



**MINUTES OF THE CAREW LOCAL GOVERNING BODY MEETING HELD ON
TUESDAY 11TH JUNE 2019 AT 4.00PM**

Members: *Mr Jamie Bean (Chair) – JB
Mrs Kirsty Cottrell (Governor) – KC
Mr Rob Watkins (Principal) – RW
Mr Stephen Brooks (Staff Governor) – SBr
Mrs S Butcher (Parent Governor) – SBu
Mrs J Lewis (Parent Governor)-JL
Mrs Ruth Duggan (Governor) – RD
Mr Emmett Murphy (Governor) – EM
Mrs Michelle Debique-(Governor)-MD

Also present: Mrs Helen Morris (Vice Principal) – HM
Mr Joe Shepherd (Head of Upper School) – JS
Ms Natalie Taylor (Head of Middle School) – NT
Ms Lucy Davey (Head of Lower School) - LD
Mrs Allison Grainger (Head of Teaching School) – AG
Mr Mike Wood (Head of STEM) – MW
Ms Louise Cooper (Director of English and Literacy) - LC
Mr Norman McDonald (OHCAT Management Accountant) – NMc *In attendance up until item 5 only*
Mrs Tracey Goodsell (Clerk)

* denotes absence

The meeting commenced with a Safeguarding training session delivered by HM, the Designated Safeguarding Lead (DSL). She informed governors of the updates to the Keeping Children Safe in Education (KCSIE) which has been updated in September 2018.

All governors were asked to sign Part 2 of the KCSIE to demonstrate that they had read and understood the new guidance.

1. APOLOGIES

Apologies for absence were received from JB. KC chaired the meeting in his absence

2. WELCOME AND INTRODUCTIONS

KC welcomed everyone to the meeting and introductions were made. A particular welcome was extended to the new parent governor and the new finance governor.

3. DECLARATION OF INTEREST

There were no new declarations of interest.

4. FINANCE AND FUNDING (NMc in attendance for this item)

NMc explained to governors that the finance papers had been discussed with RW prior to this meeting.

i) Management Accounts April 2019

The school is forecasting a small deficit of £30k against the budget. The OHCAT Budget Panel has agreed £20k for upgrades to the school. It is hoped that the deficit will be less by the end of the year. Reserves are at just under £700k. The target is for 90 days, but is currently at 54 days.

Comprehensive notes to the accounts were provided on page 3 of the management accounts.

TG explained that MD, in her role as finance portfolio governor, will meet with NMc on a termly basis prior to the governors' meeting.

Governors **RECEIVED** the management accounts

ii) Draft Budget 19/20

NMc said that the budget had been finalised with RW. There are 249 pupils next year across 30 classes, 8 additional teachers, 7 of who are newly qualified.

Governors noted that the OHCAT charge to the school has increased from 4.8% to 5.8%

The budget shows a surplus of £1K but the reserves are healthy at £820k.

KC asked about the income, which shows a significant drop at the end of August but NMc explained that this a cash balance and monies are received at different points during the year. Sutton LAs money is received in April.

Governors were pleased to hear that the school has been donated a minibus and RW had attended a charity event to receive it.

Governors **RECEIVED** the draft budget 19/20.

NMc left the meeting.

4. CONSTITUTION AND APPOINTMENTS

- i) Governors **NOTED** that Jo Lewis and Sandra Butcher will be appointed by the OHCAT Board on 28.6.2019 as parent governors.

- ii) Governors **NOTED** that Michelle Debique will be appointed as the Finance and Resources portfolio holder by the OHCAT Board on 28 June 2019.

5. STRATEGIC ITEM-REVIEW OF TEACHING AND LEARNING CURRICULUM

JS delivered a training session based on the Teacher Evaluation Schedule (TES) used across all OHCAT schools. The TES offers a holistic approach to measuring teachers' performance.

There is an upward trend in outstanding grades, increasing from 9 in 2017/18 to 14 in 2018/9. Good grades remain constant at 17 in 2017/18 and 2018/19. New teachers are performing well which is indicative of good CPD.

Governors noted that the sixth form is almost doubling in size next year.

SB asked why the teaching averages are slightly down.

JS said there a few factors that could be attributed to this, including the increase in the middle leadership team, which might have 'flattened' the average. JS said that he is optimistic that the average grades will increase once the summer data is collected.

EM asked what grade the school was putting in its Self-Evaluation Form.(SEF)

JS said it would be Outstanding. He said that not all teachers have to receive an outstanding grade and as long as there is a solid good across the board it would still be possible to achieve an outstanding judgement. During the last 'health check; the external reviewer suggested the school should refer to outstanding teaching as 'strong'. However, the progress data evidences outstanding teaching.

KC suggested that the progress data should be included in the SEF. JS agreed that this would be included.

JS said that these grades are for internal SLT moderation only, teachers are given a target based on this information. The school's best teachers are specialist in their subjects.

The current SEF was circulated and comments made by governors at the last meeting had been incorporated. The SEF also includes quotes from the external reviews. RW said there have been five external reviews which have been published on the school website. Colleagues have also taken part in external reviews in other Sutton schools.

RW encouraged governors to come back to the next meeting with questions on the SEF.

SB asked when this year's pupil survey would be going out. RW confirmed that the survey has been sent out and replies are coming back. It is a working document that will be updated.

SB said that it would be interesting to compare last and this year's survey.

In response to a question from EM regarding Parent View, RW provided a break down on the statistics, which were very positive.

Governors thanked JS for his informative presentation.

5. MINUTES OF THE LAST MEETING

Governors agreed and the Chair signed the minutes of the meeting held on 5th March 2019.

6. MATTERS ARISING

Governors **NOTED** the matters arising that were not covered elsewhere in the agenda, see below:

Item 4	Clerk to provide RW with draft letter seeking nominations for Parent Governors for onward delivery to all parents See 4 above "Constitution and Appointments"	RT
Item 6ii	RW to circulate current website compliance checklist Checklist from December 2018 Provided – Enclosure 2	RW
Item 6iv	HM to update Governors about D Scott's Safeguarding suggestions in Summer Term meeting David Scott PDBW Feedback Provided – Enclosure 3	HM
Item 8i	Quotes from compliments received to be included in papers for Governors Parent Feedback Comments – March 2019 Provided – Enclosure 4	RW
Item 9	Clerk to include Keeping Children Safe Governor Training item on the agenda for the start of the next meeting Included at start of Agenda	RT
Item 10	LC to include the Gatsby assessment on the agenda for the next meeting alongside review of Teaching and Learning Curriculum Gatsby Benchmark Assessment – May 2019 Provided – Enclosure 5	LC
Item 15	Clerk to include the Summary of Actions of the previous meeting on future agenda As Above	RT

9. GOVERNOR DISCUSSION AND CHALLENGE

a) PRINCIPAL'S REPORT

RW presented a brief overview report of the school in terms of Pupils, Staff, Outcomes, Health & Safety and Safeguarding, Compliments and Complaints, and School Events.

SB reported that he is a member of OHC&AT's Health and Safety Committee, representing the Sutton Hub. There are still a number of vacancies from the other hubs. RW suggested that there should be a 'reward' for people who give up their time to sit on this committee to recognise the extra commitment.

Governors **NOTED** the report.

b) DASHBOARD

Governors **NOTED** the dashboard content and the headline figures therein.

KC asked about the incident logged under Behaviour in the autumn term. RW said this was relating to racist and homophobic behaviour. Governors were pleased to note the reducing pattern in the number of incidents.

Governors also asked about the reduction of merits in summer term 1. RW said this was probably due to the short half term and that many students are near to getting their platinum award so not trying quite as hard as they usually might! RW added that students who have achieved their gold award have been on two cinema trips this year.

KC asked about the LADO referral in spring 2. She asked whether this had been reported to Jamie Bean, as Chair. RW explained that this was relating to an agency member of staff who was immediately removed from the school. The agency had been told and the information shredded with the DBS service.

SB asked about the increase in sickness since last year. RW said this relates to some significant long term sickness. There is also an increase in staff since last year which will skew the figures. RW said that Gemma Dickman, from OHC&AT's HR team comes into school one day per week to assist the school to improve the data input into HR Select, which will make reporting easier and make the sickness data more informative.

Governors **RECEIVED** the Dashboard.

10. GOVERNOR VISITS, DEVELOPMENT AND TRAINING

i) Portfolio Visits

a) Ethos, Vision and Strategy-JB

RW reported that JB had been in school for the last review day with Jamie Hughes.

b) Teaching and Learning-RD

RD reported that she had attended the accelerated reader training which she said was impressive. She said that pupils can choose their own books which are labelled with stickers to show them which books are at the appropriate level for them. This has resulted in a marked progress in pupils' engagement with reading. Governors thanked LC for her work on this new initiative.

c) Safeguarding-KC

KC reported that she had joined a couple of interviews the day before for Teaching Assistants and she had been impressed with the robust process. RW said that interviewees were sent Keeping Children Safe in Education (KCSIE) prior to interview.

d) Finance -MD

It was noted that MD would carry out her first portfolio visit next term.

e) HR-EM

EM reported that he had had a positive meeting. He reported that the school is trialling giving staff a day off in lieu if they attend work for 100% of the term. RW said that he thought it was important to recognise their commitment. There has been no negative impact on the school in terms of cover.

f) Business Development and Marketing-SBr and SBu

SBr said that he had asked Claire Hill, in OHC&AT's marketing department to change the school website to show the school calendar rather than events. RW asked for his thanks to be passed onto Claire for her speedy response to requests for website updates. SBr said that there have been 87 news stories his year and he is hoping to make a video in celebration of all the good news. There have been various visitors to school, including the Met Police Traffic Division. MetroBank are also willing to come in to talk to pupils. There will be a new prospectus for the open day in September. RW thanked the parents for all their support.

Action: Governors to receive the new prospectus at the next LGB.

Governors **RECEIVED** the portfolio reports.

b) Training

Governors noted for the minutes that they had received training on Safeguarding and the TES system at this meeting.

11. EQUALITY AND DIVERSITY

RW reported that the Equality and Diversity report is on the school website together with the Equality statement and objectives. He read these out to governors. He further reported that school is hoping to achieve the Right to Respect award again this year, and is hoping to move from silver to gold.

Governors **NOTED** this information.

13. POLICIES AND PROCEDURES

Governors **NOTED** the Policies and Procedures listed approved by the OHCAT Board

NAME	TYPE	STATUS
Attendance Policy (OHC)	Core	Review
Data Protection Policy	Core	Review
Freedom of Information Policy	Core	Review
Staff Code of Conduct	Core	Review
Exclusions Policy (Academies)	Additional	Review
Gifts and Hospitality Policy	Additional	Review
Risk Management Policy	Additional	Review
Traffic Management Policy	Additional	New

15. OHC&AT GOVERNANCE DOCUMENTATION

To note updates to the following governance documentation approved by the OHC&AT Board and available to view on the Governors' Portal:

Schedule of Responsibility

To note that the schedule has been amended to reflect the arrangements for consideration of permanent exclusions and now reads:

"[LGB] appoints a panel of at least three members, one of whom must be the Executive Head, Quality and Learning Support (or his or her nominee) to consider any permanent exclusions and other certain fixed-term exclusions as set out in the DfE Exclusions Guidance 2017."

16. CONSULTATION ON REVISED OFSTED INSPECTION FRAMEWORK

Governors noted the outcome of the consultation that closed on 5 April 2019, and that the revised framework was available [online](#) and on the Governors' Portal.

RW reported that there are three new key words included in the framework, that governors should be aware of; Intent, Impact and Implementation. He asked TG if this could be incorporated in the portfolio guidance.

Action: TG to consider the new Ofsted framework when updating the portfolio guidance this term.

17. GOVERNANCE HANDBOOK

Governors noted that the DfE Handbook was updated in March 2019 and is available [online](#) and on the Governors' Portal. A summary of the changes from the previous version has also been uploaded to the Portal.

18. ANY OTHER BUSINESS

RW thanked the new governors and encouraged them to ask questions in meetings. He also encouraged all governors to read the Gatsby benchmarking document that he had circulated prior to the meeting. KC thanked all the staff for their hard work which is having a clear impact on progress.

15. DATES OF FUTURE MEETINGS

Governors noted that meetings would take place on the following dates:

Tuesday 11th November 2019 at 4pm

Tuesday 3rd March 2020 at 4pm

Tuesday 16th June 2020 at 4pm.

The Pay Committee will take place on Friday 18th October 2019 at 2pm.

The meeting closed at 6.00pm.

Signed: _____ Date: _____

SUMMARY OF ACTIONS		
Minute 5	JS to include progress data in the SEF	
Minute5	Governors to ask at least one question about the SEF at the next LGB meeting	
Minute 10e	The clerk to pass on RW's thanks to Claire Hill in the Marketing Department for a speedy response to requests to update the school website	
Minute 10e	Governors to receive the new prospectus at the next LGM meeting	
Minute 16	The clerk to consider the new Ofsted framework when updating the Portfolio guidance	