

## Harlington Upper School

Company Number: 7668955

### Summary of Minutes of the Meeting of the Governing Body

Thursday 15 December 2016 8.00 pm

**Resignation and appointment of new governors** – RH outlined the following changes to the Governing Body:

- That following the recent election process, MF, MG, MK and AK had been elected as parent governors.
- MJ had agreed to join the Governing Body as an observer governor
- GP had resigned as a Governor
- NN had resigned as an observer governor
- The status of MH and CK would be “Governor” rather than “Parent Governor” as their term of office as parent governor had finished.

#### Minutes of last meeting

The minutes of the meeting of 19 October 2016 were agreed, accepted and signed by RH, subject to the following amendments:

- Curriculum 2017-18 – no universities had said that the EBacc would be a requirement; only one university had said that they might use this qualification as a tie-breaker in their admissions process.
- Curriculum 2017 last paragraph “SH” should read “SF”

#### **Matters Arising**

Policies – As the previous meeting was not quorate, the policies had been circulated to absent governors for approval. All agreed subject to minor amendments:

- Child Protection and Safeguarding.
- Safer Recruitment
- Numeracy
- Travel expenses

#### Head Boy and Head Girl Team

Report from the student team:

- They had designed a plan to improve the use of space in the Sixth Form study room

#### Routine Data Items – monthly - (Data Dashboards data pre-circulated)

- Pupil Numbers
- Attendance –most groups indicated improved attendance on previous years and that the figures improved further if the data for those students with significant medical needs was extracted.
- Abusive Behaviour
- Exclusions – It should be noted that permanent exclusions were very few.
- Financial Position – figures to the end of October 2016 discussed.

#### Routine Data Items – termly - (Data Dashboards data pre-circulated)

- Health and Safety/RIDDOR – data discussed
- HR/Staff Data –a reduction of 20 FTE staff had been made since 2014 by natural wastage being broadly 15 teachers and 5 non-teachers

#### Policies and Procedures

**Complaints and Conciliation** – suggested that stages 3 and 4 of the process be swapped over so that the Governing Body Appeals panel was the next stage in the process after the complaint being heard by the Headteacher. Governors agreed to this change and approved the policy

## **Strategic Items**

### **Curriculum 2017-18 – discussion question 1**

Working group had met on 30 November 2016 and had a robust and detailed discussion about whether a language (and humanities) subject be made compulsory for all or some students, or remain optional and how and when the budget should be balanced. It was important to note that the decisions made would affect the outcomes and data statistics for the school. In this context, the committee had also discussed the potential risks to the reputation of the school and had agreed that any adverse impact could be defended and managed.

After further discussion, the governing body agreed to the recommendation of the working group that it not be compulsory for students to take a language as part of their GCSE options from September 2017.

### **Curriculum 2017-18 – discussion question 2**

The working group had looked at the schools forecast financial position for 2017-18 onwards and noted that the reserves would start to run out if measures were not take to reduce staffing costs at an early stage. RH said that a redundancy process would commence early in 2017 if the decision was made to reduce staff costs in this way. After further discussion, the governing body agree to this proposal as there did not appear to be any alternative. Governors also agreed that informal discussions with staff should start as soon as possible on the January training day in the interests of openness and transparency, prior to the formal process starting in February 2017.

### **Unvalidated RAISE data**

Key points:

- No one group in the school had performed significantly badly in comparison to national data
- The weaknesses identified in the report related to the same 18 students.
- The class of 2016 had average ability but attained slightly above national levels