

Minutes Academy Governing Body



Blue Coat
Church of England School
& Music College

Held on: Tuesday 6 November 2018 at 5.00 pm

Place: Blue Coat School

Present: Lyn Johnson - Chair
David Kershaw
Vicki Shelley
Lois Whitehouse
Mark Gore
Graeme Anderson
Peter Merrylees
Mike Draper
Anna Stacey
Janet Powell
Eniiwaju Etomi
Kerry Routley

In attendance: Francis Peacock – Deputy Headteacher
Lisa Henden – Deputy Headteacher
Kay Grainger – Clerk to Governors

1 WELCOMES AND APOLOGIES

Apologies were received and accepted from Paul Tuffin and Jane Durkin.

2 OPENING PRAYERS

The meeting opened with a prayer from Graeme Anderson.

3 DECLARATION OF INTEREST

There were no business interests declared in any items on the agenda.

4 CONFIRMATION OF MINUTES

The minutes of the meeting held on 25 September 2018 were confirmed and signed.

5 MATTERS ARISING

i) Item 8 – SDP: to be taken to next PPS Meeting. **ACTION:** KGR to annotate agenda accordingly.

ii) **ACTION:** KGR to ensure minutes are placed on the schools' website.

6 CHAIR'S CORRESPONDENCE

L Johnson reported that she had received one piece of correspondence relating to a Leadership Development Programme. This mail was distributed for any expressions of interest.

7 HEADTEACHER'S REPORT

V Shelley presented her report and the following matters were discussed:

- **Self-Evaluation** – Huw Bishop, School Improvement Advisor had been in school. Feedback was positive and his report will be issued to all governors upon receipt and discussed further at the next PPS Meeting.
- **Exclusion** figures are reduced for the first half term. V Shelley confirmed a good start to the academic year and to vertical tutoring.
M Gore praised the achievement of vertical tutoring, embedding it into the school and the positive impact.
- **Health & Safety** – all staff had received training on diabetes and critical illness. Accidents/Incidents data explained.
- **Complaints/Grievances** – there had been none received by the school. L Johnson that she had received 4 emails from parents. Action taken: L Johnson advises V Shelley, issue is discussed and L Johnson responds back to the parents.
- **Racism/Bullying** – increase in cyberbullying. V Shelley has issued a letter to parents. The school is hitting hard on fighting/play fighting. We are also looking into parental workshops. Anti-bullying week takes place in November.
- **Staff Absence** – Cover has only been bought in twice so far this academic year. We are managing processes more successfully.
- **Student Attendance** – information shown by House. LA information shows we are 3rd in the City. Our biggest focus is on Pupil Premium and FSM students' attendance, achievement and closing the gap. This is shown in the table on page 9.
L Johnson advised that as a governing body we need to be focused on Pupil Premium.
- **Safeguarding** – numbers fluctuate but nothing of significant to report. All referrals are followed up. Headteacher is currently the DSL which is not sustainable.
V Shelley advised they were looking at the possibility of an Extended Leadership Team – opportunity for progression for staff, but this was finance dependent.
- **Curriculum and Progress Update** – L Henden discussed the headline figures and advised progress had been made as envisaged.
 - Early entry for GCSE English Language in Year 10.
Governor queried if early entry would have an impact on student grades?
LHE advised that they would still receive the same amount of teaching hours for Literature and Language. We will allow students not to sit the exam in Yr10 if it is not right for them. They can also retake in Yr11 if not successful in Yr10.
 - Complex intervention programme has been put in place for this GCSE cohort and all HoD's met with.
 - Year 13 outcomes are positive.
- **Charterhouse Update** – a revised plan had been submitted by LA. Mr Harrabin is aware of the changes and meeting with the LA and the school.
- **Teaching and Learning** – significant changes for this academic year including metacognition and STAR marking (Strengths; Target; Action Required). Lesson observations have just been carried out and HoD's will be provided with their departments' data.
Governor expressed that the financial changes last year plus a changing cohort and changing educational scene meant this was a positive way forward for the school and the quality of teaching and learning.
L Johnson expressed that as a governing body we value and appreciate the work of the leadership team in moving the school forward with the support of the schools' staff.

8 REPORTS OF COMMITTEES

i) Finance Committee

L Whitehouse reported that the minutes of the October meeting had been circulated and the next meeting was to take place 14 November.

The school were still working with the ESFA

Submission of the annual report was progressing well and we would be meeting with the auditors shortly.

ii) Progress, Performance and Standards Committee

M Gore reported that the minutes of the September had been distributed and the next meeting was due to take place on 26 November.

Discussions had taken place regarding the PE and Art examination processes for the summers' results.

FSM/Attendance was a future agenda item and Pupil Premium will be discussed at the next meeting.

9 FUTURES WP UPDATE

Document tabled by L Johnson.

10 SAFEGUARDING

Item deferred until next meeting.

11 SCHOOL POLICIES

i) Admissions Policy 2020/21

The Policy was **approved for formal consultation** following discussion regarding the inclusion of (a) children of staff and (b) Appendix 1, list of churches to be amended.

ii) Staff Code of Conduct

The Staff Code of Conduct was **approved**.

iii) Pay Policy

No significant changes made. Amendments to the pay grades in line with national changes. The Pay Policy was **approved**.

[Governor queried what checks had been made in the Pay Policy](#). It was confirmed that thorough check had been carried out by J Durkin, Executive Business Manager.

iv) Curriculum Policy

The curriculum is broad and balanced and reflected in this policy. The Curriculum Policy was **approved**.

12 DATES OF NEXT MEETINGS

Tuesday, 4 December 2018 at 5:00pm – AGM

Tuesday, 22 January 2019 at 5:00pm

13 ANY OTHER BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIR

Educational Visits

i) Alton Towers – Year 11 leavers trip – 10 July 2019. Governors **approved** this trip.

ii) Drayton Manor, Years 7 & 8 rewards trip – 8 July 2019. Governors **approved** this trip.

New Website

Launched on Monday 5 November. Please look and if you wish to update your profile in the governor area please advise K Grainger.

Office 365 Teams

P Merrylees asked if governors were happy for him to speak with IT within school and investigate the use of Office 365 'Teams' for sharing information/data. Governors **agreed**.

Meeting closed at 7:10pm