

**BATLEY GIRLS' HIGH SCHOOL**  
**Minutes of the Meeting of the Governing Body held at the School**  
**on Thursday 22 January 2015 at 7.00pm**  
**Part A**

**PRESENT:** Dr Robin Asby (Chair), Mrs Jackie Eames, Mrs Pam Pickles, Mr Jeremy Townend, Mr Siraj Mayet (Vice-Chair), Mrs Ellen Loughhead (Vice-Chair), Mrs Carol Brown, Mr Maurice Cook, Mr Gareth Goddard, Mrs Julie Haigh (Co-Head), Mrs Mandy Kennedy, Mr Mark Limbert, Mrs Ann McCall (Co-Head), Ms Hilary Towers-Islam.

**320. Apologies for Absence, Consent and Declarations of Interest**

Apologies were received from Peter Rout, Ahmed Vali and Ebrahim Ravat, with consent.

**321. Notification of items to be brought up under Any Other Business**

Future appointment of Samera Khalil to the Governing Body.

**322. Representation**

The Governors approved new membership and responsibilities as follows:

Mandy Kennedy: Standards Committee

Julie Haigh: Every Learner Matters Committee

Siraj Mayet : Careers Department Link liaising as parent governor with Iffat Ahmad, Pathways and Progression Co-ordinator.

**323. Minutes of the Meeting held on 27 November**

The minutes of the meeting were approved as a true record.

**324. Matters Arising**

The minutes were considered page by page.

- **Item 313** - A date is still being sought for a further developmental meeting regarding a particular project for members of Julie's break-out session which had considered Mutual Accountability and Purposeful Collaboration. Ann's break-out session, which had considered Distributive Leadership, Building Genuine Sustainability, had not yet pursued the idea of promoting the school in the area of new housing, although local press coverage of the school was good.

The Governing Body agreed to re-group on 5 March at 6.00pm for a developmental meeting to progress further the work in the break-out sessions and committee development meetings.

- **315a)** - The Chair asked that Sipoc be listed as an agenda item for the next meeting. *Mandy*
- **317a)** - Jeremy kindly agreed to continue as the first Governor contact listed on the Disaster Management Plan.

### **325. Reports from Committees**

(i) Staffing Committee - The minutes of the Staffing Committee meeting held on 27 November 2014 were noted by the Governing Body. Pam Pickles, Chair of the Committee, together with Ann, reported that all applications for UPS had been approved and updated the Governing Body with regards to Item 4 of the Committee minutes.

*Please see Part B regarding Items 2 and 4 of the Staffing Minutes.*

(ii) Every Learner Matters Committee - The minutes of the Every Learner Matters Committee meeting held on 27 November 2014 were noted by the Governing Body. Jeremy Townend, Chair of the Committee, was pleased to report that, following the meeting of the Discipline Committee held on 7 November 2014, the school was reviewing some areas which the LA representative had highlighted.

### **326. Equality Information and Objectives Statement: Single Equality Scheme**

Governors considered this document which had been circulated in advance and after some discussion agreed to revise the wording of the first paragraph under Item 2, 'Aims' to read as follows:

"Our main aim is to offer an education appropriate to each individual student's needs, ensuring no discrimination on the grounds of ethnicity, socio-economic background, gender, sexual orientation, disability, gender, reassignment, pregnancy or maternity or religious beliefs."

A question was asked about how this document is implemented, ie whether it is discussed as part of a staff appraisal process or as part of a departmental discussion, since Governors felt that it needed to be included in some type of forum. As discussed in the previous meeting, the need for cross-referencing between policies was agreed.

**IT WAS AGREED** to approve the document in principle and Siraj and Ellen were asked to look at the issue of cross referencing in policies.

*Siraj/Ellen*

### **327. Co-Heads' Interim Update**

a) **RAISE Online.** Julie reported to the meeting that the December RAISE Online figures had been published, and despite the current challenges owing to curriculum changes, Batley Girls' had received their best ever value added measure of 1049.5, putting the school in the top 2% nationally for this measure.

Ann added that whilst we cannot yet make direct comparisons with other local schools, since the data has not yet been validated and therefore the tables have not been published, given that last year we were in the top 6% nationally and this year the top 2%, we anticipate comparing very favourably with our competition.

*b) and c) – Please see Part B.*

## **328. School Policies**

### **a) Policies for Ratification**

#### **(i) Pay Policy**

The Chair informed the Governing Body of the recommendation by the Strategy Group that the correct procedure is for the Governors' Performance Management Committee and not the Staffing Committee to take decisions concerning the pay of the Co-Heads, for subsequent approval by the Governing Body.

**IT WAS AGREED** by the Governing Body therefore that the bullet point under 'Appendix One/Application of the policy' of the policy should be re-written to reflect this.

It was suggested that further expansion of the section 'Unqualified Teachers' might be useful with regards to outlining the basic pay structure and pay progression.

In addition, after discussion, **IT WAS AGREED** that the Pay Policy be re-named 'Teaching Staff Pay Policy' and that an additional separate policy for Associate Staff should be produced. It was further suggested that it might then be relevant to include the section 'Unqualified Teachers' in this new separate policy.

The Chair asked for this pay policy to be returned for review before ratification and a further policy for 'Associate Staff' to be pursued.

### **b) Policies for Approval**

#### **(i) Medical Policy**

The Chair asked if Governors wished to raise any issues regarding this policy. The word 'pupils' will be changed to 'students'. It was noted that there was no mention of first aid in this policy. In response to a query about members of staff being given details of medical conditions and the needs of students, Governors learnt that information is shared on a 'need to know' basis, for example during educational visits and activities and that Pastoral Managers are aware of medical conditions. There is also a register of students' medical conditions kept confidentially and available when necessary.

**IT WAS AGREED** to approve this policy in principle with reference to Ellen working alongside Gillian to integrate first aid and once again to ensure accurate cross referencing with other school policies.

*Siraj/Ellen*

#### **(ii) Safeguarding Policy**

This policy is not yet prepared for approval and was therefore deferred until the next meeting.

## **329. a) Governor Training and Development**

### **(i) Prevent Meeting - Thursday 29 January 5.00pm-6.15pm**

Governors' places at the PREVENT Meeting on 29 January were confirmed for Robin, Jackie, Pam, Gareth, Carol, Ahmed, Hilary and Mark.

**(ii) Committee Development Meetings**

So far, The Development meetings for the Finance & Premises and Standards Committees had taken place.

The F&P had looked at the work of the sub-committee and a document had been prepared showing Committee members' relevant expertise and experience and their preferences for development in the two areas of finance and premises. It also highlighted creative opportunities for Governors' involvement and interaction within school, including partnership with key school personnel on areas such as timetable, interviews, careers etc.

Members of Standards were concentrating on 2 main projects, including a student consultation about the curriculum experience, captured using a data gathering tool and led by Mandy and Siraj, and primary school bridging to form a fluid relationship with curriculum and methodology led by Hilary.

*Mandy, Siraj, Hilary*

**b) Governors in School**

**(i) Feedback from Mock Interviews in Autumn Term**

Robin, Jeremy, Siraj and Maurice were thanked for assisting with the mock interviews. In their feedback they reported that the school careers support was excellent for students and that students were well organised with well prepared CVs. It had been a very rewarding day and it was clear that the ethos of the school opened up students' ambitions. Governors had found it worthwhile and uplifting when speaking to students.

**(ii) Careers Convention**

Governors were thanked for attending. Thirty five providers, including the armed forces, higher and further education institutes and businesses had attended. Governors reported that providers had told them that students were focused and that they were impressed that the school were introducing students as young as Year 7 to the convention in order to prepare them for later career choices.

**(ii) Governor Representatives at Parents' Forum meetings**

It was hoped that in the future one or two Governors might be able to attend every Parents' Forum meeting, held every half term, usually during the school day but occasionally in the evening. Attendance at forthcoming meetings are presently as follows:

- Wednesday 28 January: Ahmed and Maurice. Mandy will be making a presentation on behalf of CTT.
- Thursday 26 February: Siraj and Ebrahim

**330. Any Other Business**

The Governing Body **UNANIMOUSLY APPROVED** the recommendation of the Strategy Group that Samera Khalil be appointed on 1 September as a Governor by Member appointment.

### **331. Agenda, Minutes and Related Papers**

It was determined by the Governors that Item 325 Items 2 and 4 and related papers should be excluded from the copy to be made available at the school, owing to reasons of confidentiality and in accordance with the Freedom of Information Act.

It was further determined by the Governors that Item 327 b) and c) and related papers should be excluded from the copy to be made available at the school, owing to reasons of confidentiality and in accordance with the Freedom of Information Act.