

Stratton Local Governing Body
Minutes of the Full Board
20th November 2017, 6.30pm at Stratton Upper School

Attendance		Apologies
Hazel Ramsay Rob Watson (Executive Headteacher) Alaine Anderson Ian Bond	Sandy Field Clare Neish (left at 8pm) Ross Woodward	Beth Cooper
Also in attendance		Absent
Jane Harper Roz Hodges	Miranda Dixon (Clerk)	

Ref.		ACTION
1.	<p><u>Election of Chairman</u></p> <p>The Clerk welcomed everyone to the meeting and invited nominations for Chairman of this committee.</p> <p>Hazel Ramsey nominated herself. The nomination was seconded by Clare Neish and HR was duly elected.</p>	
2.	<p><u>Welcome and Apologies</u></p> <p>The Chairman welcomed everyone to the meeting. Apologies for absence were accepted for Beth Cooper.</p> <p>Clare Neish gave apologies for needing to leave the meeting at 8pm.</p>	
3.	<p><u>Declarations of Interest (in any item on this agenda).</u></p> <p>None</p>	
4.	<p><u>Governor vacancies</u></p> <p>There remains a vacancy for a staff governor.</p> <p>ACTION: RW to recruit a (non-teaching) staff governor for the next meeting.</p>	RHW
5.	<p><u>Chairman's update re Stratton Education Trust (SET)</u></p> <ul style="list-style-type: none"> • A new Finance Manager is now in place, working alongside GW until the end of term. 	
6.	<p><u>Approval of Minutes</u> – 16th October 2017</p> <p>AMENDMENT: p2 section 7 – should read “...significantly lower than the national average”.</p> <p>The minutes were otherwise approved and signed by the Chairman.</p>	MD
7.	<p><u>Matters arising</u></p> <ul style="list-style-type: none"> i. Section 8 – The Clerk to circulate a blank visit form – action complete ii. Section 8 – Governors to liaise with the school to arrange photo ID badges – 	

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	action complete.	
8.	<p><u>Whole School Improvement Plan</u> The updated document was tabled and outlined to governors. The board were then invited to discuss and question the plan.</p> <p>What does quality assurance around “Show my Homework” (SMH) look like? The school is carrying out an audit on the setting of homework and will also carry out a review of submissions. The tracking tools available on SMH have not previously been used; the school hopes to rectify this.</p> <ul style="list-style-type: none"> • The student “Litmus Test” questions homework – how/when/what and are you benefitting from it? • There have been a variety of preferences highlighted in the responses. <p>Are there issues with any particular subject? No, the issues are more around “Behaviour for Learning”.</p> <p>How do staff ensure that students complete homework? This is about ensuring that students are engaged enough to want to complete homework, rather than forcing them to do it. However, there are strict sanctions in place.</p> <ul style="list-style-type: none"> • For the second week in November 5166 pieces of homework were set and 4000 were completed (a 78% completion rate). • The highest rate of completion was in Yr12, followed by Yr9, Yr13, Yr10 and Yr11. • These figures can be further broken down by subject. • It should be noted that many Yr11 students are completing coursework, which may be set over several weeks. • The next stage is to feed this information back to staff. <p>Is there a set turnaround time for feedback (on homework) to students? Feedback should be expected every 6 lessons, as per the assessment policy. This would look different for each subject, depending on the number of lessons received per week.</p> <p>Are students receiving enough exam practice? Yes, this starts in year 9. The school is, however, aware that students need to improve time management and their approach to answering questions (in relation to the points available.)</p> <p>The governors noted that the school’s comparisons on the gov.uk website are not good. Is the school confident that significant improvement can be made during this year? All items on the WSIP aim to be achieved during this year; the school is aware that substantial progress is required.</p> <p>The governors urged the school to inform them if they do not feel they will meet the targets required. This area is also a focus of the Task Group.</p> <ul style="list-style-type: none"> • The school noted that both the previous year 11 and this year 11 were considerably below average at the end of KS2. 	

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9.	<p><u>Behaviour and attendance</u></p> <p><u>Behaviour</u></p> <ul style="list-style-type: none"> Behaviour incidents are lower than at this time in previous years. This is, historically, a difficult time of year for all students; one contributor to this is daylight saving. <p>Does this change the focus for governors? Yes, this should be less about behaviour and more about behaviour or learning.</p> <ul style="list-style-type: none"> The school highlighted the interesting statistics for the current yr10, where most behaviour issues have been seen: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Historical averages</td> <td style="width: 33%;"></td> <td style="width: 33%;">Current yr10</td> </tr> <tr> <td>25%</td> <td>high level learners</td> <td>40%</td> </tr> <tr> <td>50%</td> <td>mid-level learners</td> <td>43%</td> </tr> <tr> <td>20%</td> <td>low level learners</td> <td>17%</td> </tr> </table> <ul style="list-style-type: none"> There appears to be more of an issue in core subjects and less in option subjects. Difficulties are with both boys and girls; it has been much harder to build relationships with girls. There have been a very high number of “difficult to deal with” parents. <p><u>Staff attendance</u></p> <ul style="list-style-type: none"> Three staff are on maternity leave with another one due to leave in January and two in April. One maternity cover is in place, two will be advertised before the end of term. Two appointments have been made for January; one in ICT and one in Business. <p>The governors asked if ICT now has a better outlook. Yes, very much so.</p>	Historical averages		Current yr10	25%	high level learners	40%	50%	mid-level learners	43%	20%	low level learners	17%	
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10.	<p><u>Governor Visits</u></p> <p>CN – a verbal report of a visit looking at PP was given.</p> <p>ACTION: A full report of this visit to be circulated.</p> <p>RW – a verbal report of a visit looking at MFL (Modern Foreign Languages) was given.</p> <p>ACTION: A full report of this visit to be circulated.</p>	<p>CN/MD</p> <p>RWo/MD</p>												
11.	<p><u>Feedback from the Task Group</u></p> <ul style="list-style-type: none"> A review of “progress within the school and effectiveness of SLT” is planned for later this week. A review of the school has been carried out by two external auditors; a full, written report will be completed and fed back to the Trustees. 													

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	<p><u>CN left the meeting at 8pm</u></p>	
<p>12.</p>	<p><u>Policies for review</u> The following policies were presented for review.</p> <p>All policies reviewed at the SLGB meeting on 16th October 2017 were approved.</p> <p>Exams Policy (annual review)</p> <p>Exams Contingency Policy (annual review)</p> <p>Child Protection Policy (previously Safeguarding)</p> <p>Attendance Policy (full review)</p> <p>Homework Policy (draft)</p> <p>NOTE: The governors were invited to address any questions regarding the above policies to JH, either directly or via the Clerk. All queries to be received by 27th November.</p> <p>All policies were approved in principle.</p>	
<p>13.</p>	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • The Clerk outlined a proposed training session relating to the role of governors in exclusion. <p>ACTION: The Clerk to feedback the governors' interest in this course, with a preference for it being held at Chicksands.</p> <ul style="list-style-type: none"> • A meeting of the Audit & Risk Committee took place on 13th November. An additional parent governor is required to join this committee. <p>ACTION: The Clerk to email the last set of approved minutes to RW and BC inviting them to join this committee.</p> <ul style="list-style-type: none"> • The school was congratulated for the recent introduction of a variety of parent information evenings. • These are initially based around pastoral issues, but the range may be expanded if they prove popular. <p>NOTE: The school to consider holding an evening on UCAS requirements. It was noted that the school does already host a number of UCAS evenings covering requirements and other CIAEG matters for post 16 – dates for 2017-18 to be circulated.</p>	<p>MD</p> <p>MD</p> <p>JH</p> <p>MD</p>

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	<ul style="list-style-type: none">• It was noted that all governors are required to attend annual Safeguarding training. <p>ACTION: The Clerk to liaise with the Training School and governors to arrange dates for training.</p>	MD
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There being no further business the meeting closed at 8.30pm.

Dates of next meetings

- SLGB – 19th February 2018, 6.30pm

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