

Rye College Full Governing Body Meeting

1 October 2013

MINUTES

A meeting of Rye College Full Governing Body was held on Tuesday 1st October 2013 in Rye College Learning Resource Centre.

PRESENT: Jane Burnett (JB) [Chair]; Ian Bryan (IB), David Cooper (DC), Sarah Glen (SG), Anita Hollowday (AH), Jo Kirkham (JK), Nicola Midgley (NM), Allen Mills (AM), Peter Savory (PS), Hazel Russell (HR).

IN ATTENDANCE: Sally Welch (SW) [Clerk].

1. Chair's Introduction

1.1 Noted: the Chair welcomed Peter Savory who had joined as a new Governor.

2. Declarations of Interests

2.1 Noted: that no member(s) of the Governing Body had declared an interest in relation to any item(s) of business on the agenda.

3. Minutes of the meeting of 3rd September 2013

3.1 Received: the minutes of the meeting of 3rd September 2013.

3.2 Resolved: to approve and sign the minutes as a correct record.

4. Matters Arising

Minute 4.1 – Election of RCFGB Vice Chair

4.1 Noted: the Chair reported that Angela Soderberg had indicated a wish to stand down as RCFGB Vice Chair due to her full-time role at Rye Studio School.

4.2 Resolved:

a) that Allen Mills (AM) be elected RCFGB Vice Chair for the 2013-2014 academic year.

Proposed: JB

Seconded: IB.

b) that the role of Link Governor for Training and Development should be included in the portfolio of RCFGB Vice Chair and AM would therefore take on this role for the 2013-2014 academic year.

Minute 6.4 – Election of RCF&PC Vice Chair

4.3 Noted: that AM would now attend the RCF&PC in his capacity as Vice Chair of RCFGB and would therefore stand down as RCF&PC Vice Chair. The RCF&PC would be invited to elect a new Vice Chair at its first meeting.

Minute 5.7 – Governor Recruitment

- 4.4 Noted: the Chair reported that she would be meeting three candidates to discuss Governorship and subject to mutual agreement, would be invited to observe the November meeting.

Minute 7.1 – Governor Training

- 4.5 Noted: that training on exclusions had been provided through the Education Support, Behaviour and Attendance Service.

Minute 12 – RAT Conference

- 4.6 Noted: the Chair reported the following elected positions of the Rye Academy Trust for 2013-2014:
- a) Chairman of the Trust: Jacqui Lait.
 - b) Vice Chairman of the Trust: Tracy Masters. Tracy Masters had also been re-elected as Chairman of the RAT Finance Committee.
 - c) Vice Chairman of the RAT Finance Committee: Ian Potter.

5. Exam Analysis Meetings

- 5.1 Noted: the Chair invited Governors' reflections on process and learning points from the exam analysis meetings. The following points were noted in discussion:
- a) that the meetings were felt to be a useful introduction for Governors in providing background and context for undertaking the round of Governor monitoring visits.
 - b) that the value of the meetings as a monitoring tool was dependent upon high quality written reports prepared by subject leaders. Although some areas had made good use of data, the quality across all reports was felt to be variable. The tracking grid used by Art was highlighted as an example of good practice in enabling individual student progress to be identified clearly.
 - c) the Chair suggested that the variability of reporting highlighted an ongoing training need for middle leaders on analysing and interpreting data.
 - d) that the meetings had demonstrated inconsistencies across the Assistant Principal team in terms of the degree of challenge Assistant Principals present to subject leaders as regards the accuracy, moderation and validation of data. The Principal informed Governors that this would be an area of focus for improved practice going forward.
 - e) that the responses of some middle leaders in the meetings were felt to have demonstrated a lack of preparation and focus.
 - f) that allowing extended time may be useful for departments with more than one subject to ensure all subject areas are covered adequately.
- 5.2 Resolved:
- a) that NM would send the written summaries for all review meetings to SW to be uploaded to the RCFGB Shared drive.
 - b) the Governing Body commended EP for the quality of the written meeting summaries.

6. Rye College Improvement Plan (CIP)

- 6.1 Received: paper RCFGB/11, the Rye College Improvement Plan for September 2013 to August 2014, setting out the key strategic development priorities and success criteria to be achieved in support of the College's journey to become Outstanding.
- 6.2 Noted: the Chair invited the Principal to take Governors through the CIP.
- 6.3 Noted:
- a) the objective to raise expectations of student potential through utilising KS2 data to set minimum and aspirational targets based on points progress and levels of progress in order to

ensure that all students are able to achieve to their potential.

b) that the trajectory for students coming in to Rye College with level 4 and 5 at KS2 should be to achieve top grades at the end of KS4 commensurate with their potential. Governors were invited to widen the focus of their monitoring this year to encompass looking at student progress across Years 7, 8 and 9 to support this objective and to look at any underlying reasons impacting on outcomes.

c) that the target grades for individual subjects in the CIP corresponded to the targets given to teachers in each subject area.

d) that effective tracking of student progress would rely upon accurate judgements made by middle leaders. *In response to an observation by a Governor as to whether the 100% target in table 1.3 would cause teachers to be overly optimistic in their assessments of progress, the Principal responded that the robustness of this target would be kept under review in response to the data collected.*

e) that a report on progress towards targets would be presented in January when the data from the first two assessments would be available.

f) *a suggestion from a Governor that it would be useful to include the size of the student cohort against target.*

6.4 Resolved:

a) to approve the Rye College Improvement Plan and targets for 2013-2014.

b) the Chair thanked the Principal for her presentation of the CIP and Governors looked forward to future updates of progress against targets.

DfE Announcement Over Exam Results for Year 11

6.5 Noted:

a) that the Secretary of State for Education had announced that, with effect from 29 September 2013, only a student's first entry to a GCSE examination will count in their school's performance tables. That is, for those who have already completed a GCSE, the performance tables will still record their best result from either their previous attempt or from the next time they sit that GCSE. Those who have not yet taken a GCSE will have their first GCSE taken after 29 September 2013 count in performance tables.

b) that schools would still be able to enter students early for exams where this is appropriate. Students will also be able to re-sit exams and use their best result to support applications for further and higher education and employment.

c) that the onus would be on schools to prepare students for examinations making appropriate use of internal (mock) examinations for benchmarking and assessment to ensure that students leave with the best grade.

Governor Monitoring

6.6 Noted:

a) the Principal reported that the Senior Leadership Team had considered how they would like to work in partnership with Governors to enable Governors to monitor progress against objectives in the CIP. It was suggested that Governors might like to visit a number of different subject areas/departments in one day to check consistency across departments of the use of assessment data for example.

b) it was suggested that Governors should liaise closely with the Assistant Principal team in order for the Assistant Principals to design and structure a programme around the areas Governors wished to focus on during their visits.

c) that the Assistant Principals would provide information to Governors about areas of best practice and areas for development.

d) the Chair informed Governors that she was monitoring the quality of leadership and management with the Principal, including how effectively middle leaders and Assistant Principals were working with and supporting the process for Governor monitoring.

- 6.7 Resolved:
- a) to aim for a pattern of one Governor visit per term, therefore two visits would be undertaken prior to the Christmas break, with the exam analysis meeting counting as visit 1.
 - b) that the focus for the next monitoring visit would be *'the accuracy and effectiveness of marking and feedback to accelerate student progress'* (Objective Bii).
 - c) Governors were invited to contact the Assistant Principals with proposed date(s) for the monitoring visits.

7. Governing Body Action Plan

- 7.1 Received: paper RCFGB/12, draft Governing Body objectives for 2013-2014 and associated training and development plan.
- 7.2 Noted: the Chair invited Governors to send any comments on the documents to SW.
- [Jo Kirkham left the meeting at 18.50].

8. RAT Update

- 8.1 Received: paper RCFGB/13, a summary report of business considered by the RAT Board.
- 8.2 Noted:
- a) there were no comments on the report.
 - b) the Chair reported that the RAT Finance Committee had received the budget for Rye College for 2013-2014 and further breakdown of the staffing budget line had been requested and would be provided to the Rye College Finance and Personnel Committee.

9 Health and Safety

- 9.1 Noted: there were no issues for report.

10. Any Other Business

Policy for Careers Education, Information, Advice and Guidance (CEIAG)

- 10.1 Noted:
- a) the Chair informed Governors that it had been requested for Governors to approve the policy in order to support a submission for the Investors in Careers Quality Award.
 - b) the Chair requested the following points to be addressed in the policy: how impartiality in delivery of guidance is to be ensured and maintained; and training to be provided to tutors.
 - c) that IB had agreed to lead on policy reviews, forming a sub-committee with SG and AH. The policy sub-committee would in future carry out preliminary reviews of policies prior to their consideration by the Full Governing Body.
- 10.2 Resolved: to delegate responsibility to the policy sub-committee to approve the CEIAG policy subject to the amendments indicated above.

Principal's Performance Management

- 10.3 Noted: that the Chair, IB and HR would be carrying out the Principal's Performance Management on a date to be arranged following training to be attended by IB and HR.

11. Date of Next Meeting

11.1 Noted: that the Governing Body would meet on Tuesday 19th November 2013 at 6.00pm.

Meeting closed: 20.00