

# Minutes Academy Full Governing Body



**Blue Coat**  
Church of England School  
& Music College

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**Held on:** Tuesday 14 May 2019 at 5.00 pm

**Place:** Blue Coat School

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**Present:** Lyn Johnson - Chair  
David Kershaw  
Vicki Shelley  
Lois Whitehouse  
Paul Tuffin  
Peter Merrylees  
Mike Draper  
Jane Durkin  
Mark Gore  
Janet Powell

**In attendance:** Francis Peacock – Deputy Headteacher  
Lisa Henden – Deputy Headteacher  
Lou Peet – Support Staff Governor (awaiting Bishop’s approval)  
Kay Grainger – Clerk to Governors

**1 WELCOMES AND APOLOGIES**

Apologies were received and accepted from Graeme Anderson, Eniiwaju Etomi and Anna Stacey.

**2 OPENING PRAYERS**

The meeting opened with a prayer from Vicki Shelley.

**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 22 January 2019 were confirmed and signed.

**5 MATTERS ARISING**

- Item 4 – support staff governor election actioned. L Peet nominated unopposed, subject to approval from the Bishop.
- Item 10 – budget forecast – agenda item.

**6 KEEPING CHILDREN SAFE IN EDUCATION BRIEFING**

- Item deferred til next meeting when all in attendance.

**7 CHAIR’S CORRESPONDENCE**

- Subscribed to Diocesan service level agreement (SLA). Range of courses on offer for governors. KGR to distribute newsletter upon receipt.
- SIAMS Conference – 24 June.
- Trip requests: number of requests received and discussed. Governors agreed to adopt a new process whereby Mark Gore, as Safeguarding Lead Governor would review all trips once trips

proforma had been completed and approved by SLT. **ACTION: LHE to produce revised trips proforma.**

- **ACTION: LHE to return current requests to staff and new process to be adopted and actioned.**

## 8 HEADTEACHER'S REPORT

- The Chair thanked VSH for her comprehensive report and asked the meeting if they wished to discuss any areas of the report.
- Section 2 – behaviour improving.
- Section 3 – Health & Safety - Governors happy to continue to receive this level of detail. **ACTION: KGR to include the length of the half term being reported on.**
- Section 5 – Racism & Bullying – FPE conducted assemblies on this area and use of the N word.
- Section 6 – Appointments/Resignations – some healthy movement including promotion/move into private sector or industry and advised this level of turnaround is normal. Blue Coat has successfully made a large number of positive appointments.
- Section 7 – Staff Absence – continue to implement the Absence Monitoring Policy and weekly agenda item at SLT meeting.
- Section 8 – Student Absence/Attendance – attendance very good, not a lot of variance.
- Section 10 - Curriculum.
  - Invigilator and Exams teams have been exceptional with Invigilators being professional in their duties.
  - Received two exam board visits in 6 days – both went well.
  - Governor advised the new Ofsted Framework focused on data and suggested it would be helpful if governors asked probing questions and had comparison data from last years results.
  - Governor asked how confident are we that the school will achieve its predicted grades in the exams?
  - LHE responded that we were very confident. There is some uncertainty around Business and Technology as this is the first year these subjects are awarded the number grade.
- Section 11 – Teaching & Learning – Outcomes are positive. Feedback on lesson observations is more formative. 99% of lessons observed were graded Good or higher. 6 colleagues did not meet requirements and support has been put in place.
- Section 12 – House News – Governor complimented that this section was a nice addition to the HT Report.
- Section 13 – Charterhouse – paper issued, Heads of Terms shared plus revised map shared.
  - Approval required from governors for HoTs to be taken to next level. **GOVERNORS APPROVED THE HEADS OF TERMS.**
  - All costings to be covered by I Harrabin.
  - VSH assured governors that the new footprint is not detrimental to Blue Coat and the future education of children.
  - DKE, governor, expressed appreciation to MDR and FPE on their work and commitment to the Charterhouse Project.
- LJO, Chair, thanked VSH for a comprehensive HT Report which is both informative and reflective. Thanks was also given to the Easter Service and our students who led the service.
- LWH, Vice Chair, congratulated the school on their production of We Will Rock You. There was an excellent vibe from the cast and band.

## 9 REQUEST FOR TRAINING DAY PROVISION

- VSH requested an additional teacher training day/curriculum day. **GOVERNORS SUPPORTED AND APPROVED THIS REQUEST.**

## 10 REPORTS OF COMMITTEE'S

### i) Finance Committee

- Minutes from March's meeting issued. No issues to raise.
- Due Diligence process started with MLG.
- Mike Giddings appointed by Kim Docking.

- CEO recruitment process takes place next Thursday. VSH will be part of the process.
- Capital grant/CIF bid awarded but awaiting receipt of monies.
- Next meeting is 21 May.

#### ii) PPS Committee

- Minutes from Marchs' meeting issued.
- PPS Committee members to conduct governor learning walks of department. LJO encouraged other governors to carry out learning walks. To be discussed at a future date.

### 11 SCHOOL POLICIES

#### i) Trips Policy

- Revise proforma and distribute for governor approval. ACTION: LHE

#### ii) Assessment, Recording and Reporting

- To be taken to PPS Meeting.

#### iii) CCTV Policy

- Query re: use of internal disciplinary procedures. ACTION: JDU to check with Browne Jacobson solicitors.
- 3.1 – number of cameras – suggest remove number of cameras and replace with “requirement to have a number of cameras”
- 6.1 – does it have to be a named person? Replace with Blue Coat Academy.

### 12 BUDGET 2019/20

- New return required by the ESFA; “BFRO” Budget Financial Reporting Out. Issued by JDU.
- Forecast of budget shared. Projected surplus of £125,417.
- DKE proposed the budget. LWH agreed the proposal. **GOVERNORS CONFIRMED THE BUDGET.**

### 13 DATE OF NEXT MEETINGS

Tuesday, 9 July 2019 at 5:00pm

### 14. ANY OTHER BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIR

- DKE advised a Deputy Headteacher appointment had successfully been made.

Meeting closed at 6:50pm