



SAPIENTIA EDUCATION TRUST

Company Number: 7466353

Framingham Earl High School

Local Governing Body Meeting

Wednesday 9 October 2019 at 4.00pm in School

NON - CONFIDENTIAL MINUTES

Present

Nicola Furneaux (NF) - Headteacher

John Gordon (JG)

Roger Margand (RM)

Jamie Mather (JM)

Trudy Musgrove (TM) - Chair

Jamie Parslow-Williams (JPW)

Peter Porter (PP)

Alison Randall (AR)

In attendance:

Zoe Fisher – (ZF) - Director of Secondary Improvement SET (From 5.40pm)

Di Swanepoel (DS) – Observer

Gareth Yassin (GY) – Assistant Headteacher (From 6.05pm)

David Ayres (DA) - Clerk

The meeting was quorate, with 8 governors present out of 9 serving.

[Clerk's note: governor challenge is shown in red, action points in blue, decisions in bold and underlined]

1.1. APOLOGIES AND WELCOME

RM opened the meeting and welcomed everyone. Di Swanepoel, who is a prospective staff governor, was welcomed to the meeting as an observer. Apologies were received and accepted from Ray Sykes.

1.2. ELECT CHAIR AND VICE CHAIR

The Clerk asked for nominations for the Chair and Vice Chair for 2019-20. TM was proposed by PP and seconded by RM for Chair. JPW was proposed by AR and seconded by JM for Vice-Chair. Both candidates indicated their willingness to take on the responsibilities. TM and JPW left the meeting while governors discussed their candidature. Both TM and JPW were elected unanimously.



To elect the Chair™ and Vice-Chair (JPW) for 2019-20

TM in the Chair.

1.3. DECLARATION OF INTERESTS & REGISTER OF BUSINESS INTERESTS

No pecuniary interest or possible conflict of interest had been declared prior to the meeting in relation to items on the agenda.

1.4. MINUTES OF THE LAST MEETING

The minutes of the last meeting of the LGB on 3 July 2019 were agreed unanimously by all present and signed as a true record by the Chair subject to two minor amendments. The signed copy of the minutes was handed to NF who was asked to ensure it was retained in the governors' records.

1.5. ACTIONS & MATTERS ARISING

1.5a. Actions and Matters Arising from the previous meeting which were either not completed or which were to be considered under a later agenda item were as follows. These actions will be carried forward:

ACTION 1: [To post the Key Curriculum Audit Tool on GovernorHub.](#)

ACTION 2: [To visit the School to investigate the induction of new directors of subjects.](#)

In relation to the questions at LGB4 in relation to VFM for the PP Grant spend and its impact, NF advised that matters had been rendered somewhat complicated because of the way the budgets had been presented where it is not possible to identify clearly to which budget lines PP funding has been allocated. Therefore, reporting on 2018-19 and proposals for 2019-20 has yet to be finalised.

RM advised that he would be attending meetings with the Trust soon and asked TM to accompany him. He hoped that the meetings would bring some greater clarity to matters. NF expressed her growing concerns about the school's ability to meet the needs of students eligible for PP support (and for those with SENDs too, especially those with the protection of an EHCP). NF advised that the uncertainties had affected the appointment of staff to support PP and SEND students. **TM commented that the LGB appeared not to have control over such budgets but were responsible for monitoring the appropriateness and impact of expenditure. She would therefore be grateful for some further clarification of the responsibilities of the governors and the trustees and the relationships between them. JG felt that it would be essential for there to be a greater influence over the allocation of PP funding on the part of the school and for greater flexibilities in managing that spend as the strategy is rolled out. JM raised a concern about reporting on PP expenditure and its impact on the Website.** NF advised that it would be possible to publish a statement but with the caveat that governors were awaiting final confirmation in relation to 2018-19.

TM and RM were asked to report back to governors at LGB2 the outcomes of their discussions with the COO and the Trust.



ACTION 3: To report back on progress in relation to the management and reporting of PP.

PP asked about the position regarding staff on support plans. NF indicated that she did not have the current information to hand but agreed to report back to the next LGB.

ACTION 4: To report on staffing support.

1.5b. Annual Governance Statement (AGS)

It was agreed that this was a requirement placed on maintained schools and was not relevant as far as reporting/accountability of the academy was concerned. Governors noted, however, that a comparable mechanism was available under the Scheme of Delegation.

1.5c. Governor Conference Feedback

TM asked attendees at the conference whether there were any useful learning points to share. JM felt that the presentation on the new EIF provided helpful insights and that governors, in considering their role within the Trust needed to understand the Scheme of Delegation and the LGB's Terms of Reference better. JG commented that the Trust's approach to curriculum design should be clarified further particularly the balance of responsibilities between the Trust and the LGB.

RM felt that in some respects the conference gave a disjointed view, for example in relation to teacher workloads and the use of data in forming judgements.

NF briefly outlined the processes inspectors would follow in the "deep dive" aspects of their inspection to gain evidence to support any judgement and suggested that governors too should consider how in their monitoring could form an accurate view. JG expressed his concern about how it could be possible to know that progress is being made especially as progress can be articulated differently in different subjects. He also wondered how representative of the new framework the conference had been. JPW felt that a set of guided questions could help governors to reflect on their monitoring.

Governors agreed that there were matters that required further consideration – the curriculum and curriculum intent, securing evidence through student voice and triangulation and, more generally governors' role as set out in the SoD.

ACTION 5: To consider the implications of the new Ofsted Framework for governors.

1.6 HEADTEACHER'S REPORT (as per Trust's standardised HT reporting format)

NF's report was primarily to do with two issues:

1.6a The end of year 20128-19 Statutory Assessment of Achievement and Progress (GCSE Results)

RM and TM advised that they had both sent their congratulations to staff for their hard work leading up to the excellent set of results in the summer.

NF noted the "headlines":

- Estimated progress - +0.30
- Estimated Attainment – 52.52



- Percentage achieving 4+ EnMa – 74%
- Percentage achieving 5+ EnMa – 55%
- All groups of students have improved from 2018 in terms of progress
- There has been a particular focus during the year on boys and HPA students
- There remains a gap between disadvantaged students and SEND students and their peers, however the progress of both groups improved in 2019.

(NF advised, however, that final validation from DfE is still awaited.)

In the analysis of departmental performance for all students by departments, there were clear variances between departments. NF advised governors that in the areas where students have achieved well there are subjects which have the entire cohort or large cohort numbers (eg. English, History and Citizenship).

Governors asked for further background in relation to the disappointing performance in Maths. NF reminded them that there were three staff members on long term sick last year. There has now been a complete change in staffing with a new HoD, 2nd ID plus 2 new teachers. /she reported that the external adviser commissioned by the Trust had looked at the situation in Maths and had reported positively following her deep dive. NF added that she was sure that the department was now well led and is offering a strong curriculum. Therefore, a much stronger performance should be anticipated next year.

PP asked about the differences in performance between separate and combined sciences and the selection of either the staff or the students could have an effect on the performance. NF felt that this was unlikely but accepted that the impact of having a specialist teacher was often significant. **PP asked about the timetable allocations between the 2 science routes and whether that could have an impact.** NF confirmed that in the past more time had been allocated to the triple science route.

PP asked about the differences in performance between Spanish (0.60), French (-0.17) and German (-0.97). DS explained the history of recruitment/opting for particular languages and the consequent differences in the overall ability of the cohorts taking the subjects. She noted too that German was no longer on offer as an option and that there will be two Spanish classes coming through.

PP and JG asked about potential effects on Ebacc. NF advised that this was something that would have to be investigated further especially if the target for 20/21 would be 90%.

JG commented that progression beyond GCSE could also be impacted by the changes in the options on offer.

1.6b School Risks

It was agreed to take this item as a confidential matter which is recorded in a separate confidential minute.

1.7. SCHOOL SELF-EVALUATION



Governors received the SEF. They noted that the SEF had been completed using Ofsted statements as guidance on what needs to be included and that current and validated evidence has been included to substantiate judgements. Statements have been RAG-rated and will be used to inform school improvement planning. The SEF is a core strategic document which should be cross-referenced to the SIP and related documentation.

The document comprised the following sections:

- Context and Characteristics of the School
- Current Ofsted Gradings
- Targets from Last Ofsted Inspection and Progress against its Targets
- Ofsted Judgements:
 - Quality of Education: Intent – Implementation – Impact; Criteria for “Good” and “Outstanding” (colour coded – green/magenta); Evidence; How to move from “Good” to “Outstanding”
 - Behaviour and Attitudes: Criteria for “Good” and “Outstanding” (colour coded – green/magenta); Evidence; How to move from “Good” to “Outstanding”
 - Personal Development: Criteria for “Good” and “Outstanding” (colour coded – green/magenta); Evidence; How to move from “Good” to “Outstanding”
 - Leadership and Management: Criteria for “Good” and “Outstanding” (colour coded – green/magenta); Evidence; How to move from “Good” to “Outstanding”
- Appendix on Sources of Evidence

Governors were advised that the document should be used as a reference and that it would be revised periodically as progress against criteria is achieved. **Governors checked with NF that the External Adviser is confident that document provides an accurate representation of the current development/position of the School.** NF confirmed that this was the case.

1.8. SCHOOL IMPROVEMENT PLAN (SIDP/SIP)

NF reported that following her discussions with the External Adviser commissioned by the Trust (Barbara O’Brian), it would be necessary to undertake a major revision of the SIP. She suggested therefore that governors should not discuss the version that had been circulated to them but to defer the item to LGB2 in December when the revised SIP would be available. In the meantime, NF confirmed that she would be seeking the advice and guidance of the Trust in developing the revised SIP.

ACTION 6: To consider the SIP 2019-20 at the next meeting of the LGB.

TM asked what governors should do as far as their monitoring of the SIP was concerned. It was agreed that governors should be allocated monitoring roles on a section by section basis. (See also Item 1.10g below).

1.9. STAFFING STRUCTURE AND CURRICULUM REVIEW

NF advised that she is not currently considering any major changes in staffing structure other than those which have arisen because of the possible deployment of PP Grant, which are out to consultation.



In terms of curriculum, NF reported that she has been looking at how to manage the change in alignment of Textiles from the DT area to the Art area. There were also possible changes to be made in relation to Product Design at KS3 which is now classified as a STEM subject. This had been incorporated into a carousel and the new arrangements have been positively received by students. Governors noted, once again, that such changes could have implications in terms of progression post-16.

Governors considered when would be the best point in the year for staffing structure and curriculum changes to be brought to them for their consideration and input. It was agreed, given the pattern of meetings through the course of the year, to bring the matters to LGB2 in December.

ACTION 7: To consider recommendations for possible changes to staffing structure and the curriculum.

1.10. GOVERNOR BUSINESS

1.10a Agree Code of Conduct

Governors were not prepared to adopt the NGA code of conduct (CoC) because, it appeared to them, not fully to match with the work and responsibilities of the LGB, specifically finance and communicating/informing through the Website. RM and DA were asked to check how relevant the NGA CoC actually is to the work of the LGB and, to enquire of the Trust whether there is a SET CoC.

ACTION 8: To check the relevance/appropriateness of the CoC and to bring the matter back for further consideration at a future meeting of the LGB.

1.10b. Agree LGB ToR and Scheme of Delegation (SoD)

TM advised that the LGB's ToR and the SoD should be adopted. Governors agreed her recommendation. Governors also received a review document, drawn up by JM, of the SoD and it was agreed to use it as the basis for further discussion at the next informal meeting.

ACTION 9 : To use the review document to check that the LGB is undertaking the range of responsibilities set out in the SoD and to feed back to the Trust where there are areas that can be improved or clarified.

1.10c. Agree Safeguarding Governor ToR

RM advised that SET were currently in the process of drawing up ToRs for the Safeguarding Governor. It was agreed to bring the matter back to a future meeting of the LGB

ACTION 10: To consider and adopt the ToRs for the Safeguarding Governor at a future meeting.

1.10d. Governors' Skills Audit (in response to gov self-evaluation Jan 2019)

Governors noted that there was a health check tool on GovernorHub but recognised it would not be appropriate as the basis of a skills audit. JM advised that the NGA skills audit form would be appropriate and agreed to circulate it to all governors and then to collate the results and feedback to governors.

ACTION 11: To circulate the skills audit to all governors and then report back with the collated results to LGB2.



1.10e. Elect governors to monitor compliance

It was agreed to allocate responsibilities as follows:

Safeguarding - JM

PP Plan - JG

Pupils with EAL Plan - JG

Year 7 Catch-up Plan - JG

SEND - RM

LAC - JM

Staff Wellbeing – JPW

To elect governors to monitor compliance.

1.10f. Elect Compliance & Audit Committee & delegate responsibility

It was agreed that RM, PP and JG should serve on the Committee. Committee members will decide who should be the Chair. Governors agreed to delegate responsibility to the Committee subject to the requirements of the Law and pending confirmation as will be set in the ToRs. It was agreed to report back to the LGB when the Trust has finalised the ToRs.

[ACTION 12: To report back to the LGB on the ToRs for the Compliance and Audit Committee.](#)

To elect the C&A Committee and to delegate responsibility.

1.10g. Elect lead governors to monitor each SIP aim

It was agreed to allocate responsibilities as follows:

Overall Effectiveness – TM

Quality of Education – JG, RM

Behaviour and Attendance – JPW

Personal Development – JM, JPW

Leadership and Management – AR

To elect lead governors to monitor each SIP aim.

1.10h. Nominate governors to attend SET/Cluster Committee meeting

It was agreed to allocate responsibilities as follows:

Standards - JG

Audit & Risk - TM

HR & Remuneration – PP (AR to substitute as required)

Infrastructure - AR

Finance - RM

Cluster – AR

To nominate governors to attend SET/Cluster Committee meetings.



1.10i. Governor Development & Training

Governors were asked to confirm that they had read the relevant sections of Keeping Children Safe in Education (KCSIE) 2019 and to complete the declaration in their personal section on GovernorHub.

ACTION 13: To confirm that the relevant sections of KCSIE have been read as part of governors' updating on safeguarding.

It was reported that no governors had been able to attend the staff's update training in September. It was felt, however, that it would be important for governors to receive an update. It was agreed that the DSL should be asked to provide a training session at the next informal meeting and for governors to log in their training records on GovernorHub that they had received such training.

ACTION 14: To arrange a training session for governors on Safeguarding.

It was agreed that JM would take on the responsibility for promoting and monitoring governor development.

To appoint a governor (JM) with responsibility for promoting and monitoring governor development.

1.10j. Review Governors' SEF from 2018/19; goals achieved

Governors discussed the LGB Self-Evaluation Plan 2019 which had been prepared by PP. Ten areas for action were listed in the Action Plan and a number of them had either been completed or the required progress had been achieved. Areas for further work included: refreshing the governing body health check on GovernorHub; adding "Any thoughts" as a standing item on the LGB agenda; to continue to try to increase engagement and communication with staff and parents and to improve "student voice" activities; to improve collaboration with other schools, and; to share with governors outcomes from departmental reviews in relation to performance management and improvement in the quality of teaching.

PP was asked to update the Action Plan for 2020 in the light of the feedback received and to bring the revised draft to the next informal meeting of governors for discussion and approval.

ACTION 15: To update the LGB Self-Evaluation Plan for 2020 and to present it to governors for discussion and approval.

1.11. AGREE TIMETABLE OF REPORTING AGAINST THE SIP THROUGH GOVERNOR MONITORING VISITS

This item was deferred pending the receipt of the revised version of the SIP for 2019-20.

ACTION 16: To agree the timetable of reporting against the SIP through governor monitoring to the next meeting of the LGB in December.

1.12. POLICIES; TO REVIEW AND AGREE *Admissions Policy*



Governors confirmed that they had read the policy. They noted that the oversubscription criteria and the Published Admission Number (PAN) would not change (for the admission round commencing September 2021?) and, subject to drafting changes required for updating, they consented to adopt the policy.

Safeguarding Policy

Governors confirmed that they had read the policy. PP asked whether the leaflet in Appendix 3v had been updated. NF confirmed that it had. Governors noted too that the Website would have to be updated with the latest version of the policy. Governors consented to adopt the policy.

To adopt the Admissions and Safeguarding policies

1.13. WEBSITE

Governors were asked to ensure that they had provided pen portraits of themselves. NF reminded them of the introductory paragraph that she had recently circulated and asked for comments. There was some uncertainty as to which set of Key Objectives were the latest version (those set out at the foot of the agenda, for example). IT was agreed to remit the matter to the C&A Committee for further consideration with a view to reporting back to the LGB in December with a revised Action Plan.

[ACTION 17: To revise and update the action plan for updating the governors' pages on the Website to ensure compliance.](#)

1.14. ENGAGEMENT IN SCHOOL COMMUNITY – REFLECTIONS & INVITATIONS

TM reported that she had recently attended the open day which had been well attended by parents including about 80 from out-of-catchment. The feedback from the parents had been very positive. JPW and NF reported that they had attended open days at Wymondham College and Old Buckenham respectively.

Governors noted the following school events:

Y11 Open Day - 14 November

Quiz and Chips Evening (Parent Fundraiser) – 15 November

Roald Dahl Production – December

Class of 2019 Presentation Evening – 11 December (after LGB2)

Christmas Concert – 12 December

Christmas Pantomime Visit (Gt Yarmouth Hippodrome) – 16 December

1.15. AOB

Staff Governor

DS was asked for feedback as observer at the meeting. She confirmed that she had found the meeting interesting and that she continued to be a firm candidate to become staff governor.

Governors therefore indicated that when the necessary processes have been completed (election?) they would be pleased to welcome DS onto the LGB.



Poringland Fuel Allotment Grant

NF advised governors that Poringland Fuel Allotment Grant, of which AR is the Chair, gave the School £1,000 for children in need who are residents of Poringland. NF indicated that a further grant would be welcome and asked whether a formal application would be needed and whether a formal report on the ways in which the grant is spent would be required.

AR advised that any grant would be made “wholly or mainly for the benefit of Poringland disadvantaged residents”. If more than £1,000 is being sought, a formal application will be required but the expenditure of that grant would be at the discretion of the headteacher who is trusted to use it wisely.

AR added that there had been a high number of applications for support from individual parents this year, mainly for help in the purchase of uniform. **Governors felt that uniforms were expensive relative to those of other schools.** NF explained that this was because uniform items are now “logo-ed”. **Governors asked whether there were arrangements in place for second-hand uniform sales.** It was agreed that a governor would attend the next parents’ forum (date required) to discuss the matters of the cost of uniforms and the possibility of setting up a swap shop
ACTION 18: To attend the next Parents’ Forum to discuss the cost uniform and the feasibility of setting up a swap shop.

Headteacher Designate

TM reminded governors that Becky Arnold, Headteacher Designate, would be coming into school on Wednesday 16 October at 5.00pm in order to meet with them.

1.16. CONFIDENTIAL ITEMS

Item 1.6b was discussed. This is recorded under a separate confidential minute.

1.17. ITEMS FOR NEXT MEETING (LGB 11.12.19)

To report on staffing support.

To consider the SIP 2019-20

To consider recommendations for possible changes to staffing structure and the curriculum.

To check the relevance/appropriateness of the CoC

To consider and adopt the ToRs for the Safeguarding Governor

To consider the ToRs for the Compliance and Audit Committee

To agree the timetable of reporting against the SIP through governor monitoring

To revise and update the action plan for updating the governors’ pages on the Website to ensure compliance

1.18. DATES & TIMES OF NEXT MEETINGS

Informal Round Table – Wednesday 20 November at 4.00pm

LGB2 – Wednesday 11 December at 4.00pm

There being no further business the Chair closed the meeting at 7.25 pm.



SIGNED BY CHAIR.....

DATE.....



ACTIONS

Responsibility	Action	Agenda Item	To Be Actioned	Date
ZF	1	1.5a c/f	To post the Key Curriculum Audit Tool on GovernorHub.	ASAP
RM	2	1.5a c/f	To visit the School to investigate the induction of new directors of subjects.	ASAP
TM & RM	3	1.5a	To report back on progress in relation to the management and reporting of PP.	LGB – 11.12.19
NF	4	1.5a	To report on staffing support.	LGB – 11.12.19
NF & TM	5	1.5c	To consider the implications of the new Ofsted Framework for governors.	Informal – 20.11.19
NF	6	1.8	To consider the SIP 2019-20 at the next meeting of the LGB.	LGB – 11.12.19
NF	7	1.9	To consider recommendations for possible changes to staffing structure and the curriculum.	LGB – 11.12.19
RM & Clerk	8	1.10a	To check the relevance/appropriateness of the CoC and to bring the matter back for further consideration at a future meeting of the LGB.	LGB – 11.12.19
TM & JM	9	1.10b	To use the review document to check that the LGB is undertaking the range of responsibilities set out in the SoD and to feed back to the Trust where there are areas that can be improved or clarified.	Informal – 20.11.19
TM	10	1.10c	To consider and adopt the ToRs for the Safeguarding Governor at a future meeting.	LGB – 11.12.19
JM	11	1.10d	To circulate the skills audit to all governors and then report back with the collated results to LGB2.	Immediate
A&C Committee	12	1.10f	To report back to the LGB on the ToRs for the Compliance and Audit Committee.	LGB – 11.12.,19



All Governors	13	1.10i	To confirm that the relevant sections of KCSIE have been read as part of governors' updating on safeguarding.	Immediate
NF	14	1.10i	To arrange a training session for governors on Safeguarding.	Informal – 20.11.19
PP	15	1.10j	To update the LGB Self-Evaluation Plan for 2020 and to present it to governors for discussion and approval.	Informal 20.11.19
TM	16	1.11 c/f	To agree the timetable of reporting against the SIP through governor monitoring to the next meeting of the LGB in December.	LGB – 11.12.19
C&A Committee	17	1.13	To revise and update the action plan for updating the governors' pages on the Website to ensure compliance.	LGB – 11.12.19
AR	18	1.15	To attend the next Parents' Forum to discuss the cost uniform and the feasibility of setting up a swap shop.	Parents Forum – date tbc

DECISIONS

	Agenda
To elect the Chair (TM) and Vice-Chair (JPW) for 2019-20.	1.2
To elect governors to monitor compliance.	1.10e
To elect the C&A Committee and to delegate responsibility.	1.10f
To elect lead governors to monitor each SIP aim.	1.10g
To nominate governors to attend SET/Cluster Committee meetings.	1.10h
To appoint a governor (JM) with responsibility for promoting and monitoring governor development.	1.10i
To adopt the Admissions and Safeguarding policies. To revise and update the action plan for updating the governors' pages on the Website to ensure compliance.	1.12