

NEW MILLS SCHOOL MINUTES OF THE FULL GOVERNING BOARD MEETING

Date:	Tuesday 11th February 2020 at 6:30pm	
Venue:	New Mills School	
Present:	Debbie McGloin (DMcG) Jeremy Poulter (JP) Felicity Wicks (FW) Sarah Cohen (SC) David Hault (DH) Tim O'Brien (TO) Michael Shew (MS) Maggie Cole (MC) Freda Rashdi (FR)	Head Teacher Parent Governor Co-opted Governor Staff Governor Co-opted Governor Parent Governor Co-opted Governor Co-opted Governor Parent Governor
Apologies:	Tyrone Roberts Chris Furness Keith Taylor	Parent Governor LA Governor Co-opted Governor
Absence:	None	
In attendance:	Diana Malkin Alison Barker (AB) Caroline Jesson (CJ)	Clerk Assistant Head of School Assistant Head of School

The meeting met its quorum and started at 6.30pm

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 Tyrone Roberts, Keith Taylor and Chris Furness.
Agreed:	The apologies of the above-named governors were accepted.

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

AGENDA ITEM 4	MINUTES OF THE LAST MEETING 16th DECEMBER 2019
Discussion:	The minutes were considered by the governors.
Agreed:	The minutes were accepted as a true and accurate record of the meeting and were signed by the Chair.

AGENDA ITEM 5	MATTERS ARISING FROM THE LAST MINUTES
Discussion:	The matters arising from the last meeting are covered on today's agenda.

AGENDA ITEM 6	UPDATE FROM THE QUALITY OF EDUCATION COMMITTEE
Discussion:	The update from the QE committee was presented by FR, from which the following

	<p>points were highlighted:</p> <ul style="list-style-type: none"> Options were presented by Lorna Barnfather. EBacc – different options and percentages were considered. It was decided to go with the student-centred option. CJ gave a presentation on her NPQH qualification on the SEND/PP students overlap, which is a higher percentage than national at New Mills. The committee considered whether they could answer any Ofsted questions on the above. This will be further considered at an IW committee in the future. The mix of students at NMS is becoming more diverse, with 12% non White British in the current year 7. There are good ALPS scores so far for years 10 and 11.
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AGENDA ITEM 7	UPDATE FROM THE RESOURCES MANAGEMENT COMMITTEE
	<p>The update from the RM committee was given by FW, from which the following points were noted:</p> <ul style="list-style-type: none"> The main points were that staff sickness absence was considered and it was found there is a high level of staff absence and a high number of staff who take short periods off. As a follow up to the above, Garry Cash will provide figures for the next meeting and DMcG has provided figures from Glossopdale School to compare. The NFF has meant a less rosy financial picture than previously thought, so the budget forecasts are not as positive as thought when in the last TTLP discussions. Governors need to consider the above in the context of joining TTLP, in addition to the debt repayment. The net deficit for 2020-21 would be £670k, which is lower than before. In addition, there was a grant for being a small school and the funding towards the leisure centre has been withdrawn by DCC. There was a discrepancy between the calculation of the top slice that is taken by DCC versus the one proposed by TTLP. The figures from TTLP suggest the DCC top slice is around 7 – 9% and with TTLP it would be 4%. However, it is difficult to clarify what the DCC top slice actually is. FW is following this up with the Director of Finance at DCC. GC is going to follow up with TTLP to see check their figures for DCC top slice. <p>Q: How much has DCC occupational health department been used? A: Some of the long-term absence has required a referral to occupational health. Some have been referred for CBT, which school also has to pay for.</p>

AGENDA ITEM 8	INCLUSION AND WELLBEING COMMITTEE UPDATE
Discussion:	<p>The Inclusion and Wellbeing Committee update was given by CJ, from which the following points were noted:</p> <ul style="list-style-type: none"> The committee meeting took place after IW had gone on leave. TR wanted to consider SEND and PP, and CJ is going to look into SEND in more detail, including policies and the flow chart of how SEN works. In future meetings, PP students will be considered.

- The minutes of the committee will be uploaded to the folder on OneDrive. **completed**

**AGENDA
ITEM 9**

HEAD OF SCHOOL UPDATE

Discussion:

CJ and AB presented the Headteacher's Report, which highlighted the following points:

- The leadership consider the school is Good under the SEF.
- The governors considered the SEF data on items including PP students, catch-up funding for Year 7s, SEND pupil numbers including the internal and external data and income for high needs students.

Leadership & Management:

- The professional development done during the year was highlighted to governors.
- A T&L and assessment briefing is done every week to keep T&L as a focus. Metacognition is still the focus in this area. There have been some good briefings on this and the staff are now moving on to assessment.
- There is one briefing per half term on SEND and Literacy. Cultural capital is also a literacy focus, which schools are increasingly expected to do.
- There is more subject specific CPD for teachers, in smaller groups, and fewer whole staff briefings.
- The after school meetings link in with data drops so ensure teachers know what to do to respond if students are falling behind and ensure needs are met.
- There have been 2 after school meetings on SEND.
- There have been 4 Inset Days, on Assessment Essentials, Behaviour for Learning and Faculty Focus; Performance Management; and Assessment Essentials.

Cohort changes:

- The school now has 130 Year 7s, and has had 15 in-year transfers to date this year. The school is now bigger but does not qualify for mobility payments of just under £2k per year to help towards in-year admissions.
- The impact of in-year transfers is felt by staff, as many of the students have issues and take up a lot of resources.
- There have been 117 first choice applications and 93 second choice applications so far this year for Year 7 in September 2020.

Parent Survey:

- The outcome of this was considered by the governors. Most parents strongly agree or agree with the statements, which is very positive.

Q: What was the sample size? **A:** Around 40 or 50.

- One of the new questions is around being aware of what their child will learn this year.
- 100% of parents would recommend the school to another parent.

Q: Does it go to the parents who do not attend the parents' evening? **A:** That could be done. Parent View is on the website. There are also measures in place to encourage parents to attend parents' evenings.

Pupil voice:

- Whole school PV is done twice a year, with over 60% of the students taking part.
- It is a very positive picture. There are some concerns that have been flagged up, which will inform the Personal Development curriculum. 1 in 10% of young people now have mental health problems.
- The careers questions were less positive in September, however the Student Development lead is taking this on this year.

Q: Where do the questions come from? **A:** From as many student surveys we could put together. A lot of it is linked to the 5R values.

Workload and Wellbeing:

- AB and CJ are logging everything this year that promotes wellbeing and reduces workload eg. the school reports have greatly reduced in size.
- There is a new online system for PM documents.
- There are now 2 inset days at the start of the year and a Christmas shopping day.
- There is more flexibility if teachers want to have their non-contact time (PPA) outside school.
- Medium term plans have replaced schemes of work and is in line with responsive teaching.
- There have also been smaller things eg. Secret Santa.

Q: Is there a similar set of questions for teachers' wellbeing? **A:** The AFTLs will consider this at their next meeting. **Q:** Is there mental health first aid among the teachers? **A:** GC and IW have had training on this.

Safeguarding:

- AB and CJ are the Designated Safeguarding Leads.
- The My Concern package is being used at the moment, and school are looking to integrate this into the other system, Class Charts.
- Going forward, governors will be updated on children on Concerns, Early Help, Child In Need and Child Protection levels.
- In My Concern, there were some issues which had not been administered accurately, but this is being worked on and an accurate picture is now available.

Quality of Education:

- The Curriculum policy is now complete and year by year curricula produced which are shared at parents' evenings and on the website. Staff are documenting what they teach and each subject has a curriculum map with ties to the atlas of the curriculum.

Meeting the needs of SEND pupils.

- CJ advised that she now leads on SEND and there is a one year plan with very clear targets which are monitored:
 1. Implementing Wave 1 classroom interventions.
 2. Systems with SEND are organised,
 3. Links with SEN and SENCO in the primary cluster to find out about special needs at primary school.
- Sickness absence in the TA team needs to be looked into further.

	<p>Options updates:</p> <ul style="list-style-type: none"> • These have gone out to parents and most are happy, and it should give a fairly high EBacc percentage. <p>QA of Teaching and Assessment:</p> <ul style="list-style-type: none"> • The governors considered the RAG rated whole school CPD chart which listed the subjects in need of development – Geography, Computing and Sports Science. There are teachers from Poynton High School who are supporting teachers in need of help. • It is noted where improvements have been made or need extra focus. • There is a new Computing teacher who is a subject specialist and is building this department up. There is also support from Glossopdale School and Chapel School. <p>NQT programme:</p> <ul style="list-style-type: none"> • Being run in Computer Science, MFL and Maths. All have passed their first terms. <p>Other QA:</p> <ul style="list-style-type: none"> • There are drop-ins by senior staff focusing on the 3 areas to establish whether teachers are using what they have learnt in CPD in practice. • Positive aspects have been noted. Behaviour in class is good and teachers are implementing the curriculum more efficiently. • There is less consistency in skilful assessment and in metacognition for some teachers. • There is a limited time that the senior leaders can spend in the classroom, under union regulations. <p>Reading:</p> <ul style="list-style-type: none"> • 4 books are being read to tutor groups and each of them has been chosen for different reasons eg. cultural capital, inclusions and contemporary writing; diversity; moral dilemmas and non-fiction writing. <p>Q: Have there been comments on the assessment? A: Feedback from teachers has generally been positive and they are engaging with the collaborative conversations. Q: Does school do Gatsby benchmarking? A: That is being developed.</p>
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AGENDA ITEM 10	ADMISSIONS UPDATE
Discussion:	<ul style="list-style-type: none"> • The numbers for Year 7 will change later in the year, so a decision is needed on 4 or 5 form entry. • Given the in-year transfers who come in historically, it would be better to have 5 classes and keep them smaller. • The budgets are all modelled on the 5 form entry. • PAN is 171 and is based on net capacity. This has now been reassessed to be lower, so an application for a reduction to PAN will be made. This will be discussed at the next RM committee meeting, on 10th March 2020.

AGENDA ITEM 11	ACADEMY UPDATE
Discussion:	<p>FW advised on the following points:</p> <ul style="list-style-type: none"> FW and DMcG met with David Waugh (DW) of TTLP today to discuss the process and leadership structure at NMS. <p>Process of consultation:</p> <ul style="list-style-type: none"> The timeline is now later and will be emailed round. It will start on 20th April 2020 and will take 8 weeks, up to after May half term. After this, a decision will be needed from the governors. DW has put together a pack for the school based on the report, which FW will circulate, and consider any questions. This will be broken down into smaller groups to consider. <p>Q: Are the items you are waiting for from DW now in hand? A: Yes, they will be sent through soon and will be available by 20th April. Q: Did you discuss the top slice with DW? A: Not so far.</p> <p>Leadership Structure:</p> <ul style="list-style-type: none"> With DMcG currently on secondment to Glossopdale School, AB and CJ are in charge of the day to day running of New Mills. Ian Withers is on a phased return to work. It is recognised that CJ and AB are undertaking the majority of IW's work. The structure was discussed with DW and it was decided to appoint someone to look at how the structure works. A review will take place after February half term and then an EFGB will be needed to discuss it. DMcG advised she is strategically responsible for this school and feels it is unfair to the school that she is not here. Thinking about the long term future of NMS, it is necessary to decide what is right in terms of leadership. The current arrangement ends on 31st August 2020. If the conversion is being pushed back, it is needed to decide on what is best in terms of leadership. It may be 2 or 3 years until NMS and the other schools have joined TTLP. The conversion date is hoped for April 2021, however it could be moved due to bureaucracy. The governors discussed that moving to a more certain structure may be temporary if TTLP decide to restructure. The earned autonomy model means that TTLP would not impose a structure. If the structure is decided in line with TTLP, it is less likely to be changed in the future by the Trust. Under the Scheme of Delegation, the trustees appoint the Head Teacher and the governors appoint other staff. It was agreed that an external advice is needed. <p>Q: What is the issue with the current situation? A: There is not a problem, but it is looking at putting a sustainable structure in place, to support the Head Teacher and the Assistant Heads.</p> <ul style="list-style-type: none"> The governors agreed that impartial but informed advice should be sought. FW will seek clarity on who will carry out this review.

AGENDA ITEM 12	SEF UPDATE
Discussion:	CJ presented the Personal Development SIP:

	<ul style="list-style-type: none"> The school has graded itself a 2, as a couple of areas are slightly down. Some of this is due to the structure of the school. The curriculum is cohesive and the 5Rs values permeate through everything. The PD curriculum is being monitored to ensure the school is on track. The measures needed to reach a higher level were considered by the governors. The SLT looked at embedding values into the curriculum last week, with Russ Barr. The RSE requirements are under way in planning and by July 2020 they will be incorporated into the curriculum. Having an insight into which students take up extra-curricular activities is difficult to achieve and CJ is looking into this. <p>For a section of parents, there will be measures put in place to appreciate difference. This has been raised by the fact that 40% of students were not allowed to go on a recent school trip to a mosque. There is going to be education on equality and diversity, over the long term. Q: How can parents be educated? A: Through the children, generally.</p> <ul style="list-style-type: none"> Gatsby Benchmarking and Financial Literacy will help to achieve Outstanding, and these are already under way.
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AGENDA ITEM 13	CATCH UP FUNDING
Discussion:	<p>AB presented the catch-up funding, from which the following points were noted:</p> <ul style="list-style-type: none"> There are 29 students who scored below 100 in Maths, 24 below 100 in English, and in Writing there are 37 below 100. English and Maths have Wave 1 interventions, which means work within the classrooms in Year 7. The English provision prioritises reading over writing, as this helps to give more access to the curriculum. SC provides inference education in English. There will be different ability groups, who will be reintegrated into the mainstream. Writing intervention will be looked into later. The first group is doing SPAG, which seems to be the main issue. Maths use their HTLA to work alongside the students in 3 mixed ability groups. Students who need the most input will receive extra support outside the classroom.

AGENDA ITEM 14	CHAIR'S UPDATE
Discussion:	<p>FW advised on the following:</p> <ul style="list-style-type: none"> The Heads of School report, presented by AB and CJ, was a very useful and comprehensive document, which will be regularly updated. Yes, good. At Glossopdale School, two Governor Discipline Committee panels will take place on 25th February, following permanent exclusions. DH has kindly offered to be on the panel.

AGENDA ITEM 15	PERFORMANCE MANAGEMENT REVIEWS
Discussion:	<p>AB advised on the following points:</p> <ul style="list-style-type: none"> 33 Performance Management processes for teachers have been completed

	<ul style="list-style-type: none"> • Two are outstanding - one is on parental leave and one who was off sick. The FTLs will follow these up and the objectives will be set in line with the time they have spent in school this year. • 7 staff were recommended for pay progression and all achieved their targets. • All bar one passed the PM last year. • All the goals were linked to the 3 strategic goals of the school. • The progress meetings are taking place at the moment. The objectives are listed in the PM document. • For newly qualified teachers, there is a different objective 4. • A new system has been brought in and it worked well.
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AGENDA ITEM 16	POLICY SIGN OFF Financial Regulations (DCC, from RM Committee) Charging and Remissions (DCC, from RM Committee) Maternity, Paternity, Adoption & Parental Leave (DCC) Contract of Employment Policy Disciplinary Policy & Procedure Grievance Policy
Discussion:	The above policies were DCC model policies and were considered by the governors.
Agreed:	It was agreed that all the policies be adopted.

AGENDA ITEM 17	AOB
Discussion:	<ul style="list-style-type: none"> • Date change of final FGB of the year: this will now be on Weds 8th July at 6.30pm, moved from Tuesday 7th July. • A governor asked how the mock GCSEs had gone. It was advised they were tight to fit in before Christmas, and so they were done in one week before and one after. They have had the results and these are down on where they would ideally be. • Teachers are now addressing what they can do about this. • The English Department set a full mock and have not yet covered the whole syllabus, so the marks are low, always go up in the actual GCSEs. • There are opportunity costs with mocks, as they take out a lot of time from the timetable, and feedback is needed quickly if it is to be useful. • Wellbeing: are governors supporting this as best they can at the moment? • This comes back to IW. It is also noted that the RM committee is not just for discussing financial resources but also staffing resources.

AGENDA ITEM 18	ITEMS FOR THE NEXT MEETING
Discussion:	<ul style="list-style-type: none"> • SEF update (Personal Development) • Chair's Report • Leaders' Report • Academy Update • Policy Sign Off

AGENDA	DATE OF THE NEXT MEETING
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ITEM 19	
Discussion:	Tuesday 24 th March 2020 at 6.30pm

There being no further business, the meeting finished at 2030