



## **SAPIENTIA EDUCATION TRUST**

Company Number: 7466353

### **Framingham Earl High School**

Local Governing Body Meeting

Wednesday 11 December 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)

Ray Sykes (RS)

### **In attendance:**

Di Swanepoel (DS) – Observer

Jonathan Taylor (CEO) – SET CEO

Zoe Fisher (ZF) – SET Director of Secondary Standards & DSL

James Edwards (JE) -

Wendy Maguire (WM) - Clerk

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

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

### **2.1. APOLOGIES AND WELCOME**

TM opened the meeting and welcomed everyone. Apologies were received and accepted from Gareth Yassin (GY) and Julie Wilson (JW). Zoe Fisher would be arriving late.

### **2.2. 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.



### 2.3. MINUTES OF THE LAST MEETING

The minutes of the last meeting of the LGB on 9 October 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 to be retained in the LGB folder held at school.

- Section 1.2 Trudy Musgrove’s initials TM had displayed as a trademark symbol ™.
- Section 1.14 open days at Wymondham College – JPW, RM and JW had all attended

### 2.4. MATTERS ARISING

Matters Arising from the previous meeting were discussed, with updates shown in *italics/bold* in the table below. Outstanding items to be carried forwards have been numbered as “Action xx”.

Responsibility	Action	Agenda Item	To Be Actioned ( <i>updates shown in italics/bold</i> )	Date
ZF	1	1.5a c/f	To post the Key Curriculum Audit Tool on GovernorHub. <b>ZF to update - Action 1.</b>	ASAP
RM	2	1.5a c/f	To visit the School to investigate the induction of new directors of subjects. <b>Outstanding - Action 2</b>	ASAP
TM & RM	3	1.5a	To report back on progress in relation to the management and reporting of PP. <b>Relates to discussion between school and Trust Finance Team on PP reporting. The PP funding and SEN is now ringfenced in the school finance report. CLOSED</b>	LGB – 11.12.19
NF	4	1.5a	To report on staffing support. <b>There are no staff currently on a support plan. CLOSED.</b>	LGB – 11.12.19
NF & TM	5	1.5c	To consider the implications of the new Ofsted Framework for governors. <b>COMPLETED</b> <b>The CEO noted that this will be ongoing, so governors agreed to pick up again at the next informal meeting. Action 3.</b>	Informal – 20.11.19
NF	6	1.8	To consider the SIP 2019-20 at the next meeting of the LGB. <b>To raise at the next informal meeting, as it will be helpful for the HT designate. Action 4.</b>	LGB – 11.12.19
NF	7	1.9	To consider recommendations for possible changes to staffing structure and the curriculum. <b>NF – there may be potential changes, based on EBacc proportion. CLOSED</b>	LGB – 11.12.19



RM & Clerk	8	1.10a	To check the relevance/appropriateness of the Code of Conduct and to bring the matter back for further consideration at a future meeting of the LGB. <b><i>The Clerk had circulated hard copies of the <u>Code of Conduct</u> that had been approved by the Board of Trustees. <u>Governors read and signed copies, which were given to TM to file in the LGB folder held at school. COMPLETED</u></i></b>	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. <b><i>COMPLETED.</i></b>	Informal – 20.11.19
TM	10	1.10c	To consider and adopt the ToRs for the Safeguarding Governor at a future meeting. <b><i>COMPLETED.</i></b>	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. <b><i>COMPLETED and copy on GovHub.</i></b>	Immediate
A&C Committee	12	1.10f	To report back to the LGB on the ToRs for the Compliance and Audit Committee. <b><i>PP proposed that the ToRs are adopted, all present were in agreement. COMPLETED</i></b>	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. <b><i>COMPLETED – JM confirmed</i></b>	Immediate
NF	14	1.10i	To arrange a training session for governors on Safeguarding. <b><i>Completed for all governors except TM – to arrange training. Action 5.</i></b>	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. <b><i>Updated and copy on GovHub. PP noted that it is difficult for governors to comment of the effectiveness of performance appraisal, as they have no sight of this. The CEO suggested a section is included in the HT Report to governors (annual LGB2 agenda item).</i></b>	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. <b><i>Discussed in this meeting. COMPLETED</i></b>	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. <b>PP to give an update in this meeting. COMPLETED</b>	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. <b>Outstanding. AR to attend the next forum at 18:00 on 28 January in The Den. Action 6.</b>	Parents Forum – date tbc

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

NF said that some of this data had been superseded by more recent data.

The CEO noted that the FFT data recently circulated gives a more recent picture.

- Very pleased with Y11s, above average
- Page 5 - Weak subject performance in music and DT. Food, art & design somewhat weak.
- Maths now has greater stability in staffing – to build on this.
- Combined science is coming on well. Science has moved to positive
- Pupil Premium gap is closing again with upward trend over 3 years, but still further to go.
- SEN is a small cohort – 16 children.
- Citizenship was very positive – the first group through.
- MFL. Plans to recalibrate marking of French exams this year. Spanish appeared to be the easiest marked, with very positive scores in Spanish.
- Overall a pleasing set of outcomes with continual improvement, but still scope for further progress. No major concerns
- Some cohorts need different strategies – so need to adapt each year group.

### Section 2 Careers and destinations. Good.

**JM – is this an internally derived score?** Yes, so may need to moderate externally.

Question mark about the percentage of students going to City College which raises the question of aspirations. The CEO noted there have been discussions about students taking 'A' level route in City College.

### Page 12. Mobility

Children coming in and out of home education is not due to bullying, but parental choice. It is taking place a lot more across local authorities.

**JM – when Ofsted talk about 'offrolling', is this what they are looking at?** Yes - Ofsted are particularly looking at offrolling in Ys 10 & 11.

It was noted that four children are joining the school in Yr11 having been home educated.

### Mrs Fisher joined the meeting at 16:44 hours.



The CEO noted that the Trust is trialling a process for children taken out of school, as there is an increasing trend to home educate children. The Trust's Audit & Risk Committee have commissioned an internal audit of offrolling across the Trust schools in spring term 2020.

JE – some schools in city insist that children start the year again rather than join mid-year.

CEO asked how the school monitors the attendance of these students. JE monitors this and holds regular meetings with parents.

**JM. Are there children who don't have access to the full curriculum?** NF – they now have better access to the curriculum and next year they will have full but different access.

**JM – would Ofsted be satisfied with this explanation?** NF - yes

Extra-curricular activities are strong but difficult to report on, as no clear registers. Disadvantaged children were making disproportionately less use of extra-curricular activities, so there is scope for improvement here. To establish what is the barrier? What is the range of the offer?

ZF – The high schools are improving in recording numbers of students and establishing trends. To benchmark with other schools. This was discussed at HTs meeting.

**John Gordon joined the meeting at 16:56 hours.**

**Referred to latest dataset downloaded today.** Section 2.56b. Data from Mock results.

Y11 progress is much better than last year. Attainment is currently lower.

**PP – is there consistency of reporting?** Food Tech has scored higher. Geography had lots of absences, but good outcomes

**PP – concern is maths, particularly for boys.** NF – this group scored lower than it should be. This year group is anomalous to other year groups. So felt that overall these outcomes look very encouraging.

**PP - are current Y8 similar?** NF – they are 'bouncy'. JE – some individuals are causing concern so their families have been invited in to school to discuss, which has made a huge impact and reduced the number of negative marks.

## **2.6 Head Teacher's Update**

**CEO asked what you think safe capacity is at the school.** NF – behaviour is generally safe. The area at the front of the school is not safe for children, but there are plans to address this.

JE – social space in the winter is a challenge, it is not comfortable for children.

**Action 7. CEO offered to speak to the local authority about the issues of overcrowding, particularly at lunchtime, and the lack of covered spaces where children can go safely at lunchtime.**

## **Exclusions**

JE noted that Fixed Term (FT) exclusions this year are greater than in previous years. The decision to exclude is not made lightly by the school, but still want to maintain high expectations, ie. If a pupil swears at a teacher they get a 1 day FT exclusion.

Catchment area has changed, with a lot more 'challenging' students coming to the school.

A number of Y11s have had several FT exclusions.



Isolations – now have MR1 which is monitored, the number has dropped significantly this half term. NF noted that we do hold onto youngsters as long as we can, rather than permanently exclude.

**Action 8 for JE. TM asked if governors could be provided with the number of days of FT exclusions.**

ZF – For FT exclusions, Notre Dame are trialling a reciprocal arrangement with some other city schools, whereby children spend the day at another school (instead of being at home), with work set by their school. **Have the number of repeat offenders reduced?** JE - yes. Work is set to be completed at the school.

**JG – is there any evidence of the longer term effects of this?** Not yet as only a recent initiative.

ZF noted that this is worth exploring as a Trust.

**JG – queried the number of FT exclusions due to racist language.** NF believes that there has been an increase. JE is doing an assembly on this early in January. Could be a knock-on effect of an increase in racist language in society generally.

**Action 9. CEO will have a look at the data reported on this at the other Trust schools.**

### **Staff**

NF reported that there is currently a lot of staffing movement, but nothing of concern.

### **Sports Centre**

The CEO reported that the situation is now very positive. The Trust have reached an agreement with the local authority regarding the historic debt. Held negotiations with South Norfolk District Council who have agreed to take on management of the Sports Centre for a 5-year period. The school will continue to have use of the facilities, with some enhanced facilities and access made available. AR noted that she had a meeting with a County Councillor to clarify some misconceptions on this.

### **Staff sickness**

Several staff on long term sickness, but phased returns in place. These did not have an adverse effect on exam performance by students.

**JM – are there any issues related to wellbeing?** NF does not believe that there are.

The CEO and HR representatives meet termly with the Joint Consultative Council (JCC), with one area of discussion being staff absence. The JCC are trying to collate meaningful information to benchmark, so the CEO shared Trust data on staff absences, which the JCC said overall looks low.

### **Attendance**

**TM asked about the attendance figures.** JE is looking into this in January.

### **2.7 Governor Monitoring Visits and SIP monitoring**

**JM asked about the positions on Student Leadership and Student Voice that had been advertised for internal candidates.** NF said these are temporary internal posts, so candidates will have a deep knowledge already, with interviews being held tomorrow.

JPW – absences to discuss with JE in January.



## 2.8 Policy Committee report

PP reported that the Committee met five times this term to review various policies and have been through them in detail. All policies are now up to date. PP wished to thank NF for the work she has put in to get the policies to this stage. TM thanked this sub-committee for all their work.

**The Admissions Policy has been reviewed. PP proposed and all agreed to endorse this.**

**Freedom of Information Act – have compiled a list of publications that people could ask for under the FoI Act. All approved.**

## 2.9 Collective worship & RE – compliance with statutory requirements

The school have thoughts for every day (votes for schools day and British values). JE is looking into this. The CEO recommends a planned thought for the day combined with an assembly and tutor time. The Norfolk agreed syllabus includes a daily act of collective worship and thought at KS3 & KS4. Ofsted could do a deep dive on this.

**Action 10. Agenda item for LGB3 (on SofD).**

**Action 11. CEO – piece of work is being carried out for 27 January so he will update at March LGB meeting.**

**Action 12. WM – to check whether the school H&S policy must be displayed on school website.**

**RM left the meeting at 17:47 hours**

## 2.10 Safeguarding

**JM. Are staff trained in Safeguarding and up to date?** Yes – also DSLs and ADSLs.

**Are there supervision arrangements for supporting DSLs and their wellbeing?** JE - yes

ZF – the Trust offers to in-house county led training to staff, so DSLs in schools across the Trust get the same message. The Trust can provide individual help and support.

The CEO needs to periodically review the support provided to DSLs and HTs.

TM thanked JM for his report and his work on this.

## 2.11 Curriculum review including statutory requirements, impact and value for money

**Action 13. GY and BA have started work on this, to bring to the February meeting.**

NF – we have come up with a document for what we want our curriculum offer to be and how the children work through it.

JG – looked at how governors monitor and assure. Changes around nurture and children going back into mainstream education.

Barbara O'Brian, an external consultant, carried out deep dives. January 24 subject leads training.

## 2.12 School website

PP reported that he and NF had reviewed and updated website. PP updated the Governor section.

NF updated the remainder of the policies and they are all now updated.

Thank you to Muriel Murfield for her help on this.



C&A Committee meeting in November looked at the statutory requirements, but unclear on academy schools within a trust. Confirmed that the school met the requirements.

The HT's new PA, Anna Boyle (AB), will pick up updating and maintaining the website.

NF has received very positive information on how distinctive the school website is.

**Action 14** January – will need to update the homepage (change HT) and the governor page to add DS once her position of staff governor is ratified.

**Action 15** WM to arrange for DS to be ratified by Trustees.

**Action 16** WM to put word version on Governor Hub of the front sheet showing attendance.

TM thanked PP for all his work on the website.

### **2.13 Governor Training and Development**

WM explained that the Trust Board decided not to renew NGA Trust-wide membership and online Learning Link subscription because not enough use had been made of it, so it was not cost-effective.

However, if individual LGBs feel that they would benefit from NGA Membership and/or NGA Learning Link, then this can be arranged – if the school has budget and it is cost-effective.

Alternative options include arranging training courses by SET Teaching School, or requesting Governor Services to run in-house training for groups of governors.

**Action 17** Governors - please contact WM with any training requirements.

**Action 18** TM reminded governors to update their training records on GovHub.

**Action 19** Results of Skills audit to look at the next informal meeting.

### **2.14 Contribution to Trust work, including impact of HT's role as DCEO**

NF said that she has provided support to the Teaching School, CPD and NQTs. She has a schedule of work in place for January for her role within the Trust Central Team.

### **2.15 Evaluation of Governors' impact on student quality of education – reflections**

- PP had probed past and current data. Will keep this under review.
- TM – Poringland fuel allotment grant came through. To contact the Trust Finance Director Graham Hough to arrange the bank transfer. AR explained that the school library was awarded with £5000 non-fictional books. TM thanked AR for bringing this to our attention.
- ZF – for higher achieving Y10 students a masterclasses was held at Wymondham College. Several speakers contributed, including Mr Norton on careers (solicitor), TM on veterinary practice, and the CEO. Students explained about the sixth form, wellbeing and resilience. There was then a dinner and evening debate. It was an excellent event. Feedback from students was that they would like this to be arranged again. **AR asked how the students were selected.** NF said that students were chosen from PP, SEN and a random selection of others.

It was noted that TM made a significant contribution to this event, which was very much valued.





## 2.16 Engagement in school community – reflections & invitations

Thursday 12 Dec - Xmas concert

Mon was the Circus, which PP attended.

**Action 20: Ask Anna Boyle (AB) to add governors to the Parent email group, so that they have sight of all future invitations.**

## 2.17 Reflection on progress towards the key objectives of the LGB

- PP – rigorously monitor data (NF noted that only had AP1 out so far)
- Ensure that policies and practices are not detrimental to the wellbeing of the HT SLT and staff.
- JM – was there any critique of policies or practice? NF to feedback – eg. cover for absence
- CEO - to be cognisant of the HT designate role and the impact on leaders. The Trust have set up an Executive coach (independent of the Trust) for the HT designate for her first 12 months, to support her in her new role. May consider extending this offer to other HTs and leaders.
- NF asked governors to be cognisant of the HT's (and SLT/staff) family life and length of meetings.
- AR - consideration of her wellbeing as a new HT.
- Supervision available for staff wellbeing – and DSLs.
- Training discussed – to identify future needs.
- Identified strengths & weaknesses of school and LGB.
- Increase diversity of LGB. Another staff member to be added. Age diversity. Full complement of members. NF noted that the LGB is possibly education heavy.
- Governors have made positive contributions to SET: PP, RM, TM and JG all sit on Trust Committees. Attended SET training and September conference. The CEO noted that this contribution is much appreciated.

## 2.18 AOB

**JM – SCR is being taken over by SET – does he still need to monitor?** Yes. SCR is online and governors can arrange to meet the HR Director at the school when they monitor the SCR.

**How accessible is SCR to school staff?** NF - It is read only online to staff, new starters need clarity on access. **How do DSLs feel about accessing records to training this way, are there any concerns?** JE to establish

The CEO warmly invites members of the LGB to visit the Central Teams at Wymondham College. Please contact WM to arrange.

PP has tidied up documents on GovernorHub and organised them in the standard file structure set up for all the Trust LGBs. WM said that this was very helpful, as it enables her (and other members of the Central Team) to easily locate documents when attending LGB meetings. TM thanked PP for his work on this.

PP asked whether there is a standard format that should be used for the Register of Interest. He noted that there is the facility for governors to record their declarations of interest on GovernorHub.



WM said that the Register of Interest that PP had loaded on the website looked fine, showing all the required information.

**Action 20** WM will send PP the standard RoI form that she uses for other LGBs in the Trust.

The CEO wished to formally thank NF for all her work. The CEO noted that this was formally recognised at Monday's Board meeting when Trustees noted their thanks to NF for all her dedicated work at Framingham Earl High over the past 12 years. Thank you for giving your heart and soul to the school.

PP wished to thank NF, with the appreciation for 12 years at the school. PP felt that the school had significantly changed in a very positive way over these years. The ethos and values is your legacy – the children that have come out are a great group. TM added that her children would not be where they were without the backing of such an excellent school.

### **2.19 Confidential items**

There were no confidential items.

### **2.20 Items for the next meeting**

### **2.21 Date & time of next meeting**

LGB3 – Wednesday 5 February at 4.00pm

There being no further business the Chair closed the meeting at 18:35 hours.

**SIGNED BY CHAIR**.....

**DATE**.....



## ACTIONS

### Matters Arising

Responsibility	Action	Agenda Item	To Be Actioned	Date
ZF	1	1.5a c/f	To post the Key Curriculum Audit Tool on GovernorHub. <b>ZF to update.</b>	ASAP
RM	2	1.5a c/f	To visit the School to investigate the induction of new directors of subjects. <b>Outstanding</b>	ASAP
	3	1.5c c/f	To consider the implications of the new Ofsted Framework for governors. <b>To pick up again at the next informal meeting.</b>	Informal – 25.03.20
TM & RA	4	1.8 c/f	To consider the SIP 2019-20 at the next meeting of the LGB. <b>To raise at the next informal meeting, as it will be helpful for the HT designate.</b>	Informal – 25.03.20
NF	5	1.10i c/f	To arrange a training session for TM on Safeguarding.	Early 2020
AR	6	1.15 c/f	AR to attend the next Parents' forum at 18:00 on 28 January in The Den. To discuss the cost of uniform and the feasibility of setting up a swap shop.	Parents Forum – 28.01.20
CEO	7	2.6	CEO offered to speak to the local authority about the issues of overcrowding, particularly at lunchtime, and the lack of covered spaces where children can go safely at lunchtime.	Formal – 05.02.20
JE	8	2.6	TM asked if governors could be provided with the number of days of FT exclusions.	Formal – 05.02.20
CEO	9	2.6	The number of FT exclusions due to racist language. CEO will have a look at the data reported on this at the other Trust schools.	Formal – 05.02.20
Agenda item TM	10	2.9	Collective Worship & RE Action 10. Agenda item for LGB3 (on SofD).	Formal – 05.02.20
CEO	11	2.9	Collective Worship & RE CEO – piece of work is being carried out for 27 January so he will update at next LGB meeting.	Formal – 05.02.20
WM	12	2.9	WM – to check whether the school H&S policy must be displayed on school website.	January 2020



GY & BA	13	2.11	Curriculum review including statutory requirements, impact and value for money GY and BA have started work on this, to bring to the February meeting.	Formal – 05.02.20
AB	14	2.12	January – will need to update the homepage (HT) and the governor page to add DS once her position of staff governor is ratified.	January 2020
WM	15	2.12	WM to arrange for DS to be ratified by Trustees.	January 2020
WM	16	2.12	WM to put word version on Governor Hub of the front sheet showing attendance.	January 2020
All Governors	17	2.13	Governors - please contact WM with any training requirements.	anytime
All Governors	18	2.13	TM reminded governors to update their training records on GovHub.	January 2020
TM	19	2.13	Results on Skills audit to look at the next informal meeting.	Informal – 25.03.20
AB	20	2.16	Ask Anna Boyle to add governors to the Parent email group, so that they have sight of all future invitations.	Early January 2020

## DECISIONS

	Agenda
All governors agreed and adopted the Trust Code of Conduct	Matters arising
All Governors agreed to adopt the ToRs for the Compliance and Audit Committee.	Matters arising
All Governors endorsed the Admissions Policy  All Governors approved the list of publications that people could ask for under the FoI Act.	2.8