

**NEW MILLS SCHOOL
MINUTES OF THE FULL GOVERNING BOARD MEETING**

Date:	Tuesday 9th July 2019 at 6:30pm	
Venue:	New Mills School	
Present:	Maggie Cole (MC) Debbie McGloin (DMcG) Chris Furness (CF) Jeremy Poulter (JP) Michael Shew (MS) Freda Rashdi (FR) (arrived 1915) Felicity Wicks (FW) Tyrone Roberts (TR) Keith Taylor (KT) Sarah Cohen (SC)	Chair and Co-opted Governor Headteacher LA Governor Parent Governor Co-opted Governor Parent Governor Co-opted Governor Parent Governor Co-opted Governor Staff Governor
Apologies:	David Hoult (DH)	Co-opted Governor
Absence:	None	
In attendance:	Diana Malkin (DM) Ian Withers (IW) Alison Barker (AB) Caroline Jesson (CJ)	Clerk Assistant Headteacher Assistant Headteacher Assistant Headteacher

The meeting met its quorum and started at 6.35 pm

AGENDA ITEM 1	WELCOME AND INTRODUCTIONS
Discussion:	The Chair welcomed everyone to the meeting.

AGENDA ITEM 2	APOLOGIES FOR ABSENCE
Discussion:	Apologies were received from David Hoult.
Agreed:	The apologies of the above-named governors were accepted.

AGENDA ITEM 3	DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA
Discussion:	There were no declarations of interest in any items on the agenda.

AGENDA ITEM 4	A REVIEW OF THE YEAR IN RELATION TO THE SIP AND PRIORITIES FOR THE COMING YEAR By the SLT
Discussion:	<p>The Headteacher began by identifying the areas of the SIP under each member of the Head and Assistant Heads' areas of priority and the main points were as follows:</p> <ul style="list-style-type: none"> • Leadership & Management: the key priorities were to set the objectives and implement the new faculty structure of 4 larger faculties. The structure has been successfully implemented and SLT leaders attend regular meetings. Assistant Faculty Team Leaders attend half-termly meetings, which has given them the opportunity to contribute to school management. • All staff in school are clear about the SIP priorities for the year. • The EBacc and Open faculties have faced more of a challenge, as they have

a large variety of subjects to manage.

- Transactional items: expectations of staff and parents; communications and marketing and improving the staff wellbeing and workload.
- Expectations will be agreed with staff at the start of each half term.
- There was good practice in all faculties, however the EBacc faculty requires some improvement.
- When SLT do the drop-ins, they focus on the areas where they expect to find problems, so there are bound to be amber areas.
- The core values of the 5Rs have been well embedded in the school and most students would know them.
- The key messages were explained by CJ. A quote from an eminent person in each subject area, that embodies one of the 5Rs, is going to be displayed on posters around the school in time for September.
- Communications and marketing: this has been successfully implemented by Keith Taylor, starting at the end of last year, and all external communications are now branded with the school logo. The school website is improved and is up and running, and maintained by the SLT at the moment, and tomorrow interviews will take place for a new PA and communications person who will take responsibility for this.
- The faculties will all contribute to the newsletter in future.
- The school has advertised on buses, but at a cost of around £2.5 - £3k, this may not be done again this year. Local papers are also used for advertising.
- A new parent App will be implemented from September, to communicate items such as homework, achievement points and detentions.
- Workload & wellbeing: several consultations have been carried out with staff and many changes have been made. Next year, the format of reports will change and there will be 2 data grabs per year, instead of 3.
- The marking policy has been reviewed marking styles amended. Each subject area has renewed their policy.
- The new email policy outlines good practice and manages parents' expectations.
- Next year's priorities for the Headteacher are 1) Strategic responsibility for NMS and Glossopdale and 2) Securing the long-term future of New Mills via possible collaboration and networking.

Q: How is marking workload reduced? **A:** One way is to give feedback on slides on Power Point, rather than in individual books. This increases efficacy while reducing workload.

Student Development presented by CJ.

- CJ outlined the objectives for Student Development, in line with the curriculum, which were to establish understanding of the 5Rs; to review and improve the tutorial programme to develop the 5Rs; to further develop the PHSE curriculum; to review and develop the current SMSC offer; to review and develop the assembly rota to complement the 5Rs, PHSE and SMSC curricula; and to ensure aspects of 5Rs, PHSE and SMSC are developed through the curriculum.
- The above will continue into next year.
- A further focus was developing relationships with parents. The reward system is noted to be embedded and working well in the school.
- Extra-curricular activities has not yet been further developed, due to staff time.

- Transitions: the partnership with PEGS has improved; cross-curricular academic support is being developed to develop independent study, and remains a focus for next year. The development of a curriculum map to ensure NMS students' safety online is being researched and will be implemented from September 2019.
- Futures: student leadership is up and running, and the Head Boy and Head Girl process has started. External opportunities will be picked up again in future, in line with the Gatsby benchmarking, which becomes law in September and will be implemented next year.
- Student Outcomes: the 5 outcomes on curriculum have been worked on extensively and will continue to be a focus for next year.
- Different curriculum models have been considered this year, and it was decided to continue with the current curriculum model.
- Supporting students with transition: this is still under way.
- Intervention: this works down from SLT and impact is underlined by the subject teachers. There are menus of intervention for the 3 areas.
- Tracking systems are in place and teachers are encouraged to make full use of this.
- It is aimed to reduce the variation in achievement of pupils, and the causes of variation are being researched, and this will continue next year.
- Priorities for next year are to use a variety of data; to implement plans for student leadership and Gatsby benchmarks; to have a systematic approach to transition in Year 7 and in-year transfers.

Q: On developing the engagement of parents, should this be part of next year's objectives? Is engaging hard-to-reach parents a priority for next year? **A:** There is a programme of events and school are gathering data on parents who are hard to reach. It is also in the PP plan.

- In general, engagement is high for parents' evenings across the school, especially in Year 7 and Year 9.
- Around 27 families attended the recent academisation information session.
- The lack of parental engagement was discussed, that it can be for different reasons, and there could be ways of inviting parents in for less formal meetings.
- Year 11 parents' attendance was 70%. PP parents who attended the Year 10 parents' evening was 47%.

Q: Can data be analysed on which parents are accessing information on the app?

A: We could look into this. **Q:** Was there a change to the way parents' evenings were structured this year? **A:** There has been a change in culture, working towards a partnership between staff and students. **Q:** Is staff capacity considered before deciding on objectives? **A:** It is looked at, however the objectives are ambitious and many of them are 5-year objectives.

Teaching, Learning and Assessment was presented by AB:

- The focus for this is the past academic year. The highest quality teaching learning and assessment possible is the aim for NMS.
- The transformational/transactional model was implemented, and the key priorities for 2018-19 were outlined, including, metacognition, assessment and Quality First teaching.
- This year, the focus has been on metacognition. Pedagogic research has been carried out, including a whole school project with all teachers looking at innovative ways to give feedback.

- It is hoped to reduce the need for last-minute intervention in Year 11 in future.
- Metacognition has been developed in line with changes to the exam system, which has involved more emphasis on exams.
- Curriculum development work has supported metacognition and good progress is noted in English, Languages, Science, Computer Science and Maths.
- Staff are using feedback more effectively, to cut down on workload and ensure learning impact and increased student engagement.
- There is good practice, which has led to the development of local policies from within the faculties, which feed into the assessment policy.
- There is a need to improve on summative assessment, which will be a focus for CPD.
- It is necessary to agree on a shared definition of Quality First teaching, which has been done in school as a whole.
- Key students are identified and addressed through interventions in the classroom (wave 1 interventions).
- 72% of staff now have a reasonable understanding of this term and there is stronger assessment design and it will be a focus for CPD for next year.
- It is now clear where the curriculum is not delivering good outcomes and this is being addressed. Assessment design is also being developed.
- Priorities for next year: QF teaching; continuing use of metacognition; the use and development of curriculum and assessment design for staff.

Q: There is a lot of focus on under achievement – are high achievers also being challenged? **A:** One of AB's goals under the SIP is to develop this. All the children will be stretched and challenged, as progress is the new focus.

Inclusion: this was presented by IW:

- NMS vision is to be an inclusive school, endeavouring to remove barriers to learning, where all students are valued and supported to succeed.
- Key priorities were to develop the new inclusion area under one roof, and to ensure every student makes excellent progress and there are no gaps in achievement.
- Inclusion objectives: working with the SENCO and other staff to consider who is under achieving and how to rectify this. Inclusion meetings are once a week and there are briefings which inform the interventions.
- Staff are kept up to date with interventions, and whether they have been successful. There are many provisions across the school, and there has been research undertaken in school.
- Parent voice could be improved on.
- Interventions are working well and NALPS scores for students with SEN will continue to be a focus.
- PP has been a priority and the 5 key focus areas have led to a lot of interventions.
- Of the 27 Year 11s who just left, 81% have had some kind of outside support, and this has had a significant impact on attendance and there have been many successes and much support from school to PP students, which will continue to be a focus for next year.
- Transactional: attendance has improved a lot over the last year. It is monitored every week, with Year 10 and 11 PP students being the priority.
- Regarding fines to address attendance, this has improved.
- Ofsted are looking more at NEET data for PP students going forward,

	<p>recognising the need for preparation for their future.</p> <ul style="list-style-type: none"> • More early help work will be undertaken in school, in the form of family support workers being brought into school, and it is hoped to gain more impact through this. <p>IW, Ab and CJ were thanked by the governors for their presentation and left at 2005.</p>
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AGENDA ITEM 5	MINUTES OF THE PREVIOUS MEETING 21st May 2019
Discussion:	The governors considered the minutes of the previous meeting.
Decision:	The minutes were accepted as a true and accurate record of the meeting. The Chair signed the minutes.

AGENDA ITEM 6	MATTERS ARISING FROM PREVIOUS MINUTES
Discussion:	To discuss circulating a governor skills matrix. Chair/Clerk Completed

AGENDA ITEM 7	UPDATE FROM RM COMMITTEE 26th June 2019
Discussion:	<p>CF advised the governors on the RM committee update:</p> <ul style="list-style-type: none"> • The budget update was agreed, based on the 2 Co-Heads positions having been agreed, and this will be discussed on the below agenda. • There is noted to be a £15k surplus this year. • There are 131 confirmed places in Year 7 in September 2019, and an admission number of 130 predicted in future years, which will give a school population of around 750 going forward. • The IT update included school now accessing SIMS on the Cloud, and Keith Lutener, IT manager, continues to work on maintaining the servers. • Health & Safety work will be carried out in the summer. • A site visit will take place on 17th July at 10.30am, which any governors are welcome to attend.
Agreed:	The minutes of the RM Committee were agreed as a true and accurate record.

AGENDA ITEM 8 a and b	<p>a. CO HEADS SALARY AGREEMENT</p> <p>b. 2019-20 NMS LEADERSHIP AND GLOSSOPDALE SECONDMENT</p>
Discussion:	<p>a. It was discussed by the governors that the salary for the Co-Heads of School would be, on advice from DCC, an ISR of L17 – 21 for each Co Head, from September 2019.</p> <p>b. The Secondment of the Headteacher at Glossopdale School will be for 5 days a week, which will be reimbursed at L35 by Glossopdale. It has also been agreed that the Headteacher be appointed at L37 from September 2019 as the Executive Headteacher of the 2 schools.</p>
Agreed:	<ul style="list-style-type: none"> • It was unanimously agreed that the Co-Heads be appointed at NMS on ISR scale L17 – 21 from September 2019. Both will be appointed at L17. • It was unanimously agreed that the Glossopdale secondment

agreement for the Headteacher be agreed at L37 from September 2019.

AGENDA ITEM 9	UPDATE FROM T&L COMMITTEE 11th June 2019
Discussion:	<p>The update from the T&L Committee was given by FR, from which the following points were highlighted:</p> <ul style="list-style-type: none">• SWOT analyses were given from the heads of the EBacc and Open faculties.• Metacognition came up as a strength in the faculties.• Weaknesses centred around reporting accuracy and wellbeing.• The SEN presentation was given by Jo, who had highlighted where improvements have been made, and this will be used going forward on other SWOTs.
Agreed:	<ul style="list-style-type: none">• The minutes of the T&L Committee were agreed as a true and accurate record.

AGENDA ITEM 10	LEADERS' REPORT
Discussion:	<p>The Headteacher advised the governors of the following points:</p> <ul style="list-style-type: none">• There has been a very positive report from the recent parent voice carried out at parents' evening, with 97% of parents saying they would recommend the school, from the hundreds of responses which were given.• The most negative point, at 5% who agreed, would be the school responding to concerns.• Following plans to disband the multi-agency team, NMS will employ support workers directly, using re-pooled money from the primary schools. Interviews will take place for the support workers this week and next week and full training will be given. <p>Q: Does the funding cover these salaries? A: Yes and it leaves a contingency of around £10k for sick pay. NMS will receive a lot of family support for their input.</p> <ul style="list-style-type: none">• PRUs are now part of an academy chain and charge for places. A new centre is being invested in and DMcG is looking at best practice with DCC, for an LA provision.• The SLT restructure has been carried out, which means DMcG will spend a half day at NMS at least every 2 weeks.• Russ Barr's report, from June, is an endorsement of the work being done at NMS and noted that the school is ahead of the game regarding curriculum and developing its middle leaders.• Student data was considered. Grade predictions are higher than national at 9-4 again this year.• Progress is predicted to be average, at an ALPS 5.

AGENDA ITEM 11	SAFEGUARDING REPORT AND UPDATE
Discussion:	<ul style="list-style-type: none">• MC has updated the action plan and it is on OneDrive for governors to refer to. TR and MC met yesterday with IW.• There are some actions that need to be carried forward from the action plan.• There are plans to engage students differently from September, either from school council or other means.

- More emphasis is needed on governor monitoring of future action plans and ensure they are completed by July 2020.

AGENDA ITEM 12	EXCLUSIONS PANEL REVIEW
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| Discussion: | <ul style="list-style-type: none"> • JP and MC will meet with IW to monitor exclusions, seclusions and fixed-term exclusions. |
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AGENDA ITEM 13	GOVERNANCE 2019-20 INCLUDING GOVERNOR MEETING DATES
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| Discussion: | <ul style="list-style-type: none"> • There are vacancies for a co-opted and a parent governor. • Governance issues, such as the link governor process, will be a focus for next year. • New governor Sarah Cohen, Staff governor and HLTA for English, is welcomed to the team. |
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AGENDA ITEM 14	CHAIR'S REPORT
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Discussion:	This is carried over to the next meeting. It is noted that the Chair has spent a lot of time in school recently.
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AGENDA ITEM 15	PASTORAL STAFF TIME AND CHALLENGES
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| Discussion: | <ul style="list-style-type: none"> • MC has recently met with the pastoral team and noted they deal with a lot of parental problems. The team work well together and there is hoped to be a new team member for next year, who is an ex-teacher. |
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AGENDA ITEM 16	ANY POLICIES FOR APPROVAL
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Discussion:	The RM approved the Communications Policy to be brought to the FGB.
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Approved:	The Communications Policy was agreed unanimously by the governors.
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AGENDA ITEM 17	AOB
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Discussion:	There was no other business for discussion.
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AGENDA ITEM 18	ITEMS FOR THE NEXT AGENDA
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| Discussion: | <ul style="list-style-type: none"> • Chair's report. • Governor vacancies. |
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AGENDA ITEM 19	DATE OF THE NEXT MEETING
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Discussion:	The next meeting is scheduled for Tuesday 5 th September 2019 at 6.30pm.
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There being no further business, the meeting finished at 2045

