

Minutes of the meeting held on 16th September 2019 at 6:00pm in the East Campus, Room EB02 at 6pm

Present: John Gilbert (Acting Chair), Eilis Cope, Andrew Wilson, Stuart Wilson, Chris Baldwin, Muir Mathieson & Nigel Riglar.

Apologies: Graham Ayre, Ian Mudge, Amanda Arrowsmith, Alison Campbell-Black & Andy Fellows.

In Attendance: Hannah Kelly (Clerk), Glen Balmer, Rob Reid & Steve Farr (until 18:30)

6th Form Update

Steve Farr updated the committee on the status of the recent 6th form intake.

The governors congratulated Steve Farr and his team on their success in terms of attracting the applicants and the recruitment for the first year of coeducation

➤ *Steve Farr left the meeting at 18:30*

1. Apologies were received and accepted from:

Graham Ayre, Ian Mudge, Amanda Arrowsmith, Alison Campbell-Black & Andy Fellows.

These were accepted by all.

2. Declarations of Interest:

None. Governors to complete the annual Declaration of Interest forms and to return to HK by 30th September.

- **Action (SDB 1)**

3. Governor Resignations/Appointments

There have been no resignations or appointments since the last meeting.

➤ *Item 8 was taken here, out of turn.*

4. Minutes of the last Meeting dated 17th June 2019:

These were proposed for approval by CB; Seconded by EC; Agreed unanimously and signed by MM as Chair.

5. Action Point Checklist

LGB34:	Ongoing
LGB39b:	Ongoing
LGB47:	Ongoing
LGB54:	Ongoing
LGB57:	Ongoing (combine with action LGB34)
LGB58:	Completed
LGB59:	Ongoing
LGB60:	Ongoing
LGB61:	Ongoing
LGB62:	Ongoing
LGB63:	Ongoing

LGB64:	Ongoing
LGB65:	Ongoing
LGB66:	Ongoing
LGB67:	Ongoing

6. Governor Ratification of decisions by email between LGB meetings

The following resolutions were ratified by email since the last LGB meeting:

- Overage Candidate (1) – Admissions, 26.06.19
- Overage Candidate (2) – Admissions, 27.06.19
- 6th Form Candidate with no qualification, proceed to a review – Admissions, 27.06.19
- School Uniform Policy & Home School Agreement – LGB, 03.07.19
- Y12/13 New York Trip Approval March 2020- LGB, 03.07.19
- Y12 Switzerland Trip Approval July 2020- LGB, 03.07.19
- In Year admission (current Y9) – Admissions, 12.07.19
- In Year admissions (2xY7, 3xY8) – Admissions, 15.07.19
- Assessment Policy – LGB, 22.07.19
- First Aid Policy – LGB, 22.07.19

7. Matters Arising:

There were no matters arising.

8. Election of Chair and Vice Chair

8.1 Election of Chair

MM was nominated as Chair.

This was proposed by EC; seconded by NR; and unanimously agreed.

8.2 Election of Vice-Chair

JG was nominated as Vice-Chair.

This was proposed by MM; seconded by EC; and unanimously agreed.

A discussion was had about the link between governors who are both CBAT trustees and Marling governors. An agreement was reached by which the transition can be managed.

9. Agree Roles & Responsibilities

- SEN & Safeguarding Governor – Ian Mudge has agreed to continue to be the link governor for these areas.
- Health & Safety - Ian Mudge?

HK to check with EG who the current H&S governor is.

- **Action (SDB 2): HK**

HK to confirm what designation of governor IM is and his current term

- **Action (SDB 3): HK**

10. Terms of Reference

The Terms of Reference to be reviewed in line with the MAT and the change in committee structure. Agreement of the Terms of Reference to be an agenda item at the next SDB meeting in October.

- **Action (SDB 4): HK / MM**

11. Self-Evaluation Check

Governors to complete the form and return to HK by 27th September 2019
Outcomes to be reviewed at the next SDB

- **Action (SDB 5): All**

Governors to complete the skills audit form and return to HK by 27th September 2019

- **Action (SDB 6): All**

12. Health, Safety & Wellbeing:

There was nothing to report.

13. GDPR

There was nothing to report.

14. Financial Update

EG was unable to attend the meeting. The update will be given at the next SDB meeting.

15. Educational Visits

No visits were put forward for approval at this meeting.

16. Safeguarding

Records have been received from Primary Schools for the new Y7 intake.
Nothing further to report.

17. Link Governor Update

GB updated the committee on a proposal about how link governor visits could be undertaken following a visit by MM and subsequent governor working group.
Governors were in agreement that the proposal looked like an excellent way to take this forward over the next year.

18. Policies

A discussion was had about the process for governor approval of policies.

Group 1:

Policies which had been agreed at Committee and have either been renewed, extended or have minor adjustments/changes – for information only.

There were no policies in this category.

Group 2:

Policies which have been agreed at Committee but are either new or have substantial changes and need ratification at LGB.

There were no policies in this category.

Group 3:

Policies that have not been to Committee.

18.1 Anti-Bullying

Q: How often do we invoke the Anti-Bullying policy?

A: These days much more, as we use the language more explicitly. We record low level incidents on CPOMS. It is more data rich at a lower level these days.

Q: Is there any value in having a Pastoral Governor?

A: It would be

Q: Is it generic enough to cover girls?

A: Yes... all policies need to be reviewed in line with the need to be gender neutral.

HK to email all governors to request a volunteer to be a pastoral governor.

- **Action (SDB 7): HK**

18.2 Behaviour

EC & GB to review the section of the policy regarding 'incidents beyond the school gate'.

- **Action (SDB 8): EC & GB**

18.3 Collective Worship

18.4 Drug Controlled Substances

GB to amend wording in 'Definition of School Boundaries'

- **Action (SDB 9): GB**

18.5 Homework

Q: In item 3 – Duration of Homework - it states that for Years 12&13 there should be 1 hour of homework per subject per night' for every one hour taught. Is this right?

A: Yes, it isn't just homework, it might be sorting out notes or any other activity linked to the subject.

➤ *SW left the meeting at 19:30*

18.6 Initial Teacher Training

18.7 Exams/Non-Examined /Content/Plagiarism/Charging

- Remove staff names from table – use job titles
- Explain acronyms (e.g.: JCQ - Joint Council for Qualifications)
- Charging policy: refer to a live document, rather than an appendix to allow for rate changes

HK to check with ACM re: questions and comments.

- **Action (SDB10): HK**

18.8 Single Equality – maternity / paternity.

It was agreed that there should be a governor link with monitoring 'equality'. This will be done through the Pastoral governor role. The Pastoral governor to work with AMD to review the Single Equality Policy

18.9 Target Setting

Acronyms and key terms to be explained eg: ALPS, Value Added, CAT, FFT

- **Action (SDB11): RR**

18.10 Teaching & Learning

➤ *Subject to amendments discussed, the policies were proposed for ratification by JG; seconded by EC; unanimously agreed.*

Group 4:

For information. Policies which had been agreed via email.

- 18.11 School Uniform
- 18.12 Home-School Agreement
- 18.13 First Aid
- 18.14 Assessment

Group 5:

For information. Policies which have been approved by CBAT and are now CBAT Policies.

- 18.15 Bullying & Harassment
- 18.16 Capability
- 18.17 Code of Conduct for all Adults
- 18.18 Disciplinary Procedure Relating to Misconduct for All Employees.
- 18.19 Disciplinary Rules for All Employees
- 18.20 Grievance Procedure
- 18.21 Staff Probation
- 18.22 Whistle-Blowing

19. Review of outcomes for previous year, including groups and new students

Rob Reid updated the committee on the GCSE and A Level results for 2019 with a detailed power-point presentation.

Both sets of exam results were broken down and compared to the previous 5 years' results, alongside progress and attainment measures.

Progress 8 scores for PP and SEND were also shared.

The Alps A Level quality indicator scores broken down by subject were shared with governors.

Q: Was the Year 13 a particularly strong year?

A: Not particularly, but they made excellent progress and we have increasingly strong value-added ratings

Q: Will you split out the measurement for boys and girls?

A: Yes, all the way through – we will change our tracking to measure them, but the students are already used to mixed 6th form study.

RR explained the three 'areas of concern' from the results which are GCSE & A Level MFL; GCSE DT; and GCSE Maths (progress rather than attainment).

RR showed the data trends for these subject areas to help explain why these were being targeted and a discussion followed about historical data. GB outlined to governors what measures were being undertaken to improve the results in these areas and how they would be involved in monitoring the impact of those plans through the Governor Visit programme.

➤ *RR left the meeting at 20.30*

20. Update on student numbers and impact on budget

There are currently 190 students in Year 12 and 180 in Year 7

21. Formation of a time limited working party to look at possible curriculum change for implementation in December 2019

GB explained that he would like to form a small working party of 2 or 3 governors to work with him and AMD to review whether Marling retains the current system of core subjects plus 4 options or to revise it to core subjects plus 3 options as many other schools have done.

The group needs to reach a decision before December 2019.

HK to circulate a request to all governors for volunteers.

- **Action (SDB12): HK**

22. Widening Access

The G7 group of Grammar Schools set up a working group towards the end of last year to look at ways to increase the number of students from different backgrounds applying for the test and being successful. GB attended a meeting last term and feels that there now needs to be Marling governor involvement.

HK to circulate a request to all governors for two volunteers to support GB.

- **Action (SDB13): HK**

23. Risk Register

To be done at the next meeting.

24. Complaints & Compliments

There have been no complaints. A number of compliments have been received after the GCSE and A Level results.

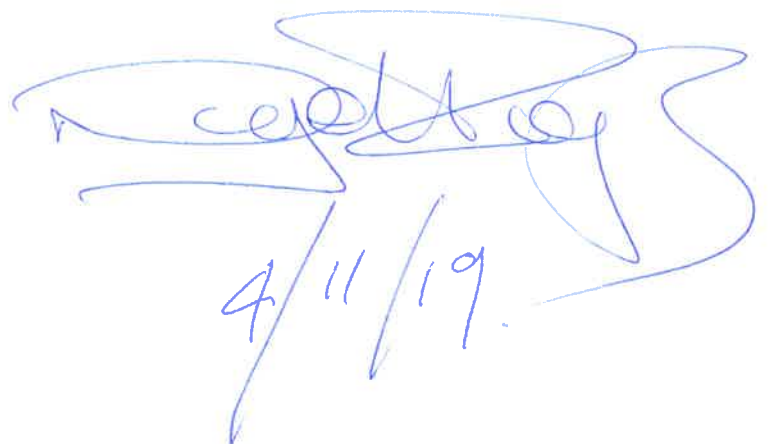
25. Any other Business

NR advised that he knows a good Level 4 apprentice ambassador who is doing outreach to schools.

NR to email contact details to GB.

- **Action(SDB14): NR**

The meeting closed at 8.40pm



A handwritten signature in blue ink, which appears to be 'Neil Roberts', is written over a large, faint blue scribble. Below the signature, the date '4/11/19' is written in blue ink.