

Wednesday 20th March 2019 at 6.30pm

Present:	Chris Caswell (CC) Heather Chapman (HC) Camilla Collins (CJC) Kieran Collins (KC) Simon Forder (SF) Terry Genis (TG) Gemma James-Moore (GJ-M) Nick O'Shea (NoS) Laura Ovenden (LO) Roger Panter (RP) Linda Tansley (HT) Mark Whitehead (MW)	Vice-Chair/Acting Chair Left during item 7 Deputy Headteacher Headteacher
Apologies:	Owen Gardner (OG)	Chair
In attendance:	Flavia Coleman	Cover Clerk

1.	Welcome and Apologies for Absence. The Acting Chair opened the meeting at 6.40pm and welcomed everyone. Apologies were received and accepted from Owen Gardner, due to work commitments. The meeting was confirmed as quorate.	Action
2.	Declaration of Pecuniary Interests No pecuniary interests were declared for the meeting.	
3.	Governor Vacancies i) Staff Governor HC was welcomed to the meeting and congratulated on her election as Staff Governor. The HT explained that two expressions of interest in the vacancy had been received and that HC had been successful at the election on Friday 15 th March. All staff had been informed of the outcome on Monday 18 th March 2019. ii) Co-opted Governor The HT advised that, as there had been no further expressions of interest externally in the Co-opted Governor vacancy, LO had offered to put herself forward and had circulated her application form before the meeting. It was noted that, if she was appointed, there would be 4 members of staff on the governing body (LT, KC, HC and LO) and 4 parents, either as elected Parent Governors (SF and NOS) or as a Co-opted or LA Governor (CC and OG respectively), and there was a need to be mindful of ensuring that there was also an external perspective. By a show of hands, LO was appointed unanimously as a Co-opted Governor. The Clerk will update the Governor Services database to show the two new appointments and will also amend governors' entries to show their school e-mail addresses.	Clerk
4.	Minutes of the Meeting Held on 6th February 2019 The minutes of the meeting held on 6 th February 2019 were agreed as an accurate record and were signed by the Acting Chair.	
5.	Actions Arising <u>Parents' Evening March 2019 (Item 9 – 21/11/2018)</u> It was noted that CJC would be attending the Parents' Evening the following evening. The HT impressed upon all governors that this commitment by CJC did not preclude attendance by other governors. <u>Capabilities of 365 system (Item 4 – 05/12/2018)</u>	

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	<p>It was agreed that NOS's demonstration of the 365 system should be arranged for a meeting in the summer term. As this would be a practical session that could take an hour, it may not be a suitable item for a FGB and a separate session might be required. NOS will scope the extent of the briefing so that a decision can be taken.</p> <p><u>SIDP Review – KAD 4 (Item 7 – 05/12/2018)</u> Testing of pollution levels by the Premises Committee, ONGOING.</p> <p><u>Governor Monitoring – KAD 3 (Item 8 – 05/12/2018)</u> OG's report has now been completed.</p> <p>It was noted that NOS's report on the annual health and safety site check was with OG and will be sent to the HT to append to the SFVS return. GJ-M's and NOS's report on KAD 1 is to be sent to KC.</p> <p>The morning visit on KAD 2, due to take place on 19th March is to be re-arranged for after Easter due to governors not being able to attend the visit.</p> <p><u>Skills Audit (Item 9 – 05/12/2018)</u> CJC to check that the Committee Chairs are aware of the skill sets in the committees and have a succession plan in place. ONGOING CJC to contact all governors with regard to specific training needs. ONGOING,</p> <p><u>Governor Vacancies (Item 4 – 06/02/2019)</u> COMPLETED.</p> <p><u>Single Central Record (Item 4 – 06/02/2019)</u> COMPLETED.</p>	<p>NOS</p> <p>Premises Cttee</p> <p>NOS NOS/GJ-M</p> <p>CJC CJC</p>
6.	<p>Head Teacher Recruitment GJ-M advised that the panel had met the previous week and drawn up questions, in readiness for the mock interviews on 23rd April.</p> <p>It was noted that, to date, there have been no applications for the post.</p> <p>The HT asked if it would be possible to shorten the recruitment process, in the event that there was only one applicant, so that the tasks and the interview could all take place on the same day. The panel will explore this with Sue Thackeray.</p> <p>The Clerk reminded governors that an Extraordinary Full Governing Body meeting would be needed to ratify the process before the post could be offered to the successful candidate. If the full two days are used for recruitment, this would take place on 26th April, once the interviews have been completed and a decision made, but could take place on 25th April if it is possible to shorten the process.</p> <p>It was noted that the meeting would need to be quorate and that, as the governing body already had an approved process in place for governors to take part in meetings remotely, this could be invoked on this occasion.</p>	GJ-M
7.	<p>Head Teacher's Report The HT's written report had been circulated before the meeting. The HT had proposed that the focus of this meeting should be limited to the matters not directly related to pupil outcomes (therefore only referring to appendices 1 and 2) as the data in appendices 3, 4 and 5 would be covered at the FGB on 28th March when progress against the SIDP would be reviewed.</p> <p>2019 Admissions A total of 97 applications for September had been made by 8th March 2019.</p> <p>Transition to KSIII Currently, 76% of children were successful in their first choice of secondary school for</p>	

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September 2019, an increase on last year.

Q. *Is there a pattern for which schools the children apply for when moving from Tower Hill to senior schools? Is there feedback from the schools?*

A. *We are a feeder school for Cove, but also have children expressing a preference for Fernhill and The Wavell. There was also one successful transition to All Hallows, a Surrey school, this year. 7 out of 29 in the current Y6 cohort are going to Fernhill, none to The Wavell and the rest to Cove.*

We get feedback anecdotally when staff carry out the transition visit in the summer. We get feedback when our children are presented with awards but none formally on performance at GCSE level.

Q. *As we are a strong school, are parents making a preference for one school over another in terms of performance?*

A. *Both Cove and Fernhill are recognised as improving schools, so it depends on parents' perceptions. I recommend to all parents to visit a school to get a feel as to whether it 'feels' right for their child.*

Attendance

Whole school attendance for the period from September 2018 to 8th March 2019 is slightly above the national target of 96% at 96.35%, despite the significant medical absence of two pupils.

Q. *What is the state of play with the persistent absentees?*

A. *Of the 27 pupils, 11 should move out of that bracket very quickly as their attendance has dipped below 90% for valid reasons. There are several children who are persistent absentees for genuine medical reasons so their position won't improve.*

Vulnerable Groups

The HT drew governors' attention to the data on Looked After Children (two Looked After and five post-Looked After/Special Guardianship) and the significant amount of meetings which require attendance.

Safeguarding

Initial outcomes from the quiz carried out with staff by governors during monitoring visits had been sent to the HT. The HT expressed concern that most members of staff interviewed were unable to answer the question about the number of DSLs, which showed both the need to raise awareness and the value of the quiz. It also demonstrated the importance of staff knowing who to go to if there is a safeguarding concern.

Staffing

Q. *Admin Team churn - can we clarify how the customer service has been?*

Governors who are also parents were asked if they were aware of any change in the effectiveness of the service. All agreed that there was no noticeable difference. A governor commented on the reduction in the amount of queuing, which was partly attributable to the introduction of the drop box for parents to make cash payments to reduce the footfall in the Reception area.

The HT commented on how pleasing it had been to be able to retain the General Office Manager and Admin Officer. The person who has been recruited to take on the parts of the role that the General Office Manager and Admin Officer had relinquished in order to reduce to part-time working was very experienced and had come from a school with a very similar demographic to TH's.

Finance

Q. *SENSA Funding - is this completely withdrawn funding being offset by any other funding?*

A. *The funding is being withdrawn at the end of March and will have an impact of approximately £9k on our SEND funding. It is not being offset by any other funding.*

Premises and Health & Safety

The termly fire drill had been successfully completed, with obstacles to block the fire exits deliberately placed. It was impressive that this had only added 40 seconds to the usual evacuation time, given the number of staff, children and visitors that needed to be evacuated. A lock down drill is planned to take place before the end of term.

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	<p>Curriculum Enrichment Q. <i>How does the visit to Portsmouth Dockyard relate to the RE curriculum?</i> A. <i>This is an error. The visit is purely to support the History curriculum in Y4.</i></p> <p>A governor asked for the governing body's thanks and appreciation to be passed on to all those who support the pre- and after school activities.</p> <p>Exclusions/Violent Incidents/Accidents The HT drew governors' attention to the two fixed period exclusions imposed on a pupil, due to violent incidents against staff. These had been reported to the Premises Committee at its meeting on 6th March, the minutes of which were on the portal. A specialised programme is in place for the child concerned but this has placed additional demands on the SLT, both in ensuring the programme is effective and in protecting staff.</p> <p>A new role of Pupil Inclusion Assistant, to support children who find the formal classroom setting challenging and to provide them with activities to help with reintegration, has been advertised. Six expressions of interest have been received to date. Q. <i>Will this have a financial impact for the future?</i> A. <i>It has been advertised as a one year fixed term contract but there is the potential that it could be extended as there are several children with challenging behaviour who have joined the school.</i></p> <p>Q. <i>Can you apply for additional funding?</i> A. <i>This has been done and, if successful, will contribute to offsetting the additional staffing costs.</i></p> <p>Dates for the Diary The Whole School Spring Term Spelling Bee will now take place on 2nd April. The Governors' Trophy will be presented at the Easter Service at St. Christopher's on Friday 5th April commencing at 1.30pm. All governors are welcome and governors were asked to let the HT know if they would be willing to present the trophy.</p> <p><i>NOS left at 7.50pm.</i></p> <p>Pupil Premium/PE and Sports Premium 2018/19 Reviews The report on Pupil Premium expenditure, objectives, actions and the impact for 2018 and the objectives for the PE and Sports Premium funding for 2018/19 had been uploaded to the portal. The impact for the PE and Sports Premium will be added at the end of the academic year.</p>	All
8.	<p>Policies <i>Equalities Annual Review</i> TG had attended the meeting with the HT, KC and the SENCo where the evidence had been compiled and it was recommended that governors read it. A letter to parents summarising the outcomes has been compiled for the CoG to sign. The release of the policy and objectives to stakeholders was unanimously agreed.</p> <p><i>Supporting Pupils with Medical Conditions</i> TG had represented the governing body at the review with the HT, KC, SENCo and Catherine Traer (H&S and First Aid representative). The policy was unanimously approved for uploading to the website.</p> <p>Q. <i>Which or how many members of staff are trained in use of the defibrillator?</i> A. <i>24 members of staff are currently trained. There are two tranches of training, normally in February and May or June and we are waiting for a booking for the annual training that usually takes place in February.</i></p> <p><i>Performance Management/Capability/Disciplinary/Staff Sickness Policies</i> All four policies, based on the County models and personalised to the school, are due to come into effect on 23rd April and have been issued to all staff, who have been asked to sign to confirm receipt and to confirm that they have read them. It was noted that Performance Management and Capability are now two separate policies</p>	

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	<p>and that there have been no changes to the Performance Management policy.</p> <p>Governors approved the trigger points for short-term sickness absence in the Managing Sickness Absence policy. It was noted that the sharing of attendance data at performance management reviews had been introduced last year and had proved effective in reducing absence levels.</p> <p>Q. <i>The How to Guide to the Capability policy includes the role of governors in hearings and considering appeals. Is there a set process for governors to be called?</i></p> <p>A. <i>Governors will be called in alphabetical order, with Staff Governors exempt.</i></p> <p>All four policies were unanimously approved.</p>	
9.	<p>Committee Reports</p> <p>i) <i>Finance and Personnel Committee 27th February 2019</i></p> <p>a) <u>SFVS Return</u></p> <p>The SFVS return had been uploaded to the portal. The HT drew governors' attention to the actions, which were different to those on the draft version presented to the F&P Committee. The return was unanimously approved for submission to meet the statutory requirement of 31st March 2019.</p> <p>b) <u>Benchmarking</u></p> <p>CJC was commended for her work on the benchmarking data, where she had used the tool to produce two detailed reports, one of which provided comparative data for other Hampshire schools. It was proposed that these were reviewed in detail at the May meeting of the F&P Committee and governors invited to bring questions.</p> <p>Q. <i>Investment in professional development is highlighted as a specific and strategic decision. Is this accelerating NQTs development, enhancing established staff, or holistic spend across the staff?</i></p> <p>A. <i>LO prepares and maintains a comprehensive summary of spending on CPD, including the intentions and the impact. The report is on the portal with the documents for the 27th February F&P meeting.</i></p> <p>c) <u>Other issues</u></p> <p>MW advised that the predicted year-end budget position appeared to be better than originally forecast and that the devolved capital budget had benefited from the £12k 'little extras' funding from the government.</p> <p>ii) <i>Premises Committee 6th March 2019</i></p> <p>As it had not been practical for governors to review the accident books and participate fully in the meeting, TG had carried out a separate review, a report of which was on the portal.</p>	F&P Cttee
10.	<p>Governor Monitoring</p> <p><u>KAD 3 – Maths – Cross Curricular Links</u>: KC has the report and will upload it to the portal</p> <p>It was agreed that the agenda for the next FGB should include an item to review all the monitoring reports to link with the review of the SIDP.</p> <p>Governors who had carried out operational checks were thanked for doing so. TG expressed the governors' thanks to all the staff who accommodate the governors when they come in for their visits.</p>	HT
11.	<p>Safeguarding</p> <p>i) <i>Safeguarding Quiz</i>: CC, the safeguarding Governor, advised that there are two ways for governors to send him back the results of the quiz, either with a photo or with an e-mail with the answers.</p> <p>ii) <i>GDPR Update</i>: LO (DPO) advised that there were no issues to report.</p>	
12.	<p>Good News</p> <p>i) <i>Book Week</i>: Book Week had been very successful, with two male authors attending, which supported KAD 2.</p>	

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	ii) <i>Science Week</i> : Science Week, organised by HC, had been very successful, with the children engaging well. iii) <i>Dance Challenge</i> : The KSII Dance Challenge Team won Best Choreography in this year's competition for the second year running. It was very pleasing that a strong contingency of boys had taken part.	
13.	Correspondence There were no items of correspondence to note.	
14.	Any Other Business LO thanked the HT for all her hard work in producing a number of very detailed reports for the meeting. The school's centenary celebration on 22 nd May is being advertised on Farnborough Nostalgia. The first 100 people to request tickets will be invited to a tour of the school in the morning and it is hoped that the majority of these will be past members of staff or former pupils. Lessons in every class will centre around a particular decade from the last 100 years. A plaque will be affixed to the New Tower wall beneath the school's name.	
	Meeting closed at 8.30pm.	
	Date of next meeting: Thursday 28th March 2019 at 6:30pm. Possible apologies from CC have been noted.	