



Debenham High School

A Church of England High Performing Specialist Academy



Full Governing Body

Minutes of the meeting held at the school on Tuesday 8th May 2018 at 5.00 p.m.

Present:

Mr R Barker		Mrs S Janson
Rev S Bates		Mrs J Newman
Mr D Carruthers	Chairman	Mr D Ralph
Mr P Debenham		Mr R Stevenson
Mr T Green		Miss J Upton
Mr R Grimsey		

In attendance:

Mr S Martin	Deputy Headteacher
Miss S McBurney	Assistant Headteacher
Mrs T Willmott	School Business Manager
Mr S Wright	Clerk to the Governors

1. Absence

- 1.1 Apologies for absence had been received from Bishop Martin, Mrs C Driver, Ms S Goodrich, Mr C Grover, Mr D MacMillan, Dr H Marlow and Dr W Thomas.
- 1.2 Governors consented to their absence.

2. Pecuniary and Other Interests

- 2.1 Mr Ralph noted that his wife was employed by DHS. Rev Bates said that she was a Governor at Robert Hitcham PS.
- 2.2 Any update forms for the Register of Pecuniary Interests should be forwarded to Mrs Willmott.
- 2.3 Mrs Willmott pointed out that it was a requirement for Governors' business interests and records of meeting attendance to be published on the DHS website – currently this is not being done. She will circulate to Governors for checking the record of business interests that she currently holds. It will then be published on the school website.

Action Mrs Willmott

3. Chairman's Action

Mr Carruthers and Mr Grover had attended appropriate Safeguarding training on 2nd May 2018.

4. Minutes

- 4.1 The minutes of the meeting held on Tuesday 6th February were corrected as follows:
- 4.2 This should read Tuesday 17th November 2017 not Tuesday 6th February 2018

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Headteacher: Miss J Upton BSc

Senior Leadership Team: Mr S Martin, Miss S McBurney, Mrs L Ramsay, Mrs T Willmott

Chairman of the Academy Trust: Bishop of St Edmundsbury and Ipswich **Chairman of Governors:** Mr David Carruthers

7.2 This should read H&S Meeting not FGP Meeting.

Once corrected these minutes were approved by the meeting and signed by the Chairman.

4.2 Matters arising from the minutes.

4.2 It was agreed that minutes should be distributed to Governors as soon as they are available after the meeting – in any case within three weeks.

4.2 There was no further news on the proposed development opposite the school.

5.1 Strategic Development Meetings (Ipswich Garden Suburb - IGS). Mr Carruthers, Mr Martin and Miss Upton had met with Jane Sheat (Diocesan Education Officer), Dave Hutton (Head of Northgate School) and Joy Stoddard (LA Schools' Restructuring Team). From this (and from a subsequent meeting between Miss Upton and Jane Sheat) it emerged that the Diocese is not likely to enlist DHS support on the matter of a Church secondary school in the IGS – rather that any input from DHS would be at the school's own initiative with the potential for Diocesan support.

5.1 Mr Wright had yet to write to the contractors as requested.

Action Mr Wright

8. Mrs Janson asked if there was any further clarity on the transport issues. Miss Upton said that a decision was expected in mid-June.

5. Academic Improvement

5.1 Head's Report

This item was taken by reference to Miss Upton's written report. She made the following additional points:

Staffing Update

- Miss Upton stressed that the departure of Claire Whale in Reprographics was entirely due to changed personal circumstances. Holly Garrard had been appointed on a fixed term contract to the end of the Summer Term.
- Interviews for the vacant Geography position will be held on Thursday 10th May.
- Rachel Cane (Second in the English Department) is relocating to Devon. It is hoped that the recruitment process will be completed before the May half term deadline.

Festival of Learning

This had been a very positive experience for those members of staff who had attended.

Careers Week

DHS Careers' activities were very much in line with new Government requirements – particularly in terms of broadening students' outlook.

Snow closure

Miss Upton thanked parents and Governors for their support in relation to the decision to close the school.

Curriculum

Miss Upton informed the meeting that two subjects (Spanish and Textiles) would be running GCSE courses despite having a student uptake of under 10. This was to protect the balance of the curriculum.

Workload

Miss Upton informed the meeting of the Government's intention to introduce sabbaticals for teachers who had served for ten years or more. This would require some creativity on the part of school in order to manage, and to maintain the quality of, curriculum delivery.

Governors raised various points in connection with Miss Upton's report:

- Mr Carruthers asked if DHS teachers had taken part in the ASCL workload survey. Miss Upton said that there had been a healthy response of around 50%.
- Mr Green asked if anything significant had emerged from the review of the recent changes in the delivery of PSHE. Miss Upton said that it had highlighted the need for training in some areas – particularly those where staff felt a little uncomfortable delivering certain parts of the course. Generally, though, the change was thought to be successful.
- Mrs Janson asked about the increased number of exclusions related to drug and alcohol. Miss Upton said that these were all related to one single incident and that there was not thought to be a growing problem.
- Miss Newman wanted to record teaching staff appreciation of those support staff who were leaving DHS.
- Mr Carruthers noted the strong figures in terms of levels of attendance.

5.2 Year 11 Performance Data

This item was taken by reference to the summary sheet provided. Miss McBurney made the following points:

- The Progress 8 figure is a genuine estimate as the P8 calculation is made in relation to the national data set for these students, hence can only be calculated for the cohort once they have all taken the summer examinations and average progress from starting points is measured nationally. Changes to the GCSE grades in many subjects makes it even less straightforward and inappropriate to compare year on year at the present time.
- There had been no change in the (more accurate) Attainment 8 measure which now takes account of trial examinations and Controlled Assessment outcomes in those subjects where it still takes place. Teachers are generally being cautious because of the uncertainty of the new GCSEs but English and Maths measures (at both Grade 4+ and Grade 5+) look to be positive – almost at the excellent levels of last year.

5.3 Mathematics Department Review

Though this was not usually the case, the full review was being shared with Governors so that they are aware of the new format. The different approach is aimed at ensuring that monitoring is more accurate and complete. The review is led by the Subject Leader and a member of the SLT in tandem and looks at the impact of agreed focused areas of development within the department. At the same time the review will take account of other areas that might need attention. In Maths the review had examined what makes the department successful and why students make good progress. As it is early days of the new approach every effort had been made to get the balance right and equitable in the five departments already reviewed – though Miss Upton pointed out that equitable did not mean identical. Initial experiences will be discussed at the Academic and Pastoral Board.

The following points were raised in discussion:

- Mr Carruthers confirmed that the areas of focus were tailored for each department and asked if intervention would feature in all reviews; Miss Upton said that this would not necessarily be the case.
- Mr Martin observed that the new approach was already proving to be a powerful tool for sharing good practice.

- Mr Green asked if lesson observations were part of the departmental review and whether there was any link to those lesson observations that took place as part of teaching staff performance review. Miss Upton said that the two processes were separate and that, under the new system, it was not always the case that lesson observations would take place. Mr Carruthers asked if teachers were forewarned of lesson observations. Miss Upton said that departments generally encouraged unplanned visits – a healthy approach – but that SLT needed to be careful not to cause anxiety amongst the teaching staff.

5.4 Governor Visit Report – Maths Review

Mr Green summarised his review and described the new process as ‘very honest’, targeting the strong and less strong areas of the department as well as being future-focused. He had found the Pupil Perception Interviews (PPIs) fascinating containing, as they did, many candid and informed responses.

Mr Carruthers read an e-mail from Mr McMillan who was concerned that the emphasis on the positive impact of the SLT on the department diminished the role of a highly successful Subject Leader and failed to take account of those highly successful departments where there was no SLT presence. Mr Green was clear that this had not been his intention.

6. Safeguarding

6.1 Safeguarding Audit

This was reviewed. Mr Barker asked about the need for the Chairman to undertake safer recruitment training; Mr Carruthers said that, as he was only involved in the recruitment of the Headteacher, he would undertake the training when it became necessary. The training can be done on line.

6.2 Governor Visit Report – Safeguarding Audit

Mr Grover’s report was received by the meeting and it was noted that he too mentioned safer recruitment training. The idea was put forward that one or two Governors could usefully be trained in this – Mr Green said that he will be doing the training anyway as part of his responsibilities elsewhere.

7. Budget and related items

7.1 Budget Position Report

Mrs Willmott dealt with this item by reference to the summary document she had produced. She made the following additional points;

- A grant from the Strategic School Improvement Fund (SSIF) - £107k – meant income is ahead of budget.
- As a consequence expenditure is above budget as SSIF monies are disbursed.
- Aside from this expenditure has been lower than anticipated due to a decrease in staff costs and in pension contributions.
- The deficit at the end of February stands at £78k with a forecast for the end of year of a deficit of £213k (budget - £256k).
- An interim report for the March year end is being prepared for the ESFA (Education and Skills Funding Agency).

Governors made the following observations:

- Mr Ralph asked if it was possible to prepare the March and August year end reports at the same time. Mrs Willmott said the Government requires the March report to fit in with the financial year whereas schools have to work to an August year end. Such matters are outside DHS control.

- He also asked if the Teachers' pay award was known yet; this is expected in July. Details of changes to Teachers' Pension Contributions from April 2019 are also awaited.
- Mr Debenham asked if the new heating system had led to savings; Miss Willmott said costs are much as they were.

7.2 Extension Project

Of the £260k budgeted from reserves to the Extension Project, £195k had been committed to date. The grant funding had been expended in full.

7.3 Capital Improvement Fund Bids

Two bids had been made – both had been successful:

- Replacement perimeter fencing (under the Safeguarding provision). This would prevent ingress without being too intrusive.
- Catering Pod (under Healthy Eating provision). This would provide an alternative outlet for healthy eating lunch options. It will need electricity and water and could be sited in the front car park. It should not require any extra catering personnel to staff it – unless it generated additional sales which would fund increased costs. It will be organised in such a way as not adversely to affect the communal dining experience for students. Catering staff had been consulted with respect to these changes.

8. Committees and Working Parties

8.1 Minutes of Financial & General Purposes Committee

These were received by Governors without comment.

8.2 Minutes of Curriculum Working Group

These were received by Governors without comment.

8.3 Governor Visit Reports

Reports were received from Rev Bates, Mr Grover and Mr Debenham. Mr Carruthers thanked Governors for their efforts in this regard.

9. General Data Protection Regulation (GDPR)

9.1 GDPR Compliance Action Plan

The national date set for compliance is 25th May 2018. It is not anticipated that DHS will be fully compliant by that date but the ICO (Information Commissioner's Office) has recognised that most institutions will be working towards compliance by that date. The DfE published guidance on 23rd April but this did not add much to what was already known. Mrs Willmott identified DHS current priorities in the summary of the Compliance Action Plan (below) – it is intended that these will be complete by 25th May. Mrs Driver was providing invaluable support in working through this plan.

Priorities

Staff awareness/training

Appointment of Data Protection Officer (DPO)

Data Protection and Retention Policies

Review and publish Privacy Notices

Recruitment documentation

Review consent where consent is required as a legal basis

Procedure for Subject Access Requests and Data breaches

Governors made the following points:

- Mr Carruthers asked when consent was required from students and parents. Mrs Willmott said that this was only when the school undertakes something that is not part of its core activity of delivering education.
- Mr Ralph asked if GDPR would affect the school application process; Mrs Willmott said it would necessitate the review of the school's Privacy Statement.
- Mr Grimsey asked about staff training and whether Governors and Trust Members would be able to access this. It was agreed that links to online training should be provided for Governors.

Action Mrs Willmott

- There was some discussion as to whether Governors should be provided with a DHS e-mail address. Miss Upton, Mr Carruthers and Mrs Willmott will look into this.

Action Miss Upton, Mr Carruthers, Mrs Willmott

- It was noted that the school can provide shredding facilities for Governors.

9.2 Data Protection Officer

The school has to have a DPO with sufficient expertise and seniority to manage data protection and to review as necessary. Guidance from the ICO and DfE indicates that the DPO should not have any role in processing data – this excludes senior staff within the school. Other schools are being forced to buy in provision (approximate cost £1½k). Mrs Willmott is looking into the possibility of the Diocese providing this service, and there may be the possibility of a reciprocal arrangement with another school (but probably only when the system has bedded in). Mr Barker asked if MATs (Multi Academy Trusts) had an advantage in this respect; Miss Upton agreed that they did. Discussion ensued as to whether a Governor could take on this responsibility. Given her expertise, Mr Carruthers had already asked Mrs Driver if she could do this but she did not feel able to commit the necessary time and, in any case, advice was that it was not really a post for a volunteer. Miss Upton said that the appointment will be made by 25th May – even if provision has to be bought in.

Mr Ralph asked if GDPR matters should be devolved to the FGP Committee. It was agreed that they should be, though it needed to be checked whether there is a requirement for Full Governing Body approval.

Action Mrs Willmott

9.3 Data Protection Policy

The policy received by governors represented a complete rewrite based on a suggested model incorporating the new GDPR provisions. Under Section 10 (Parental requests to see educational record) academies (unlike LA schools) do not have to accede to any request made. DHS had decided to leave this matter to the Head's discretion. Section 14 (Data security and storage) will be further developed.

It was agreed that (at least in its early days) the policy should be reviewed on an annual basis.

Governors made the following points:

- Mr Carruthers felt that encryption might be a future issue.
- Mr Barker asked about levels of sensitivity of information. Mrs Willmott said that there was personal information and personal-sensitive information (requiring a higher level of protection).
- Retention of biometric information will require consent.

- Mr Green said that there were some issues regarding at what age students could provide their own consent.
- Issues relating to safeguarding take priority over GDPR stipulations.

Governors approved the policy as it stood. The final draft will be sent to Governors prior to the 25th May deadline.

Action Mrs Willmott

10. Policies

10.1 DHS Careers Policy

Mr Martin ran through the policy. The Gatsby Benchmarks for Careers Provision need to be added as Appendix 1 with the Provider Access Policy (a statutory requirement) being moved to Appendix 2 (currently Appendix A). It was agreed that there was no need for the policy to be signed – it merely needed to be approved, with this approval being recorded in the minutes.

The policy was approved by Governors.

11. Any other business

There was no other business.

12. Date of next meeting

The next meeting is due to take place on Tuesday 3rd July 2018 at 5.00 pm

There being no further business the meeting closed at 7.04 pm.

Signed: Chairman Date: 3rd July 2018