School agenda to Students Committee Agenda</p> | <p>KHE</p> <p>KAK</p> | |
| 8. | Sport Grant Plan | RHU | <p>RHU presented the Sports Grant Plan review 2016 – 2017</p> <p>ALO asked for a Summary of what the grant was</p> <p>RHU explained it was to encourage healthy lifestyles, promote fitness and staff training</p> <p>EBO asked for assurance there is the</p> | | | |

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| | | | <p>correct level of training for staff ALO asked when the exact grant figure will be available KHE advised that there is a formula to calculate the figure so there should not be a big discrepancy</p> <p>Full Governing Body agreed the Sports Premium Expenditure</p> | | | |
| 9. | Governor Visits Protocol | KHE | <p>KHE explained the protocol and process of recording Governor visits. Term 1 dates for school monitoring included. ALO requested a calendar of school dates to be circulated for year.</p> <p>FGB approved the Governor visits protocol and process</p> | Circulate school calendar to FGB | KAK | |
| 10. | Detailed Budget | JSW | <p>SMA noted that the lateness of the provision of the budget and lack of cash flow data was unacceptable. SMA noted that the budget cannot be approved with the absence of cash flow data which firstly needs to be checked by the finance committee SMA insisted that all capital expenditure be frozen until cash flow data becomes available SMA suggested an emergency meeting be scheduled as soon as possible</p> | | | |

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| | | | <p>ALO endorsed this action which was agreed by other governors</p> <p>ALO asked how this would be moved forward after the emergency meeting</p> <p>EBO enquired if there where any health & safety matters that needed financing, this is not the case.</p> <p>ALO enquired how stalling the budget would affect the SIP. KHE stated that the all priorities were agreed and any actions are changeable as it is a working document</p> | Finance meeting to be scheduled | KHE/SMA | |
| 11. | School Improvement Plan | KHE | <p>KHE asked for approval of School Improvement Plan from FGB</p> <p>SMA said he was unable to approve SIP without knowledge of the cash flow</p> <p>FGB approved the School Improvement Plan <i>subject to any financial impact</i></p> | | | |
| 12. | Policies | KHE | <p><u>Complaints Procedure</u></p> <p>Approved by FGB</p> <p><u>Charging & Remissions Policy</u></p> <p>Approved by FGB to be re-visited after one year</p> | Arrange publication of approved policies on school website | KAK | |
| 13. | AOB | | SMA raised the situation of recruiting a new Business Manager | | | |

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| | | | <p>KHE confirmed the advert for the position has gone live</p> <p>ALO enquired how long the advert had been live</p> <p>SMC enquired if JSW was aware of the problems</p> <p>KHE confirmed she has had numerous meetings to discuss issues</p> <p>SGE asked if we could advertise wider</p> <p>KHE stated that the person needed to have education expertise but was happy to extend the reach of the advert.</p> <p>SGE agreed to advise suitable places to advertise</p> <p>EBO noted that the HR function of the role could be moved elsewhere</p> <p>KHE confirmed she was using Penisular for HR matters</p> <p>SMA stated he would be happy to increase the salary to obtain the right person</p> <p>SMC noted that the role could become cost neutral</p> <p>ALO asked if we were aware of new data protection laws coming in to place. School confirmed but needs to be addressed.</p> | <p>SGE to assist in extending reach of advert for Bus Mgr</p> | <p>SGE</p> | |
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| | | | KHE advised the FGB of the audit taking place w/c 30 th October KHE requested a finance meeting to approve the draft audit report | Meeting to be scheduled to approve draft audit report. | KHE/SMA | |
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| | Date of next Meeting | | 22nd November 2017 @ 8am | | | |

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