

Stratton Education Trust Board of Governors  
 Minutes of the Full Board  
 17<sup>th</sup> October 2016, 6.30pm at Stratton Upper School

Attendance		Apologies
Madeline Russell (SET Chairman) Rob Watson (Executive Headteacher)	Ian Bond Philip Howard Clare Neish Hazel Ramsay	Alaine Anderson Vicky Jenkins Chris Westhead
Also in attendance		Absent
Jane Harper Roz Hodges	Miranda Dixon (Clerk)	

Ref.		ACTION
1.	<p><u>Welcome and Apologies</u></p> <p>The SET Chairman welcomed everyone to the meeting.</p> <p>There were apologies for absence from Alaine Anderson, Vicky Jenkins and Chris Westhead. The apologies were accepted.</p>	
2.	<p><u>Declarations of Interest</u></p> <p>Hazel Ramsay is an Exam Invigilator at SUS. Clare Neish is Chair of Governors for Edward Peake Middle School.</p>	
3.	<p><u>Introduction from the SET Chairman</u></p> <p><u>Delegation of Responsibilities</u></p> <p>It was explained that the Trustees will now take responsibility for Finance, Premises and Staff matters.</p> <p>The Local Governing Bodies for SUS and GVC will hold the individual schools to account for:</p> <ul style="list-style-type: none"> <li>• Teaching and Learning</li> <li>• Student Outcomes</li> <li>• Behaviour and Attendance</li> <li>• Safeguarding</li> </ul> <p><u>Buildings Update</u></p> <ul style="list-style-type: none"> <li>• The building work at the rear of the school is largely going to plan. There have been one or two issues but these have been effectively dealt with. Decisions are now being made on the internal finish.</li> <li>• The work to the front of the school has been delayed due to the inadequacy of the paving work. The contractors have been asked to remove this and start again.</li> <li>• It was hoped that the car park renovation would be completed last week – this deadline was not met.</li> <li>• Currently no timescale is known for completion of work at the front of the school.</li> <li>• It was noted that the Site Manager has been able to identify and manage many issues over the summer, thus avoiding further delays.</li> </ul>	

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	<p><u>GVC</u></p> <ul style="list-style-type: none"> <li>• Due to the extremely small cohort numbers at the first school it has been decided to open a consultation around GVC joining with Comberton Academy (CAM).</li> <li>• This has led to much disappointment from GVC parents and the SET Trustees are working hard to offer support during this process.</li> <li>• The LA has extended the deadline for school place applications to 16<sup>th</sup> December, for Gamlingay parents.</li> <li>• At the end of the consultation process each Academy will be required to submit a report to the Regional Schools Commissioner, who will then decide the future of GVC.</li> </ul> <p><b>The governors enquired how staff at GVC are feeling.</b> Whilst not entirely surprised by this turn of events, there is widespread uncertainty.</p> <ul style="list-style-type: none"> <li>• There are currently 3 staff at GVC on loan from SUS – these colleagues will return to SUS.</li> <li>• The remaining staff at GVC should be sufficient for the number of pupils on roll.</li> <li>• Should the merger with CAM go ahead the RSC has an obligation to fund all transition costs incurred.</li> <li>• Stratton should expect to lose 40-50 pupils from future intakes.</li> </ul> <p><b>If agreed, when might the new arrangement start?</b> From September 2017.</p>	
4.	<p><u>Election of Chairman and Vice Chairman</u></p> <p>Hazel Ramsay volunteered to stand as Chairman of this committee. In the absence of any other nominees Madeline Russell declared HR duly elected.</p> <p>Ian Bond volunteered to stand as Vice-Chairman of this committee. In the absence of any other nominees Madeline Russell declared IB duly elected.</p>	
5.	<p><u>Membership of Audit &amp; Risk Committee</u></p> <p>It was explained that the Chairman of this board, plus one other member, are required to join the A&amp;R Committee. However, due to ongoing commitments HR did not feel able to sit on this committee at this time, meaning that two volunteers were required.</p> <p><b>Clare Neish and Philip Howard volunteered to join the A&amp;R Committee.</b></p> <p><b>ACTION: The Clerk to inform Nigel Lillywhite of these appointments.</b></p> <p><b>It was agreed that HR will continue as the link governor for Safeguarding at both SUS and GVC.</b></p> <p>A volunteer was requested to act as link governor for Vulnerable Groups (SEN, LAC, and AfA).</p> <p><b>Clare Neish volunteered to become the link governor for Vulnerable Groups.</b></p>	<b>MD</b>

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**How did the students perform against their predicted targets?** Results were slightly under predicted but not by a concerning degree.

KS4 -

- It was pointed out that 12 of the subjects have a reformed syllabus and that standards globally have increased.
- The “Est 8” is a statistical number, based on the cohort. This is calculated by comparing past pupils’ performance at KS2 SATs and at GCSE; and then applying the same average ratio of progress to current GCSE pupils.

**The governors asked how SUS results compare nationally.** The results show that SUS remains a “Good” school.

**ACTION: It was suggested that parents would find it useful to have an explanation of the conversion from letter to number grades accessible via the school website.**

**The governors asked whether the style of the Maths and English exams has changed, or just the method of grading.** The style of the exams has been changed. This means that it will be difficult to find comparable practice papers to use.

- Lower, middle and higher learners have all made good progress.
- ICT (Core) and Leisure and Tourism are no longer offered.
- Science now has more curriculum time and the pace of lessons has greatly improved. JH spent a great deal of time working with this department over the past year.

**The governors asked how long the school will tolerate the (relatively) poor performance in Art and Photography.**

- This is a very small department which has seen a high turnover in staff in the past couple of years.
- The current two staff members are good quality.
- Due to low student numbers, this department is not a large drain on resources at GCSE level; therefore the school will continue to offer these subjects.
- SfWL (Skills for Working Life), which counts for half a GCSE, is only offered to a tiny percentage of pupils.

**ACTION: The governors requested that, in future, this report show (in brackets) the number of pupils studying each subject.**

**ACTION: The governors requested that future versions of this report be colour coded to highlight particular areas of concern.**

Teaching and Learning – presented by JH

**How much notice is given for a planned lesson observation?** Three days. Informal, unplanned, visits to classrooms are also carried out regularly.

**The governors enquired about changes to the HoY positions.** There are now three

RW

RW

RW

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	<p>KS leaders in place, supported by Deputy HoYs.</p> <p><u>Behaviour and Attendance – presented by RH</u>          The challenges presented by the new Yr9 intake were explained and discussed. The majority of incidents are occurring outside of the classroom.</p> <p><b>The governors cautioned the school to act swiftly and firmly in all cases to avoid undue disruption to the rest of the school.</b></p> <p><b>The governors asked how incidents at break and lunchtime are captured.</b></p> <ul style="list-style-type: none"> <li>• All staff are vigilant about adding to behaviour logs.</li> <li>• The KS Heads are examining this information and looking for trends.</li> <li>• Form tutors carry out weekly behavior reviews – this is overseen by RH.</li> </ul> <p><b>ACTION: RH to provide an update on this issue at the next meeting.</b></p> <ul style="list-style-type: none"> <li>• The positive impact of AfA on attendance and behavior issues was noted. Simon Bloomfield has taken over as lead in this area.</li> </ul> <p><b>The governors recorded their thanks on the efforts of all staff, and especially RH, in significantly improving attendance over the past few years.</b></p> <ul style="list-style-type: none"> <li>• The attendance target for 2016/17 is 95%.</li> </ul> <p><b>ACTION: RW to pass an e-copy of the Head’s report to the Clerk, for circulation to this committee.</b></p>	<p style="text-align: center;">RH</p> <p style="text-align: center;">RW/MD</p>
8.	<p><u>The Pathway to Outstanding</u></p> <p>i. Staff Manual – the revised manual was tabled, for information.</p> <p>The governors agreed the benefits of the streamlined document and the clarity of information included.</p> <p>ii. Whole School Improvement Plan – the revised report was tabled for information.</p> <p><b>ACTION: It was agreed that governors should review this document, for discussion at the next meeting.</b></p> <p><b>ACTION: The Clerk to circulate the WSIP to those governors not present.</b></p> <p>It was further agreed that, in future, the Head’s report would regularly be received at the first meeting of each term and the WSIP at the second.</p> <p><b>ACTION: The Clerk to update future agendas accordingly.</b></p>	<p style="text-align: center;">ALL</p> <p style="text-align: center;">RW/MD</p> <p style="text-align: center;">MD</p>
9.	<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> <li>• It was confirmed that record keeping is very tight.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• The Single Central Record is up to date.</li> <li>• Children “absent from education” are reported quickly to the LA.</li> </ul> <p><b>ACTION: HR to provide a report for the next meeting of this committee.</b></p>	<b>HR</b>
10.	<p><u>AOB</u></p> <p>Governor Visits to School –</p> <ul style="list-style-type: none"> <li>• All member of this committee were encouraged to visit the school.</li> <li>• It was suggested that a rolling programme of subjects might be developed.</li> <li>• Governors should begin with the Departmental Improvement Plans.</li> </ul> <p><b>NOTE: The school invited governors to attend the staff INSED day on 3<sup>rd</sup> January. There is a BCUS T&amp;L Conference planned for the INSED day on 18<sup>th</sup> April 2017.</b></p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>RW to encourage all departments to issue invitations to governors for any extra-ordinary events.</b></li> <li>• <b>The Clerk to circulate the visit form.</b></li> <li>• <b>JH to produce a “tick list” of documents that governors should expect from each department (i.e. DIP, data, curriculum etc.)</b></li> <li>• <b>Governor Visits to school to be added to the agenda for the next meeting.</b></li> </ul> <p>Progress Tracker -        RW highlighted a target setting/progress check tracker that is not currently shared with governors. The governors agreed that this would be useful to see regularly.</p> <p><b>ACTION: RW to share this report with governors each time that it is updated.</b></p> <p>On-Line Filing -        The governors suggested that it would be useful to access meeting documents on-line, preferably via the school website. It was not known if this is currently possible.</p> <p><b>ACTION: The Clerk to liaise with Dom Braybrooks, regarding on-line filing of governor documents.</b></p>	<p><b>ALL</b></p> <p><b>RW</b></p> <p><b>MD</b></p> <p><b>JH</b></p> <p><b>MD</b></p> <p><b>RW</b></p> <p><b>MD</b></p>
11.	<p><u>Dates of next meetings</u></p> <ul style="list-style-type: none"> <li>• Audit &amp; Risk Committee – 14<sup>th</sup> November 2016, 6.30pm</li> <li>• SLGB – 21<sup>st</sup> November 2016, 6.30pm</li> </ul>	

There being no further business the meeting closed at 9.50pm.

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