

The Heyfordian School Trust
Governing Body of Heyford Park Free School



Minutes of the full Governing Body meeting held at Heyford Park Free School on 16th November 2016 at 8.00am

Present:

David Castles, Principal (DC)
Paul Silver, Chair (PS)
Michael Loveland (ML)
Elaine Robinson (ER)
Gale Law (GL)
Emily Boswell (EB)
Sarah McCready (SMc)
Charlie Morgan-Harris (CMH)
Jan Maulden (JM)

In Attendance:

Kate Akkerman, Clerk (KA)
Anna Russell, Head of Secondary (AR)
Rebecca Hughes, Head of Primary (RH)
Vicky Wallington, Assistant Principal (VW)
Karen Healy, Acting Head (KH)
Carolyn Unsted (CU)

Apologies:

Steve Maltby (SM)
Adrian Lockwood (AL)

The Chair (PS) opened the meeting, there were no Declarations of Interest.

PS reviewed the minutes of the previous meeting of 14th September 2016, they were agreed to be an accurate representation and were approved.

Governors were provided updates on the following:

ACTIONS FROM 16/11/2016			
Publish a communication to parents updating Principal transition.	KH	CLOSED	
Arrange a parent drop in session to meet with KH	SMc / KH	CLOSED	Scheduled for 10/1/17

Arrange a follow up staff welfare meeting with PS	KA	OPEN	
Distribute Primary Observations report to Governors	RH	OPEN	
Distribute key dates for Principal recruitment to Governors	SMc	CLOSED	
Upload approved updated Policies to the HPFS website	KA/DR	CLOSED	
Distribute teaching staff report to Governors	AR	OPEN	
ACTIONS FROM 14/09/2016			
Carolyn Unsted to meet with DC and SLT	PS	CLOSED	
Re-publish a policy list with Governor ownership	KA	ONGOING	Actions will be forthcoming after Governance review
ACTIONS FROM 13/07/16		PERSON	STATUS
DC to circulate the 3-5-year strategic plan	DC	ONGOING	

Recruitment Update – DC

DC presented to the Governors, his recruitment update and schedule for the transfer of responsibilities. DC confirmed that KH had been appointed as interim Principal after his departure.

PS asked the Senior Leadership Team (SLT) if they were happy with the schedule and responsibilities. This was confirmed. PS requested end dates be added to the schedule. KH noted that some Governance handover was still outstanding and would be addressed by KH and KA.

DC asked that the Governors should email him with any areas they felt were not addressed. DC confirmed that additional sub-committee meetings were scheduled.

PS confirmed that he has met with the SLT to identify any risk points, he requested that any queries from the SLT should be directed to him for clarification.

EB commented that the document was useful to understand the handover procedure.

CMH recommended that a follow up communication be sent to parents with a Principal transition update.

PS and SMc advised that a parent drop in session would be organised before Christmas.

AR advised the Governors that KH was available to parents at the Pupil Review Day on 18th November.

Feedback on Support Programme – CU

CU thanked the SLT for being accommodating to her and supportive of the suggestions in her report.

CU explained that her report had identified strengths and positives including strong student relationships, an inclusive nature, that staff were open to change and self-improvement, a strong financial audit, Governors that respect the school and are supportive, parents are supportive of the school and as such there were no barriers to learning. The report also identified some opportunities and issues; safeguarding was sound but could be improved, a training requirement was identified for reporting safeguarding issues,

staff need to learn the triggers and to develop a judgment of what to report and to whom.

PS enquired if safeguarding was an agenda item at staff meetings as it appeared there maybe potential inconsistency between staff, he also asked if CU was happy with the current processes in place. KH confirmed that it was covered in CPD to ensure consistency. DC confirmed that the safeguarding policy was the same for all staff including non-teaching.

CU identified four key areas for improvement in her report.

AR advised that the SLT now had much clearer goals and accountability and they were ready for change. AR added that faculty time placed into the working day has helped staff morale.

PS requested there be a follow up to the staff welfare meetings that were held in June and July.

Teaching and Learning RIP – KH

KH advised the Governors that the feedback from CU's report was used to formulate the RIP. KH has identified 5 priorities which were summarised in her Report to Governors.

PS enquired if CU concurred with the findings in the OCSA report. CU felt that some opportunities had been missed.

PS asked when the GCSE base data will be available for years 9 and 10, KH advised this would be in December. SMC asked why the data wasn't currently available, KH advised that this was because the data was not accurate and hadn't been externally moderated. KH advised that the year 9 and 10 data would be presented at the next Governors meeting with the measures that will be used.

Governors requested that Primary Observations should be distributed.

CU noted that pupils were not engaging in lessons as much as they could be. PS questioned what plans were in place to address this. KH advised that this was covered in her six keys areas for focus within the RIP. The RIP has been written within the last two weeks and had not yet been published.

CMH asked that the data presented at the next Governor meeting cover all year groups, as he had a concern about the validity of past data. KH confirmed that data will now be externally moderated and measurable against national figures.

PS requested an additional meeting to discuss the student data in more detail. He asked that when presenting data, it was clear whether it had been externally moderated, that it was simple to understand free of jargon and clear what was important.

CU noted that from here initial Governance review there appeared to be a lack of educational focus and that Governors needed to be more aware of educational issues. CU explained that an in-depth Governance review day was to take place on Wednesday 23rd November which would provide a more detailed report.

PS requested an update as soon as was possible.

CU advised that lesson observations had been carried out for all 21 members of teaching staff. 50% of teaching is good or better 44% (8 teachers) requires improvement and 6% (2 teachers) were inadequate. CU advised that support plans were in place for these teachers with a 4-week review to take place with AR as mentor.

JM questioned whether the members of staff had accepted the findings, DC noted that the process for improvement was very clear. PS enquired if there was any potential risk and whether suitable cover was available.

PS enquired if there was a support plan in place for the 8 teachers requiring improvement, KH confirmed a clear pattern had been identified and clear targets had been put in place. ER asked if the staff had seen the recommendations.

PS requested the distribution of AR's staff report to all Governors.

PS noted that he would like to invite CU back in the Easter term to carry out a follow-up review.

EB suggested that student questionnaires would be a useful feedback tool.

JM queried if there was a proforma for Learning Walks, expressing that it would be good to know what to focus on and what to look for and to provide a report back to Governors.

PS agreed that there was some training required for Governors on the topic of Learning Walks.

CMH declared he was happy for CU's report to be shared with the teaching staff, KH confirmed a briefing summary of the report would be fed back to them.

KH advised the Governors that the RIP would be on the agenda of the next Governors meeting for approval. CMH enquired if the school was ready to answer questions on plans for a sixth form at the upcoming PRD day. PS requested a timetable for sixth form plans. This is included in the report sent by DC.

Nursery Implementation Update

The proposal submitted to the Governing Body that the Nursery opening on September 2017 should be based in the purpose-built room at the SC. It was noted that some remedial work was required to make the room suitable. EB noted that the room was very small for 26 children. SMC advised that the room met with statutory requirements for the proposed number of children with the opportunity for expansion.

CMH enquired who was going to run the Nursery. RH advised it would be operated by HPFS not Park Keepers.

It was agreed by the Governing Body that the proposal should be discussed at a Premises Committee and a recommendation then be made to the FGB for approval. PS requested that RH attend Premises Committee meetings.

Policy Approval

The November 2016 update of the Child Protection and Safeguarding Policy was ratified by the Full Governing Body.

The November 2016 update of the Pupil Premium Policy was ratified by the Full Governing Body.

Principal Recruitment

DC and the SLT left the room at this point in the meeting.

SMC provided an update to the Governors on the process of recruiting a new Principal. SMC requested one or two Governors facilitated the review of the application pack, applications received and the interview days. GL and EB offered to assist in the process.

SMC to circulate key dates for Principal recruitment to all Governors.

AOB

None

The meeting was closed at 10.11

The next Governing Body meeting is scheduled for 8am on Wednesday 18th January 2017 at Heyford Park Free School.