

# Meeting Minutes

## BROOKE WESTON

<b>Date</b>	Tuesday 19 September 2017	<b>Time</b>	4:00pm
<b>Present</b>	Trish Stringer (PST, E-Principal), Phil Harris-Bridge (PHB, Chair), Ika Castka, Charles Amies, Pete Kirkbride, Marcus Learoyd, Matt Rodger, John Hill, Shaun Strydom, Simon Underwood, Tony Segalini, Andrew Campbell (joined part way through the meeting), Alison Ralph (Clerk)		
<b>Apologies</b>	Leyton Smith		
<b>Statutory Items:</b>			<b>Action</b>
<b>1.1</b>	<b>Welcome</b>		
<b>1.2</b>	<p><b>Annual Election for Chair and Deputy Chair of the Governing Body</b>            The Governing Body noted that the membership of Phil Harris-Bridge as Chair of Governors and Marcus Learoyd as vice-Chair of Governors had expired. IT WAS RESOLVED by the Governing Body that:</p> <ul style="list-style-type: none"> <li>Phil Harris-Bridge is to be re-appointed as the Chair of Governors for a term of one year.</li> <li>Marcus Learoyd is to be re-appointed as the vice-Chair of Governors for a term of one year.</li> </ul> <p>Phil Harris Bridge has served for 6 years and at the end of this academic year he will be stepping down as Chair and would like someone to start considering taking on the role from September next year.</p>		
<b>2.1</b>	<p><b>Apologies</b>            Apologies were accepted from Leyton Smith            No apologies rejected.</p>		
<b>2.2</b>	<p><b>Meeting Agenda Summary</b>            PHB outlined the items on the agenda and briefly detailed what they would cover</p>		
<b>2.3</b>	<p><b>Minutes &amp; Matters Arising</b>            The minutes of the meeting held on Tuesday 25 April 2017 were accepted as a true and accurate record of the meeting and signed by the Chair.            Matters arising:</p> <ul style="list-style-type: none"> <li>Outlined 3.1</li> <li>How well are BWA staffed?</li> <li>In relation to that how have BWA been performing as an organisation? What did we achieve last year against what we planned to achieve?</li> <li>Look at self- assessment review. Looked at action plan last year and have been working through the priority areas.</li> <li>BWT – PHB will look at this.</li> <li>One or two items under AOB. PHB would like governors to have access to a calendar of events that governors should attend so they can plan which events they would like to attend.</li> <li>Each year there is a strategy event running up to Christmas where Governors and SLT discuss the big issues – BWA has a new Principal. What next?</li> <li>Would like to discuss the timing of the strategy event and when it will be.</li> <li>Phil asked if cyber essentials were in place – yes but not accredited. Brooke Weston worked with an advisor for a set period of time. There is an audit trail.</li> </ul>		
<b>2.4</b>	<p><b>Correspondence</b>            None received</p>		
<b>2.5</b>	<p><b>Declaration of Business Interests</b>            None declared. In line with “best practise” PHB will ask governors to complete a form to formally record other business interests.</p>		ARA
<b>2.6</b>	<p><b>Child Safeguarding Matters</b></p> <ul style="list-style-type: none"> <li>SUN – There are some students but these are ongoing issues rather than students at risk. SUN keeps Trust EWO up to date on referrals, etc.</li> <li>Exclusions decreased from a low starting point – due to student care team.</li> <li>Safeguarding audit - as an overall audit BWA came out as outstanding. The safeguarding lead will support safeguarding managers to perform an audit</li> <li>SUN - the governor’s survey is due in term 3, there was a question about bullying and BWA will separate internal bullying from online bullying. Every significant issue this year so far has had its</li> </ul>		

	<p>roots in social media.</p> <p><b>Communication</b> Alishia Reid is looking at getting a termly newsletter together and the new website is progressing well. PKI will give the governors more information at the next meeting.</p> <p><b>Key points – staff, students and parents</b></p> <ul style="list-style-type: none"> <li>• PKI – produced a summary from year 12 and 13 student interviews. There were 400 comments. PKI has responded to staff and parent comments.</li> <li>• Key points from staff: relationship with governors; management being too heavy, a good place to cut money and cuts were made. Link governors came up and staff workload came up.</li> <li>• Key points from parents: a mixture of best school, delighted, etc. BWA will do an external parent questionnaire which they will circulate at the end of parent meetings. One parent wrote about the visibility of governors. The issue with staffing in sociology and psychology was mentioned. Positive comments about new SENCo. Extra-curricular activities – this is not advertised well enough.</li> <li>• Key points from students: students want to be treated as individuals. 6<sup>th</sup> formers commented on the change to the 6<sup>th</sup> form. Bullying comes up – again this is social media. PKI responds to issues through assemblies. BWA have given pupils extra tutor time. Pupils have had extra sessions on e-safety. BWA does not have a Student Council but does have student forums. A head boy and head girl were introduced last year. At KSA, Tony Segalini meets with the Student Council and the main points are filtered down. Behaviour at BWA is very good. The student care team should resolve some of the problems.</li> </ul> <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• PHB would like to discuss next contact between governors and staff.</li> <li>• On page 5 – outcome on change to bus services - costs have reduced. PHB would personally like to thank Charles Amies for helping us to facilitate the school and parents through that process.</li> </ul>	<p>PKI</p>
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**Brooke Weston Academy Business:**

<p><b>3.1</b></p>	<p><b>BWA 2016/17 – Progress &amp; Outcomes</b></p> <ul style="list-style-type: none"> <li>• PKI - it was a team effort. Everyone worked really hard. There was a willingness to engage with PKI's ideas.</li> <li>• SST – Fantastic results across the board, up on almost every single measure. BWA are well above national At the top BWA exceeded national. The 5 is 66%. Ebacc is lower, it is based on a 5 in English and maths. Although it is a negative this cannot be compared. A8 figure is impressive.</li> <li>• PHB wanted to raise the flag on business studies and PE. PE was not an issue last year, it was performing arts last year. He would like SST to cover what he will do about the two.</li> <li>• PHB was looking at BWA versus national in PE. The exam was the hardest exam. Nationally there has been a lot of talk about remarking. BWA have recruited an extra PE teacher. The leadership changes will make a difference.</li> <li>• The IT course has one more year to run.</li> <li>• Spanish results – this has come through strongly - well done. Language results – staff worked really hard. Red, amber, green is probably still better than national. Physics, biology and chemistry – BWA were really pleased with.</li> <li>• Pupil Premium – have added in 2016 results. Our Pupil Premium are doing better than non Pupil Premium students elsewhere but PHB questioned the in-school gap between PP and Non-PP students.</li> <li>• PKI asked if Ofsted would look at our school gap for Pupil Premium pupils. BWA had a big push in performance management – Pupil Premium and Closing the Gap will be the main priority.</li> <li>• PHB – high ability pupil premium – overall the point has been made that BWA are very good at taking low ability and medium ability pupils and getting excellent results. Broadsheet shows that trend is continuing with low and middle and the high ability gap has been closed.</li> <li>• John Hill showed the meeting the A level “league table” list and said BWA are not near to the top. PST - we need to strip out selective education and grammar schools and look at state comprehensive schools for this to be a fair comparison. Comparator outcomes data for Local/Regional state comprehensive schools to be provided to the next FGM in January.</li> <li>• A level results –ALPS results have improved. It looks as if results will be 0 which is really good.</li> <li>• Is 27 subjects what BWA are looking at for 6<sup>th</sup> form curriculum ? There are 155 students coming into year 12 – an eye needs to be kept on numbers.</li> <li>• PHB - before the move onto KS3 data – the set of results demonstrates that the team we have leading</li> </ul>	<p>SS</p>
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	<p>the Academy is the right team. The governors would like to know what can be done about the subjects with not such good results.</p> <ul style="list-style-type: none"> <li>• PST is retiring at Christmas and she gave a personal thank you to leadership for the results. She felt supported and challenged.</li> <li>• KS3 data – really happy with progress at year 7. By year 8 they have made expected progress. BWA will have a rewrite of the KS3 curriculum. Performing Arts is difficult to track. At KS4 they start to specialise. Year 9 – slightly less progress.</li> <li>• PHB asked what Ofsted would see. ALPS gives a standardised way of tracking progress. PHB would encourage SST to show the way progress is being achieved. He will look at ALPS. PHB said it could be useful to speak to SST about this. The 4 and 5 data could be separated.</li> <li>• Year 10 progress – the 9-1 change makes year 10 a challenging year. PHB said that governors are looking for “how are year 10 shaping up to deliver as good as if not better outcomes as last years Year 11s”? . Staff need to focus on what the pupils need to know and whether they know it.</li> <li>• Year 12 – performing as well as in other years. Vocational subjects are changing.</li> <li>• Year 7 intake – a large number of the students have low reading ages. A group within the stanines are those that enter as LAC or have an SEN. There are 26 “K” coded students this year compared to 14 in the previous year.</li> </ul>	SS
3.2	<p><b>Resourcing Position – 2017/18</b></p> <ul style="list-style-type: none"> <li>• BWA is fully staffed and there has been a turnover in staff over Summer. PKI is pleased with how staff are settling in. The atmosphere is good.</li> <li>• BWA has a balanced budget. New LED lights were fitted over the holiday period. With the help of the Trust procurement team all of the interactive whiteboards have been replaced and 25 visualisers have been introduced. Capital plans for 2017/18- BWA needs to get the tennis courts resurfaced, lights need to be finished and also link roofs. All of the boilers have been replaced. There are issues with astro and external sporting facilities.</li> <li>• When PKI started at BWA he wanted to be part of supporting other schools and hopes to be able to do this.</li> </ul> <p><b>Teaching School Activity</b></p> <ul style="list-style-type: none"> <li>• CTA is now working full time in the Teaching School. BWA is already seeing the benefit and has appointed a full-time administrator. The Brooke Weston Leadership Academy will be launched. It does not get in the way of professional qualifications. A letter will be going out to those NPQSL or above.</li> <li>• PST currently leads the teaching school, and will need to put PKI forward to take over this role. Margaret Holman will take up slack as NLE, with PKI being be put forward for his own designation next summer after his second year of results. There will be an operations group that will lead the teaching school.</li> </ul>	
3.3	<p><b>BWA Staff Training &amp; Development</b></p> <p>BWA has gone through an IIP assessment and have maintained their standard and have 12 months to meet the newly introduced criteria for “gold standard”. PHB would have liked to have seen what BWA plan to do and how much investing and planning for staff they will do this year. PHB asked if anything came out of the last staff survey questionnaire. This will be done in January.</p>	
3.4	<p><b>BWA Governors – Effectiveness Self-Assessment Review/Progress Update</b></p> <ul style="list-style-type: none"> <li>• Marcus Learoyd –based on questionnaires the governors decided they needed to have more profile with the stakeholders. A governors’ newsletter was prepared the first draft will be out on 29 September</li> <li>• Currently there are 75% of parents’ email addresses on record. The next governor’s survey could be in response to parents. The governors need a better form of communication to staff and parents.</li> <li>• With regard to establishing a Parents in Partnership Forum, PKI sees benefits of primary way of fund raising. PST stated that if you have a group of parents who are driven to do this it is great but at this stage we do not have anyone stepping forward to lead this as a new initiative.</li> </ul>	ML
<b>Brooke Weston Trust Business:</b>		
4.1	<b>Trust CEO’s Progress Assessment – Results &amp; Governance (not discussed)</b>	
<b>Any Other Business:</b>		
5.1	<p><b>Any Other Business Items</b></p> <ul style="list-style-type: none"> <li>• PHB went through the SIP. Year 13 mock interviews are going well this year. They have 14 pairs of interviewees. Tony Segalini met with NSM and will send out communication this week. Personal</li> </ul>	PKI

	<p>statements are mostly done. For most students it is an important experience and PKI will QA this. Ika Castka asked if they could have the Students' Personal Statements information in advance and separately.</p> <ul style="list-style-type: none"> <li>• In terms of the predicted annual budget projections, for year 2016/17 BWA Finances improved through tight budgetary control from a deficit to a surplus. Income dropped by £450,000 and expenditure by £350,000.</li> <li>• Charles Amies asked if the Trust was taking a share of the financial pain being experienced across all schools. They are still taking a 4% "Top Slice" to fund the Central Team activities. BWA is reducing to 3 A levels. PST feels the future looks bright, the Teaching School is producing income and staff redundancies have been avoided.</li> <li>• Commenting on the Trust's Secondary Schools' performance, PST said BWA saw no sign of an English and Maths drop off. At KSA they held firm with English and maths and at CTS – English, maths and science were superb, everything else gave room for improvement. Thomas Clarkson moved strongly in the right direction with their outcomes this year.</li> <li>• Primaries – Beanfield is the stand out primary school. Its progress figures are off the chart. Gretton continues to be an amazing school, Peckover does well with the pupils it has. Oakley Vale Ofsted was good but outcomes fell. The primaries are basically all good. Compass needs to deliver accelerated progress and outcomes this year.</li> <li>• Secondaries - there has never been more energy at KSA and everyone is supportive of Tony Segalini. The impact of him going to KSA is that the behaviour has started to improve. PST stated that we are in a strong position.</li> </ul> <p><b>AOB</b> PHB would like to look at a strategy event – content and timing. He will discuss with PKI and circulate a proposed set of topics for the event for comment/support.</p>	
5.2	<b>Date of next Governors Meeting – Tuesday 6<sup>th</sup> February 2018 at 16:00.</b>	
5t.3	<b>Meeting Assessment and Closed</b>	

**Meeting closed: 18:30pm**

**Signed**.....

Phil Harris-Bridge  
Chair of Governors

**Date**.....