

WILLIAM ELLIS SCHOOL



MEETING OF THE FULL GOVERNING BODY held at the school on Thursday 11 October 2018

MINUTES

GOVERNORS		Present
Headteacher	Mr Sam White (HT)	✓
LA	Ms Georgia Gould (GGO)	x
Elected parent	Ms Imogen Sharp (ISH)	✓
	Ms Sophie Jenkins (SJE)	✓
Elected staff	Mr Richard Whitenstall (RWH)	✓
Foundation	Mr Richard Ault (RAU)	✓
	Ms Ronke Coote (RCO)	x
	Dame Karen Dunnell (KDU)	x
	Dr Lee Elliot-Major (LEM)	x
	Prof Conor Gearty (CGE) Vice chair	✓
	Mr Omar Harmon (OHA)	✓
	Ms Fiona Millar (FMI) Chair	✓
	Prof Daniel Monk (DMO)	✓
	Ms Selina Skipwith (SSK)	✓
Co-opted	Ms Pandora Kay-Kreizman (PKK)	✓
	Mr Jonny Woolf (JWO)	x
ASSOCIATE		
	Mr Abdi Ahmed (AAH)	x
ATTENDING		
	Ms Izzy Jones (IJO) Assistant head	
	Mr Mike Hutchinson (MHU) Clerk	

1. Welcome, apologies and declarations of interest

FMI welcomed everyone to this FGB meeting, which began at 5.03pm. She particularly welcomed SJE, who was a newly-elected parent governor with a son in Y10. Apologies were received from, and permission for absence granted to, AAH, RCO, KDU, LEM, GGO and JWO. A quorum was present. There were no declarations of interest, pecuniary or otherwise, in respect of any items on this agenda. Unless otherwise indicated, all papers had been circulated in advance.

2. Minutes of the previous meeting and matters arising

2.1 The minutes of the meeting of 5 July 2018 were **AGREED** as a full and accurate record. FMI to sign them after the meeting. There were a number of matters arising.

2.2 **Item 4.8** FMI and HT apologised that they had not yet discussed governor focus on "co-curricular" subjects but would do so.

ACTION Item 2.2 *FMI and HT to discuss governor focus on "co-curricular" subjects.*

[RAU joined the meeting with apologies at 5.06pm.]

2.3 **Item 8.2** Camden training on safeguarding to take place in the New Year. HT to organise.

ACTION Item 2.3 *HT to organise Camden training on safeguarding to take place in the New Year.*

2.4 **Item 8.3** Briefing on Gatsby benchmarks for schools' CEIAG provision to take place during next School Improvement Committee meeting; apprenticeships as destinations to be discussed at next FGB meeting; MHU to add to relevant agendas.

ACTION Item 2.4 *MHU to add briefing on Gatsby benchmarks for schools' CEIAG provision to agenda of next SIC meeting, and discussion of apprenticeships to agenda of next FGB.*

2.5 All other actions had been, or were in the process of being, fulfilled.

3. Appoint members and chairs of committees and delegate review of committee terms of reference to committees

3.1 **School Improvement Committee** Members of this committee were agreed as:

- Lee Elliot-Major
- Georgia Gould
- Sam White
- Ronke Coote
- Karen Dunnell
- Conor Gearty
- Fiona Millar
- Imogen Sharp
- Selina Skipwith
- Richard Whitenstall.

3.1.1 FMI nominated LEM as chair of this committee, seconded by SSK. There being no other nominations, and LEM having agreed to stand, he was declared chair of the School Improvement Committee.

3.1.2 Vice chair to be agreed by the committee; MHU to add to agenda.

ACTION Item 3.1.2 **MHU** to add election of vice chair to agenda of next SIC meeting.

3.1.3 Committee to be advised by assistant head Matthew Scott.

3.2 Personnel and Resources Committee Members of this committee were agreed as:

- Richard Ault
- Sam White
- Karen Dunnell
- Omar Harmon
- Pandora Kay-Kreizman
- Fiona Millar
- Selina Skipwith
- Richard Whitenstall
- Jonny Woolf.

3.2.1 FMI nominated RAU as chair, seconded by ISH. There being no other nominations, and RAU having agreed to stand, he was declared chair of the Personnel and Resources Committee.

3.2.2 Vice chair to be agreed by the committee.

3.2.3 Committee to be advised by assistant head Bernie Lane, director of operations Mandy Seaburn and finance manager Debbie Smith.

3.3 Pay Committee Members of this committee were agreed as:

- Richard Ault
- Karen Dunnell
- Jonny Woolf.

3.3.1 Members of the committee to agree chair.

3.4 Headteacher's Performance Review Panel Members of this panel were agreed as:

- Conor Gearty
- Georgia Gould
- Fiona Millar.

3.4.1 Members of the panel to agree chair.

3.5 Introductions For SJE's benefit, now that all who were expected to attend had arrived, all present introduced selves.

4. Review key governance documents

4.1 Instrument of Government Governors **AGREED** the Instrument of Government dated 1 December 2017 as fit for continued purpose.

4.2 Governor Qualification Governors confirmed that none was subject to any disqualification on the circulated list. Absent governors to consult list and alert MHU if they believe themselves to be subject to disqualification.

ACTION Item 4.2 *Absent governors to consult list of disqualifications for being a governor and alert MHU if they believe themselves to be subject to disqualification.*

4.3 FGB Standing Orders FMI explained that she had adapted Camden's model FGB Standing Orders to William Ellis FGB's current practice, but they could be amended if governors wished. Governors **AGREED** the standing orders as amended.

4.4 Code of Conduct for Governors Governors **AGREED** to abide collectively and individually by the code of conduct as circulated. FMI to sign on their behalf at the end of the meeting.

4.5 Governors' Annual Declaration of Interests Governors present signed the annual register of business and other interests. Absent governors to supply signed copy of document to MHU.

ACTION Item 4.5 *Absent governors to supply signed copy of Governors' Annual Declaration of Interests to MHU.*

4.6 FGB work plan 2018-19 FMI confirmed that this iteration of the Governing Body's annual work plan included the changes advised in items 2.3 and 2.4 above. Governors **AGREED** the FGB work plan 2018-19.

4.7 Governors' dates 2018-19 Governors **AGREED** the calendar of governors' dates 2018-19.

4.8 Attendance report 2017-18 Governors **NOTED** the report listing their attendance at FGB and committee meetings during 2017-18.

5. Agree policies and other documents

5.1 Safeguarding Policy FMI noted that this policy, based on a Camden model, had been reviewed by the Personnel and Resources Committee on 13 September 2018. Various major amendments, which had been fully reviewed by the committee, followed the publication of new DfE statutory guidance. There would be a further opportunity to reflect on the changes during the forthcoming safeguarding training. Governors **AGREED** the Safeguarding Policy.

[OHA joined the meeting with apologies at 5.20pm.]

5.2 Pay Policy Governors **AGREED** the Pay Policy.

5.3 Appraisal Policy This policy had been reviewed by the Personnel and Resources Committee on 13 September 2018.

5.3.1 Was the policy fully aligned with the School Development Plan [ISH]? HT said that all staff objectives fitted with the plan precisely.

5.3.2 He would circulate to governors the school's guidance to staff and their managers on how to draft success criteria and how they should be adapted for each different tier of staff.

ACTION Item 5.3.2 *HT to circulate to governors the school's guidance to staff and their managers on how to draft success criteria and how they should be adapted for each different tier of staff.*

5.3.3 How measurable were the criteria [ISH]? All of the success criteria were measurable.

5.3.4 Governors **AGREED** the Appraisal Policy.

5.4 Governors' Expenses Policy This policy had been reviewed by the Personnel and Resources Committee on 13 September 2018. Governors **AGREED** the Governors' Expenses Policy.

6. DISCUSSION ITEM: Succession and strategic planning

6.1 FMI noted that this was her 11th year as chair of governors at William Ellis and she would like to discuss handing over to a new chair. She had seen the school develop to become a happy, well-run centre of the community but perhaps a different approach was needed to challenge and support the school to improve further.

6.2 FMI handed over to CGE, as vice chair of the Governing Body, to chair this discussion.

6.3 CGE thought it would be impossible to replace FMI but reflecting on succession was crucial.

Sensitive issues were discussed at this point which are confidentially minuted elsewhere as item 12.

6.4 Would FMI be able to stay on a little longer as chair [CGE]? FMI thought she could, but in the long-term, governors might have to look beyond its current membership for a successor.

6.5 Governors **AGREED** to amend FGB standing orders with regard to section 3.3, Election Procedures, to make it clear that the following provisions apply ONLY if the posts of chair or vice chair are contested:

- Candidates must withdraw from the room during the discussion and vote.
- Sub-para d) Candidates will be invited to make a short statement before withdrawing.
- Sub-para e) Voting will be by secret ballot.

6.6 Governors **AGREED** to delete the following sentence in sub-para d):

- Candidates will be asked to withdraw even if an election is unopposed.

ACTION Item 6.6 *FMI to amend FGB standing orders to delete paragraph 3.3d, stipulating that candidates for chair or vice chair must withdraw even if an election is unopposed.*

7. Election of chair

MHU took the chair and asked for nominations for chair of the Governing Body. RAU nominated FMI as chair for another year, seconded by SSK. FMI having already indicated that she was prepared to stand, and there being no other nominations, MHU declared her reappointed as chair for another year.

8. Election of vice chair

FMI asked for nominations for vice chair of the Governing Body. SSK nominated CGE, seconded by DMO. CGE having indicated that he was prepared to stand, and there being no other nominations, FMI declared him reappointed as chair for another year.

9. Headteacher's report, including staffing update

9.1 HT tabled with apologies a short (four A4-page) report, which he introduced, noting that everything within it was driven by the School Development Plan. He particularly identified risk areas such as outcomes (chiefly the Progress 8 measure) and attendance – these two being strongly linked.

9.2 Leadership was currently being distributed more effectively by identifying many more middle leaders who were now working on areas for improvement.

9.3 Independent learning would be supported by MS 365: investment in this software was a big commitment by members of the LaSWAP partnership as a whole which was proving to be a bit more complicated to implement than expected.

9.4 Should more resources be dedicated to encouraging independent learning and exam proficiency [FMI]? IJO thought comprehensive homework supervision was crucial, though HT said the school was having difficulties here. Lunchtime supervision, previously a responsibility of City Year volunteers, was a struggle. With fewer teachers (i.e. down from 64 to 55 in the space of a year) teaching fuller timetables (some at 44 periods out of 50) there was less capacity in the teaching team to help with lunchtime supervision. Supervision fell to the school's senior leaders and members of what was now referred to as the school's extended leadership team.

9.5 How was the money previously spent on City Year now being used [FMI]? At £60k, it would barely employ two members of relatively junior staff, and the list of what needed to be done was a long one. The school currently relied on agency staff and a former student on a fixed-term contract to fulfil necessary tasks.

9.6 Could the money be used for a homework club [ISH]? IJO replied that the school already struggled to offer lunchtime supervision. It was considering employing sixth formers to supervise homework. PKK reported that pre-school peer mentoring in the sixth form study area and library got good results, despite occasional disruption.

9.7 HT continued his report. Senior leaders would be working with the English department, with a role for the wider school. Oracy was embedded in the lower years but not, for historical reasons, in Y10 and Y11. The previous Y11 English group had had enough strong student leaders to make an academic difference. This year's Y11 had a lot of energy and a strong head of year, who was working hard organising mentoring for students in the former sixth form space.

9.8 Y7 was full. LaSWAP numbers were up across the board, thanks to a greater number of Y12 students staying on in Y13.

9.9 The new sixth form centre was proving to be a great asset. The two members of staff in charge were superb. There was an excellent atmosphere.

9.10 A greater number of new members of staff started in September than typically. Most had settled well and were building good relationships with their classes. The three new heads of department were strong and determined. Two NQTs in maths were a particular asset. The director of sixth form was currently a temporary appointment, as was the head of Y13. The modified pastoral structure following on from the 2017 reorganisation was working well.

9.11 There were some recruitment concerns: recruiting high quality teachers was increasingly challenging, particularly coupled with pressure to reduce staffing costs.

9.12 HT noted that the rest of his report, on KS4 and KS5 outcomes, had been thoroughly reviewed by the 20 September 2018 meeting of the School Improvement Committee.

9.13 FMI thanked HT for his report, and for answering questions.

[CGE left the meeting with apologies at 7.08pm.]

10. School Development Plan 2018-19

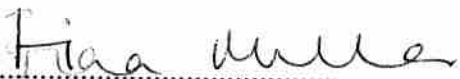
This had been referenced in the HT's report.

11. Any other business

Given that no discussion of this item was anticipated or forthcoming, governors **AGREED** the confidential minutes of the meeting of 5 July 2018 as a full and accurate record. FMI to sign them after the meeting. There were no matters arising.

Next scheduled meeting: Thursday 29 November 2018 at 5pm

There being no further business, and no further confidential items, FMI thanked all present for attending and closed the meeting at 7.12pm.

Signed..... 

29 November 2018

Fiona Millar
Chair of the Governing Body, William Ellis School

ACTIONS ARISING FROM THE ABOVE MINUTES

- ACTION Item 2.2** **FMI and HT** to discuss governor focus on “co-curricular” subjects.
- ACTION Item 2.3** **HT** to organise Camden training on safeguarding to take place in the New Year.
- ACTION Item 2.4** **MHU** to add briefing on Gatsby benchmarks for schools' CEIAG provision to agenda of next SIC meeting, and discussion of apprenticeships to agenda of next FGB.
- ACTION Item 3.1.2** **MHU** to add election of vice chair to agenda of next SIC meeting.
- ACTION Item 4.2** **Absent governors** to consult list of disqualifications for being a governor and alert MHU if they believe themselves to be subject to disqualification.
- ACTION Item 4.5** **Absent governors** to supply signed copy of Governors' Annual Declaration of Interests to MHU.
- ACTION Item 5.3.2** **HT** to circulate to governors the school's guidance to staff and their managers on how to draft success criteria and how they should be adapted for each different tier of staff.
- ACTION Item 6.6** **FMI** to amend FGB standing orders to delete paragraph 3.3d, stipulating that candidates for chair or vice chair must withdraw even if an election is unopposed.