# CHARTERS SCHOOL

**UNITY RESPECT EXCELLENCE**

## Part 1 Minutes of the Full Governing Board

Monday 18th March 2019 at 6:00pm in the Durning Room

### Attendees:
- Richard Pilgrim (RP - Headteacher), Denis Raymond (DR - Acting Chair)
- Mark Holdaway (MH), Richard Tyler (RT), Nikki Morgan (NM), Gareth Davies (GD), Fareeda Qasim (FQ), Richard Evans (RE), Joanna Dean (JD), Gus Jhajj (GJ), Adam Jezard (AJ)

### In Attendance:
- Laura Law (LL - Clerk)
- SLT: Julie Mitchell (JM - SBM), Ivan Wright (IW), Paul Stephenson (PES)

The meeting started at 6:05pm.

1. **Welcome & Apologies for absence**
   - Denis Raymond chaired the meeting and welcomed our newly elected staff trustee Joanna Dean to her first meeting.
   - Apologies were received from Ellie Wallace (away on business).

2. **Identification of AOB**
   - Parent Consultation Meeting re early school closure (RT)
   - Behaviour Policy (RP)

3. **Declaration of Interests against the agenda items set**
   - GD - Trustee of Charters Leisure Centre Trust
   - RP - Trustee Tyr Abad Educational Charity

4. **Minutes of previous meeting & matters arising**
   - With all actions completed, the part one minutes of the previous meeting held on 3rd December 2018 were agreed as an accurate reflection and were signed and dated by the Chair.

### Part 1 Action summary:

<table>
<thead>
<tr>
<th>ACTIONEE</th>
<th>PART ONE ACTION SUMMARY</th>
<th>TIMESCALE</th>
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</thead>
<tbody>
<tr>
<td>Louise Rowlands</td>
<td>Louise Rowlands to compare our SEND student numbers to those of similar schools to be discussed further. <strong>ONGOING</strong></td>
<td>May 13 T and L Comt.</td>
</tr>
<tr>
<td>Clerk</td>
<td>Clerk to put a tentative schedule trustee school visit schedule together and email RP to organise. <strong>ONGOING</strong></td>
<td>Jan 2019</td>
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<tr>
<td>Clerk</td>
<td>Online refresher Safeguarding training needs to be completed by March. Login details to be forwarded to Trustees by the Clerk. <strong>CLOSED</strong></td>
<td>Feb 2019</td>
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5. **Headteachers’ Report**

   **Attendance**
The school would like to see attendance improve to at least 96 to 97 percent. Particularly with Year 10 Pupil Premium students. An action plan to achieve our aspiration is in place. A new educational welfare officer (EWO) will be in post from April. IW says we are focussing on students missing a day here and there and the ones with below 90 percent attendance. Fortnightly meeting with EWO will take place adding level of accountability to the process. We have to engage the parents as well, but we need to make sure we have all the information available. Is there a reason, are their medical needs etc? RT asks about looking at attendance specifically on Fridays and Mondays and last day before Christmas and February half term as we discussed this at our last FGB.

**ACTION:** The SLT to look at attendance specifically on Fridays and Mondays and last day before Christmas and February half term to see if any trends can be identified and then addressed.

RP talks about the Bradford absence factor with a higher score given for staff whose absence falls on a Monday or Friday. FQ mentions that this is a successful measure for absence management in the work environment.

- Q. AJ asks is there pattern with lower attendance in certain subjects?
- A. IW mentions strategies such as competitions for good attendance. IW proposes offering incentives such as issuing a ticket which allows you and a friend to go to front of dining hall queue. Additionally, this incentive can also be offered to Pupil Premium students, but this won’t be apparent to the PP students.
- Q. RT asks about diagnosis and feels it would be helpful to look at trends.
- A. RE feels that the EWO should be doing this for the school
- Q. MH asks what is the role of the EWO?
- A. IW says that they analyse our data and put plans into place to help improve our attendance.
- Q. FQ asks what point does lower attendance affect performance?
- A. IW When attendance falls below 95 percent, but it is relative to a number of factors however when it falls below 90 percent attendance a noticeable difference is apparent. Parents’ get a behaviour report and attendance report and then if appropriate a letter thanking them for their child’s 100 percent attendance.
- Q. GD asks if it is possible to see more attendance analysis, for example are there students who are repeat offenders as he feels insights like this would be useful.
- Q. AJ asks are there triggers for their absence? Does the data allow us to focus on the individual cases?
- A. IW this is very individual to each student for example. Some of the reasons are school refusing, mental health issues, some students from travelling background and some are dual role students.

DR suggests at our next meeting we look at the impact of the rewards for good attendance and the work done by new Educational Support Officer.

RP says we could look at the neighbouring schools and what they are doing to help us decide where we should be concentrating our efforts and then we write to parents in the Heads bulletin about this if the average is higher at Charters.

**ACTION:** RP to investigate attendance trends by talking to other schools.

**Behaviour Update**

RP explains that the new system is felt to be running very effectively and efficiently. Anecdotally, midway through the year the number of reported incidents is falling which the school is pleased about. We do have repeat offenders and are looking at doing things differently. Today’s SLT meeting was spent going over strategies to address this group and using resources differently to address this issue.

- Q. MH asks what were the main conclusions from the earlier discussion?
A. RP says we have approximately a dozen children whose needs are very profound and the impact on our time is disproportionate. We need to have an impact with these difficult children and plan to put strategies in place to do so.

Q. DR asks if the police presence onsite next year will help deter these students?
A. RP plans to have police presence in Maine Centre now as opposed to the originally scheduled date of September.

Q. AJ asks are we finding out of school activities for these children?
A. RP says one of the key things is them finding someone they can trust and also the right curriculum for them.

Q. FQ Are detentions given for year 12 and 13 students?
A. PES this is rare but does happen for things such as missed homework or truancy.

Q. GD Is Class charts fully functional and working well?
A. PES yes and we are no longer awarding negative behaviour points like we did in the old system. Classcharts is used for logging issues. We do collect positive points and some parents don’t know this so further communicate is needed so that they are aware of the change.

Exclusion Report – December to March 2019 (minuted in Part 2)

Safeguarding
- There were no Safeguarding issues to report.

6. Tyr Abad Update

A recent site visit to Wales was undertaken by Richard Pilgrim who is awaiting a letter from Wokingham Borough Council regarding the £155K annual staffing costs of the three current employees. In year costs would have to be paid back and amount to approximately £15K.

Q. FQ - Are the employees going to be Tupeing over?
A. RP - This is still in discussions and as an incorporated charity we have to operate in a certain way. JM says the pension deficit needs to be considered as well.

DR adds that this October building work will start subject to funds. RP adds that we need to allocate £6k a month for salary. The Tyr Abad Trust has offered £4k for the piece of adjacent land that is owned by Natural Resources Wales.

Additionally, Trust schools use the facilities on the weeks when the weather is not as good. Some schools have cancelled, leaving gaps in the bookings. Schools that have formerly used the facilities are now saying they cannot afford it. Whereas, Charters has just booked another trip for year 8s. NCS have two weeks booked for the Summer term.

7. Expansion Feasibility Update

A document was circulated a week prior to the meeting.

RP mentioned that the school has a number of single-story buildings that we can build above putting us in a fortunate position as almost 25 percent more space can be available for use.

Q. RE - Was this visit from the Council more concerned with space or actual student provision?
A. RP - The visit was about the utilisation of space.

RE says this gives us the possibility of opening a free school. For example, if we wanted to, we could set up a Charters Primary. MH agrees and says we have the space necessary to offer additional things. It was felt by all that we need to stay inside of the footprint. JM adds that this is a ten-year plan. AJ mentions that more people are moving into the area.

DR feels that we need to examine the data and think about this in terms of the opportunities for the school. RP says that the Borough will put a long-term plan into place and then come and talk to trustees for their input. RP The extra 30 year 7 students we have taken as a one off from September were primarily from
Windlesham. It would be nice for the school to be quite geographically central. RE adds that in order to set up a free school there has to be a demand for it? GD added that Cheapside School is going to be expanded.

Q. - MH asks which school will children from the new development at Longcross be attending? Would it be the schools in Virginia Water?

A. - AJ asks if it is worth setting up a subcommittee to discuss this? MH asks if this is this something that we can take initiative with?

**ACTION** - For the September Strategic Performance Committee Meeting Expansion Feasibility will be added to the agenda.

8. School Trips

- As the result of a recent parent complaint that went to panel about a school trip to France, the communication before a trip commences has been reviewed and improved.

9. Trustee Succession Planning

DR reminded the Board that we are in a time of change with our current chair stepping down this July after two terms consecutive terms of two years. It was felt that establishing the correct division of labour is important. In July, elections will be held at our next FGB. Additionally, it is planned that Richard Tyler will transition in community trustee role from his parent trustee role. A parent trustee can then be recruited based on the necessary skill set required once we have commitments for the roles available from September.

Q. - RE - How do we want to look going forward? RT asks Richard Pilgrim for his opinion on how he wants the Trustees Board to operate?

A. - RP feels that we are in a good place and things are working well and the impact of this group continues to be substantial. He is pleased with the way we are operating as a unit.

Q. - FQ asks if there are job descriptions for the available roles?

A. - DR These can be drafted but keep in mind that the role of the Chair is critical as they will speak on behalf of the board.

Q. - FQ What is the time commitment for being Chair?

A. - DR says the training suggests that the commitment is between 20 to 40 hours per month. Additionally, the role of the committee’s chairs needs to be filled.

**ACTION** - Clerk to circulate job descriptions to Trustees by early May.

10. Policy Review:

   **Supporting children with medical conditions**

   - This policy was reviewed by Trustees.

   Trustees unanimously accepted the policy.

11. Summary of Committee meetings

   **Strategic Performance**

   - Sixth form numbers looking very positive for this September’s entry.
   - Peer reviews have been underway.
   - Turkabad and the OAKs Sports Centre have been discussed and work is taking place regarding succession planning.
   - Recently, the Jubilee network visited the school and the experience was very positive. Student were not passively compliant but genuinely engaged.
**Finance & Facilities**

- There are no Health and Safety Concerns at present.
- We are investigating increasing security at front of building with the installation of gates which would channel all visitors in through reception.
- LED lighting will be discussed at the May Finance and Facilities meeting as a proposal has been put forward and the committee liked the ideas but wanted to explore what competitors had to offer.
- For Associate staff pay trustees have unanimously agreed to a three percent pay increase keeping in line with national agreed salary scales.
- There is a lack of clarity around teachers’ pension contributions from the year 2020 which could amount to costs of approximately £300K in two years’ time. This uncertainty over funding is affecting our long-term planning. This funding is now subject to a comprehensive spending review and was previously provided in the form of a grant. We should have more information in the Summer term to assist us with forecasting.

**Teaching & Learning**

- The Inspection Data Summary Report confirmed what was known about the academic results which were in the top quintile of Progress 8 and Attainment 8.
- In regard to the EBacc trustees support the school on their approach to fulfilling this measure.
- Our focus is on lower key stage 2 students and strategies around their performance.
- New data and scatterplots provided were appreciated by the committee. It should be noted that Ivan Wright’s pupil premium update was fantastic and very well received.

**NOTE:** Trustees would like to congratulate all of the staff on the outstanding results thus far.

12. **AOB:**

**Parent Consultation Meeting regarding early school closure (RT)**

- RT felt that the trustees’ enjoyed the meeting and the way the communication was handled was a credit to the school. The meeting addressed parents’ concerns and gave them a chance to ask questions and understand the rationale behind our decision. Additionally, some parents expressed interest in the Parent Ambassador Programme. A parent volunteered to make a furniture donation to the school as a result of the discussion held at the meeting.

**Behaviour Policy (RP)**

- As a result of an incident it was suggested that a minor change be added to the policy. Recently, a student refused to be searched which we are within our powers to conduct. Therefore, we would like to include a statement that if a student refuses to comply with the search request we will then call parents and police and the search will be conducted. If they abscond, we will presume a position of guilt.
  - Q. - NM asks what police would do?
  - A. - PES answers that the police would take the student to a station and do a forced search. They have the power to do this as PC Slater provided this advice.
- GD suggests that we check this change with a lawyer and DR agreed that legal advice should be sought.
- RP will take advice from the union and report back to the Trustees.

**ACTION:** RP to report back to trustees regarding changing the Behaviour Policy in regard to student who refuse to be searched.
13. What difference have we made to the Students?

- Trustee were happy with the school’s responses to the many challenges made at this meeting.
- Trustees felt pleased that school expansion was discussed this evening.

14. Date & Time next meeting:

Monday, 15th July 2019 at 6pm in the Durning Room.

The meeting closed at 7.45pm.

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<td>Expansion Feasibility will be an Agenda item for the September Strategic Performance Committee Meeting.</td>
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