

ST OLAVE'S AND ST SAVIOUR'S GRAMMAR SCHOOL

Minutes of the *Meeting of the Governing Body* held in
the Main School Library at
St Olave's & St Saviour's Grammar School, Goddington Lane, Orpington, Kent, on
Wednesday 25th September 2019 at 4.30pm

Present	The Ven. Dr P Wright (<i>Chairman</i>)	Cllr R Evans (<i>from item 6</i>)
	Mr A Rees (<i>Headteacher</i>)	Mr S Ganatra
	Mr S Bandi	Mrs B Nunn
	Ms C Benham	Rev'd N Poole
	Rev'd H Broadbent	Dr D Ryall
	Mr A Boyd	Ms M Sullivan
	Mrs S Chaudhary	
In attendance	Mr D Budds (<i>Deputy Headteacher</i>)	
	Ms L James (<i>Business Manager</i>)	
	Ms R Maxwell (<i>Assistant Headteacher</i>)	
	Mr R Walters (<i>Clerk</i>)	

ACTION

1. FOUNDATION PRAYER

The Foundation Prayer was read by The Ven. Dr P Wright.

PART A

2. DECLARATIONS OF INTERESTS

The Clerk noted that all governors had their annual declaration form to complete and asked that they be returned to him after the meeting. The Chair invited those present to declare any interests in the items on the agenda. No other interests were declared.

3. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mrs A Fabian and Mr H McAleer, which were accepted. The meeting was quorate.

4. i) ELECTION OF CHAIR TO THE FIRST MEETING OF 2020/21

The Clerk took the Chair and the Ven. Dr P Wright left the meeting. The Clerk noted that one nomination had been received by the due date, for the Ven. Dr P Wright. Governors voted unanimously that the Ven. Dr P Wright be elected as Chair until the first meeting of the 2020/21 academic year.

Decision: the Ven. Dr P Wright was elected Chair until the first meeting of the academic year 2020/21

The Ven. Dr P Wright returned to the meeting and took the Chair.

16.45: Mr Ganatra joined the meeting

ii) ELECTION OF VICE-CHAIR TO THE FIRST MEETING OF 2020/21

The Clerk noted that two nominations had been received by the due date for the position of Vice-Chair. In accordance with the standing orders, each nominee was offered an opportunity to speak to the meeting, which they did. On completion of their contributions, Mrs Chaudhary

and Mrs Nunn left the room. A secret ballot was undertaken, overseen by the Clerk. Mrs Nunn was elected by a majority of votes.

Mrs Chaudhary and Mrs Nunn returned to the meeting and the Chair announced the result. He thanked Mrs Chaudhary for the work she had done whilst he had been Chair, noting that on being appointed, he had immediately asked her for her assistance as his Vice-Chair. She had been a reassuring voice and had always made herself available to help.

5. NEW GOVERNOR APPOINTMENTS

- i) Governors noted that the Rev'd N Poole had been appointed by the Rochester Diocesan Board of Education and welcomed him to the board.
- ii) Governors noted that Cllr R Evans had been nominated by the LB Bromley for the board. The Chair referred to his previously circulated CV and that he had met him and discussed his experience and commitment to the school. He noted that as a previous headteacher of a grammar school, he offered useful experience. Governors agreed unanimously to appoint Cllr Evans to the board.

16.55 Cllr Evans joined the meeting

6. TERMINATION OF APPOINTMENT

The Chair noted that Mr Grenside, appointed by the Chapter of Southwark Cathedral, had resigned as a governor on moving to the USA. He thanked him for his contribution to the board and noted that he had spoken with the Dean asking for someone who could commit the time and effort to contribute to the school. He understood that the Chapter had already met and started the process of finding a suitable person.

7. SCHOOL GOVERNANCE

- (i) List of Governors: noted.
- (ii) Governing Body Terms of Reference: noted and approved.
- (iii) Committee Meeting Dates 2019/20: noted.
- (iv) Committee Membership and Chairs 2019/20: noted and approved.
- (v) Governor Link Governor Programme 2019/20: noted and approved. The following additional allocations of link governors were approved:

Mr Bandi: second on Mathematics and Computing
Mr Ganatra: second on Science
Rev'd Poole: Pastoral
Mr Boyd: SDP

The Deputy Headteacher reminded governors that link governor visits should be linked into the SDP and its associated action plan. All departments other than Computing, which was still in progress, had developed action plans that related to the SDP. He said that he would be passing details of link governors to Heads of Departments after this meeting and asking them to get in touch with governors to arrange visits. He encouraged governors to consider the visits as ways to both celebrate departmental achievements but also to ensure that constant improvement was encouraged.

- (vi) Governor Training: Mrs Nunn referred governors to the Octavo training programme for the year and reminded governors that they were committed to undertaking three training sessions per year. The Chair noted that he planned a combined session in the New Year but that governors should seek to do other sessions relevant to their roles, via Octavo or equivalent. A governor said that they had done two of the NGA e-learning courses and recommended them to others to consider. The Clerk reminded governors that Octavo training courses were free as the school was signed up to the programme.

8. COMMITTEE ANNUAL SELF-REVIEW

The Clerk noted that committees were expected to undertake an annual self-review of their work and recommended that committee chairs planned their meetings for the year. The Chair said that he planned to meet up with committee chairs and the headteacher each term and that might present an opportunity to develop the annual plan of committees. A governor noted that it was important that from this point on, the investigation report be put behind work plans and that they look forwards. Governors agreed.

9. MINUTES (PART A) OF THE GOVERNING BODY MEETING OF 5TH JUNE 2019

The minutes of the meeting on Wednesday 5th June 2019 were agreed as a correct record.

Decision: Governors approved the minutes of the Governing Body meeting of 5th June 2019

10. MATTERS ARISING

A governor asked whether progress had been made on updating the website with the new logo. The Headteacher explained that whilst some work to incorporate the new logo had been done, a redesign of the website had been incorporated into the requirements for new IT contract. This would take effect from January 2020 and hence the website will be addressed after that.

Action: Headteacher to report back on progress and plans for the website at the March meeting

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On being asked, the Headteacher said that feedback on the logo had been positive from all sources and that it was seen as a stronger brand. He explained that it would be phased in over 2-3 years so that no one was out of pocket in having to purchase new uniform, however it would be introduced on the sports kit over the half term rugby tour to Bath. Headed paper, emails etc were being introduced immediately.

On being asked, the Assistant Headteacher noted that the wellbeing dog had been introduced to the school on a couple of days over the summer and was now in school three days per week. There had been a positive reaction from students, staff and parents. The school councillor had noted that some students felt more comfortable talking when the dog had been present.

Other than the action for the November meeting relating to the Critical Incident Plan, all actions had been completed.

11. INSPECTION REPORT UPDATE

The Chair noted that all actions had now been signed off and he thanked the SLT and others in school who had contributed so much to the work to evidence the actions. He noted that the final report still had to go to the LB Bromley Education Committee however he felt that it was unlikely that he and the Headteacher would be asked to attend. A governor noted their thanks to the Chair recognising how much work he had put into the process. A governor asked how the report impacted on the future relationship with the SIP. The Headteacher explained that

she would remain allocated to the school for the time being, attending three times per year and paid for by Bromley. He expected that future visits would now move away from the report and look to the future.

12. HEADTEACHER'S REPORT

The Headteacher introduced his previously circulated report.

i) School Improvement Partner: he introduced the previously circulated SIP report from the last visit. He noted that she had met with faculties to discuss their position and that this report was a record of those conversations. The report had been submitted to the Chair, Headteacher and Bromley. A governor noted that the role had been one of checking relationships and actions and that now it needed to be more developmental and school led. The Headteacher confirmed that he had proposed a more collaborative agenda for future meetings but that he did not have control over her approach. A governor asked about the follow up on actions. The Headteacher noted that he and the Deputy Headteacher had started the process to review actions. The Chair said that they were supposed to be the School Improvement Partner and that the agenda should be driven by the school. A governor noted the sensitivity of the document and that it should not be published, which was confirmed. The Chair said that it would be followed up through him, the Chairs of the committees and the Headteacher and Deputy Headteacher.

ii) Public Examination Headlines: the Deputy Headteacher introduced the outline examination results noting that they would be considered in more detail at the Curriculum Committee. He explained that the A level results had remained outstanding at over 93% A*-B and with 40 students getting three or more at A* grade. Final results were slightly down on predictions with Chemistry and Further Maths requiring work. GCSE results had been better than expected. Whilst a few students had not reached the 63 point threshold to pass into the sixth form, all had been accepted except for one whose score was sufficiently low that after discussions with the student and parents, was moving to another school. Progress 8 was at 1.05 which was an outstanding achievement. Governors thanked staff and the students for the excellent results.

The Headteacher added that he believed the Physics A level results had been the best in the country. He also noted that no students had left at the end of Year 12 for this cohort, the first time since the school had taken this approach. The results were therefore even better recognising that they were the genuine results of the whole year. The Chair noted that there could be a happy school that still achieved excellent results, which was a credit to the SLT and the staff.

iii) SLT roles and responsibilities: noted.

iv) PTR and staff appointments: noted.

Governors thanked the Headteacher for his report.

13. SCHOOL DEVELOPMENT PLAN UPDATE

The Deputy Headteacher introduced the previously circulated paper. He explained that the SDP had been reviewed in detail over the summer, with the only changes being the subjects identified for further work once the summer results were published. A new action plan layout had been introduced and each department was working with this plan. He noted in particular the Further Maths results being low, explaining that an element of this related to it being a fourth subject for some students who, not needing it for university, did not give it the attention

it needed. For Maths, the school had been 2nd out of the 25 BASS schools, for Further Maths, 21st. It had been agreed that an 8 at GCSE would be required in future to take Further Maths.

A governor asked how the SDP was reviewed in conjunction with staffing, particularly recognising the issue of Geography and the difficulty in staffing that department in the past. The Headteacher recognised the issue and confirmed that Geography was now fully staffed allowing for a member of staff off on long term sick leave.

14. DATE OF NEXT MEETING

It was noted that the date of the next meeting of the Governing Body would be on **Wednesday 6th November 2019 at 16.30.**

15. ANY OTHER BUSINESS

The Business Manager noted that the Fives Courts proposal had been approved in principle by the Governing Body previously however the cost had been prohibitive once tendered. Following a detailed review of the tenders and proposals, the price was now within the agreed budget and she invited governors to provide their approval for the project to go ahead based on the previously agreed financing arrangements. Mr Boyd, as Chair of Finance and a member of the Premises Committee, noted that he had seen the new proposal and supported it going ahead. Governors approved the Fives Court project.

Decision: governors approved the building of four new fives courts based on the tenders now being within budget

PART B (CONFIDENTIAL – SEE CONFIDENTIAL MINUTES)

The meeting closed at 18.15.

Signed **Date**