



Present: Tracy Penfold (Chair)  
Phil Grundy (Principal)  
Alan Benton  
Sophie Boyack  
Claudine Crossley  
Christina Edward  
Ginette Hogan  
Andy Sikora

Also present: Tom Capewell and Nick Hyde (Deputy Principals)  
Nigel Armsby (Vice Principal)  
Summaya Aziz (Chief Finance Officer)  
Tim Morris (Company Secretary)  
Sue Gill (Clerk to the Trustees)

Action summary:

4.2	Tim Morris to confirm with Nicky Whitehead that he will remain on the Trust Board.
4.2.3	Phil Grundy to provide Waltham Forest's exclusions rate at the next meeting
4.2.4	Tracy Penfold to write to Barry Hughes
4.3.2	Benchmarking – agenda item (Resources Committee)
10.1	Ginette Hogan to provide information re. mental health and well-being training to the next meeting
15	Next meeting to be held on Monday 3 December 2019 at 7.00pm (including AGM)

**1. Welcome and Apologies for Absence**

- 1.1 Tracy Penfold thanked Trustees for attending the meeting.
- 1.2 Apologies for absence were received and accepted from Richard Palmer, Jonathan Kemp and Nicky Whitehead.
- 1.3 The Clerk confirmed that the meeting was quorate with eight Trustees in attendance.

**2. Declarations of Trustees' Pecuniary Interests/Gifts and Hospitalities**

- 2.1 Standing declarations were noted as follows:  
Tracy Penfold - governor on Opossum Federated Governing Board  
Claudine Crossley– governor on Churchfields Primary School Governing Board
- 2.2 Trustees updated their Pecuniary Interest forms at the meeting.
- 2.3 There were no declarations made pertaining to any of the agenda items for this meeting.

**3. Appointment of Officers**

- 3.1 Election of Chair 2019-2020  
The Clerk welcomed nominations for the position of Chair of Governors. Claudine Crossley proposed that Tracy Penfold be elected as Chair of Governors for the

2019/2020 academic year, this was seconded by Alan Benton. With no other nominations and no objections Tracy Penfold was duly elected as Chair.

### 3.2 Election of Vice-Chair 2019-2020

The Chair welcomed nominations for the position of Vice-Chair of Governors. Tracy Penfold proposed that Jonathan Kemp be elected as Vice-Chair of Governors for the 2019/2020 academic year, this was seconded by Alan Benton. With no other nominations and no objections Jonathan Kemp was duly elected as

### 3.3 Election of Chair for committees

#### 3.3.1 Resources

Jonathan Kemp was unanimously elected as Chair.  
Proposed: Tracy Penfold    Seconded: Alan Benton

#### 3.3.2 Academy Effectiveness

Sophie Boyack was unanimously elected as Chair.  
Proposed: Tracy Penfold    Seconded: Alan Benton

### 3.4 Student Discipline

Christina Edward was unanimously elected as Chair.  
Proposed: Tracy Penfold    Seconded: Alan Benton

## 4. **Minutes of the Board meeting held on 15 July 2019**

4.1 Trustees received the minutes of the meeting held on 15 July and agreed these to be an accurate record of the meeting.

### 4.2 **Matters arising:**

4.2.1 Minute 1.2 – Tim Morris confirmed that he had contacted Nicky Whitehead. He was willing to remain on the Trustee Board. There had been some issues in the last year that prevented him from attending meetings, but hoped to attend on a regular basis. It was noted that he had assisted the Trustee Board with background work i.e. working with the external auditor. The Chair thanked him for remaining on the Trustee Board.

**Action:            Tim Morris to confirm with Nicky Whitehead.**

4.2.2 Minute 5.4 – pupil attendance information for the last two weeks of term was included in the Company Secretary's Report.

4.2.3 Minute 5.10.2 – Phil Grundy will provide Waltham Forests' exclusions rates at the next meeting.

**Action:            Phil Grundy**

4.2.4 Minute 5.13.2 – Tracy Penfold will write to Barry Hughes.

**Action:            Tracy Penfold**

4.2.5 Minute 6.4.5 – budgetary commentary will be discussed at the Resources Committee meeting that will follow this meeting.

4.2.6 Minute 7 – training updates were recorded in the minutes.

### 4.3 **Actions not recorded in the summary box:**

4.3.1 Minute 4.1 – the Scheme of Delegation had been amended to allow for some policies to be ratified at committee level.

4.3.2 Minute 6.1.2 – Benchmarking will be discussed at a future Resources Committee meeting.

**Action: Future agenda item.**

- 4.3.3 Minute 8.2 – the school will send safeguarding bulletins to Trustees and a safeguarding training session will be held in January 2020.
- 4.3.4 Minute 9.1- Amendments to the Health and Safety Policy were sent to Summaya Aziz. Andy Sikora informed the meeting that he would be looking at the policy later in the week.
- 4.3.5 Minute 11 – the new school website will be launched this term.
- 4.3.6 Minute 13 – the SDP will be discussed later in this meeting.
- 4.3.7 Minute 13.2 – the link roles will need to be agreed.

**5. Trustee Code of Conduct**

Copies were distributed by Tim Morris at the meeting for Trustees' signature.

Action: Trustees

**6. Scheme of Delegation**

Summaya Aziz informed Trustees that each year the school was asked to review and ratify this document. There were some changes this including an additional point under 7.8 (to make clear within management who was approving expenditure). This was recommended by the internal auditor. Tim Morris reported that for each committee the Scheme of Delegation had been amended to give each committee delegated powers. Trustees formally approved the Scheme of Delegation.

**7. School items**

**7.1 Key Stage 4 (KS4)**

This item was presented by Nick Hyde

- 7.1.1 The total raw results were slightly lower than the previous year. Thinking about the context, it was important to recognise there were more disaffected students. Trustees noted that the press release focused on the positives, celebrating the results of our most successful students. Upper prior attainment was increased from 2018. The Progress 8 was the one figure that everyone wanted to know.
- 7.1.2 There was an early indication of Progress 8 which was -0.07. It was noted that the final Progress 8 figure will be very similar to this.

**Q: Why were some students disaffected and were there any particular reasons?**

A: Possible reasons why a larger proportion of disaffected students were discussed but the school made a point that this should not be used as an excuse for their outcomes and were working hard to ensure that this situation was not repeated. A number of variations between groups were also discussed.

- 7.1.3 It was questioned if there were other year groups which showed similar characteristics that strategies could be used to avoid a repeat of this type of behaviour. The response taken by the school were noted. It had introduced non negotiables with the students. The Deputy Heads of Year also had more pastoral contact with a reduced teaching commitment to provide more support for the students.

- 7.1.4 The headline measures within 5 year history, measures by student groups, individual Progress 8 and Attainment 8 were noted along with the EBacc subject measures. EBacc results had reduced.
- 7.1.5 It was noted that nationally, boys obtained half a grade lower than girls. Pupil Premium had a considerable drop from last year. Over a quarter of the cohort were disadvantaged students.
- 7.1.6 It was stressed that there were some success stories in the data. Key observations and actions were noted and will continue throughout the year. Every department had their own development plans.
- 7.1.7 It was asked what the school's action was for underachieving boys. Teachers tracked data for every lesson and should know which students were underachieving and provide action and support. This would allow them to make better progress with the students.

**Q1: Were parents informed about under achievement?**

A: There were frequent strategies for home and additional support within the school. The school had more boys in every year group except for the current Year 11. There was also a lot of pastoral support. There was a need to get support for those boys early, including informing the parents and developing their motivation.

**Q2: Re. Computer Science, did the intervention have an impact?**

A: It did for those students who attended the intervention classes. Parents were contacted if their children did not attend.

- 7.1.8 It was noted that Science had always been strong and positive, but the results were disappointing this year.
- 7.1.9 **Q: Has some thought been given to the new Ofsted Framework? Could the school do different or less subjects?**
- A: The DfE would want to know if the curriculum was rigorous. Over the last year the school looked at other accessible courses i.e. BTECs. The lowest grades do not necessarily count towards Progress 8, but their progress should still be noted
- 7.1.10 The validated results will be received in the spring term. Best wishes were conveyed by the Trustees to the students and staff.

**7.2 Key Stage 5**

This item was presented by Nigel Armsby

- 7.2.1 Attention was drawn to the results achieved by a number of students who had taken A levels, BTECs and IT Technical Awards and the subject areas. The top BTEC grades were equivalent to GCSE and would enable those students to go onto university.
- 7.2.2 Looking at the raw data, last year's cohort did very well. Trustees noted the 2018-2019 ALPS report, especially the grading system. The minimum aim was Black 4 (scoring between the 60<sup>th</sup> and 74<sup>th</sup> percentile – very good). The aim was Red 3 (excellent). Individual subject grades were noted. Maths was Red 1 (Black 4 last year). French was Red 3 and had been that grade for three years running. There

were no longer Blue subjects. The number of these subjects had reduced significantly since 2015-2016.

- 7.2.3 The AS results were noted. The pass rate was very high and it was noted that the students had worked very hard last year. Highams Park was not aware of other schools doing a mixture of A and AS subjects. The school entered 11 subjects for AS, all subjects achieved very well. There was a reduced variation in subjects for the sixth form, with some room for improvement. The school wanted to get in a position where there were no areas in Blue. Trustees noted that there was a higher proportion of girls staying on in school.
- 7.2.4 Trustees noted the raw BTEC data. There was one Red subject (Sport – 3) and one Black subject (Business 4) and no blue subjects.

**Q1: Was the school not disallowing students that do not have high GCSEs?**

A: Those undertaking were lower attainers.

**Q2: Would the entrance requirements be changed for lower achievers to get on?**

A: It would not. Students would need to be matched up by ability and interest. Students need to be guided on the appropriateness of the courses. The blend had to be right without being selective.

**Q3: Was BTEC offered to students?**

A: They were offered courses that would be of interest. Many took them up and decreased over the year to a handful. One area of concern was that three students did not achieve the grades.

The Trustees conveyed their best wishes to the students and staff.

**7.2.5 Q: Where did this leave the sixth form recruitment?**

A: There was a need to increase the number of students. The school had 328 students in total (190 Year 12 and 138 Year 13), of which 137 were internal students who had moved up from Year 11. From the 138 Year 13 students, 29 came from the Bridging Group. Six students were repeating Year 12 and 47 students came from external schools.

- 7.2.6 In terms of recruitment, those schools without sixth forms were targeted, but there were also applications from students from schools with a sixth form. Highams Park entry was more suitable and offered the subjects they wanted. Trustees noted the block of subjects and the number of students, noting the breadth of choice.

Nigel Armsby was thanked for attending the meeting and left at 8.30pm.

## **8. Governance Matters**

- 8.1 It was noted that Alan Benton was reappointed by Members as a Trustee for another term of office.

### **8.2 Confirmation of terms of office to expire this academic year**

Richard Palmer and Andy Sikora's terms of office will expire in October 2019. They were both willing to stand for reappointment. Tracy Penfold thanked them for wanting to serve another term. Tim Morris will organise staff elections.  
Action: Tim Morris.

### **8.3 Confirm DBS checks are up to date**

DBS checks will be carried out when Trustees were reappointed/checks had expired.

- 8.4 The Publication of Data was up to date and noted.
- 8.5 Committee membership was noted.
- 8.6 Review of Internal Auditors Scope of Work  
This item was presented by Summaya Aziz.
- 8.6.1 Attention was drawn to the Academies Financial Handbook, the school would be audited against this each term on a based theme. The areas that would be looked at across the year were noted along the progress against the recommendations so far.
- 8.6.2 On behalf of the Chair of the Resources Committee, Alan Benton asked for Trustees' approval and agreement of the plan.  
Proposed: Claudine Crossley      Seconded: Tracy Penfold  
Voting: Unanimous
- 8.6.3 EFA Return – Resource Management Self Review  
Summaya Aziz had gone through the document, which was now on the portal. She stated that there was a new requirement from the EFA for the Trust Board to note include actions. The self-assessment and checklist will need to be returned by 14-11-2019. Information had been added by Summaya Aziz, Tracy Penfold and Phil Grundy. Trustees approved the EFA Return.

## **9. Policies**

- 9.1 Safeguarding  
John Davison was thanked for providing the update. The policy brought it in line with the new Keeping Children Safe in Education guidance. The policy was ratified.
- 9.2 HPAT Pay  
Summaya Aziz reported that this was on the portal. It was recommended that teachers' salaries be uplifted by 2.75%, as per the Pay and Conditions. It was noted that 0.75% of the uplift will be funded, but it was unsure when this would be received. It was agreed to apply this immediately (pay staff backdated from 1-10-2019). as it had been approved by Central Government. The policy was ratified.
- 9.3 Pupil Premium Spending Statement  
Tim Morris presented this in place of Cally Halkes. Trustees noted the details of what the funding was spent on and the various pupil groups. This will be published on the website. The statement was approved.

## **10. School Development Plan (SDP)**

- This item was presented by Phil Grundy.
- 10.1 Trustees noted the new style format. The SDP was interlinked with the new Ofsted Framework and the school wanted to ensure that they were responsive to it. The link areas were noted. Ginette Hogan was working with an organisation providing mental health and wellbeing training. There was an opportunity to provide training in schools as part of a pilot scheme. She will be able to provide more information at the next meeting.  
**Action:      Ginette Hogan.**

**10.2 Q: Was there evidence from the students that they were able to talk about their improvement and how did the school measure the impact?**

A: They spoke about the work in the books, how far they were from their target grades and the work they would need to do to get there. The school could look at the attendance rate and how many have made use of the pastoral care etc.

10.3 The Link Trustees were noted as follows:

Safeguarding	-	Tracy Penfold
SEND	-	Claudine Crossley
Pupil Premium and Looked After Children	-	Claude Crossley
Careers	-	Sophie Boyack
Trustee Training	-	Ginette Hogan
Health and Safety	-	Tracy Penfold

Governors agreed the above selections.

## **11. Company Secretary Report**

This item was presented by Tim Morris.

### **11.1 Registration numbers**

The enrolment status for 2018-2019 and 2017-2018 were noted. The October census date will be used to provide accurate numbers. There was a slight drop from last year, especially in Years 11 (226 students) and Year 12 (167 students). Dual registration was fluid during the year and the in-year leavers were more fluid from the previous year. It was stressed that there was no off rolling. Regarding student mobility it was noted that there were various reasons why students left Highams Park, there was no particular movement to one destination. However it was noted that they were not losing students to other schools within the authority. Trustees felt that year 11 was an odd year to move some were due to exclusions.

### **11.2 Attendance**

This was noted. The combined figures of the last week of the academic year were higher than the previous year. Holding Activities week in that week helped with the attendance figures. Teaching staff were also positive about this.

### **11.3 Ethnicity**

There was a varied ethnic mix in the school. White British was the largest ethnic group in the school (35.72%), but this was a noticeable drop from last year.

### **11.4 Exclusion data**

11.4.1 Trustees noted the gender difference of fixed term and permanent exclusions. These were similar to the national figures. The biggest number of fixed term exclusions by ethnic group was White British followed by Pakistani. The impact appeared more due to the low number of those students in the school. Proportionally Black/Caribbean boys were higher. Trustees were encouraged to visit the school to view background information as to why the exclusions had taken place. It was stressed that permanent exclusions were not based on gender or ethnicity.

**11.4.2 Q: What was the percentage of excluded Pupil Premium and SEND students?**

A: This will be included in the next report.

11.4.3 Exclusions broken down by year group were noted. It was highlighted that there had been a huge increase in fixed term exclusions from Years 9 to 10. The reasons were

listed. The ethnicity of students working in the Inclusion room had a similar pattern to the exclusions, again the reasons were listed and noted.

- 11.4.4 It was thought that verbal abuse was low, but this could be due to not all cases were heard or reported. Low level verbal abuse was a concern as it could be interpreted as bullying. It was difficult to define.

**12. CIF Project Update**

Trustees noted the list of work to be undertaken and funding streams. The school had been using Barker Associates. Last year a bid was given to a competitor (Ingleton Wood). However, it was harder for them to work with the school. A meeting was scheduled with Barker Associates and it would be preferable to award them both bids for the heating replacement in the West Wing in the North Block and fire safety. Site security will be included.

**13. Chair's Action**

No action had been taken since the last meeting.

**14. Any Other Business**

**14.1 Principal's Performance Management**

Trustees noted that this will take place on 7-10-2019.

**14.2 Keeping children safe in education**

Trustees confirmed that they had read Parts 1 and 2. Richard Palmer will be asked to send the link to the online safeguarding training to Trustees.  
Action: Richard Palmer

**14.3 Letter to Accounting Officers – July 2019**

Trustees noted the contents of the letter and confirmed their support of their email addresses being added to Edubase.

**14.4 360<sup>0</sup> review**

Tracy Penfold thanked Trustees for completing the questionnaire. She was currently undertaking the NGA Leading Governance course and asked if they were willing to complete the review. Trustees will be sent an email link.  
Action: Trustees

**14.5 Training**

Claudine Crossley was presented with a certificate for completing Level 1 Governor Accreditation Programme (GAP).

**14.6 Energy contracts**

Trustees noted that that energy contracts over £100,000 needed the approval of the Trust Board. Trustees gave approval of the contract.

**14.7 Resources Committee**

It was agreed that Claudine Crossley join the Resources Committee,

**15. Date of next meeting**

The next meeting will be held on Monday 9 December 2019 at 7.00pm at the school. This meeting will also include the AGM.

**16. Confidential minutes**

This was recorded as a confidential minute.

Meeting closed at 21.25pm.



Chair: ..... (print)

..... (sign)

Date: .....