



**MINUTES OF SPECIAL FGB MEETING – SCHOOL BASED AGENDA
(INC. HEADTEACHER PERFORMANCE APPRAISAL)**

Date: 6th December @ 9.30am

In attendance

Dorothy Jones (Chair)

Shaun Jukes (Head)

Maureen Rothwell

Ian Fazackerley

Tariq Hussain

Dave Bennion (arrived 10.40)

Apologies

Simon Chester

Paul Main

Gail Beaton

Sally Collins

Will Gale (school advisor) in attendance to facilitate the Headteacher Appraisal Process

DJ welcomed everyone and introduced the meeting

MATTER ARISING FROM PREVIOUS SPECIAL FGB MEETING MINUTES (16TH July 2018). HAVING BEEN AGREED AS A TRUE RECORD.

1.1 Items with actions:

Point 1.4 - action points to be clearly noted, Governors would prefer an action column to be used rather than noted within narrative.

Point 2.10 – SJ has presented accreditation information to Governors at FGB meeting (Autumn 2018) within context of assessment and accreditation reporting.

Point 5.1 – DJ is GDPR governor and has attended Autumn term meeting of school's GDPR committee and will feedback fully at next FGB meeting.

Point 9.2 – most Governors have set dates to visit lessons in school

Point 10.3 – Information was passed onto horticulture group as requested.

Point 10.5 – Governors to continue to and offer further ways to improve and shape Governing Body.

1.2 Context for Headteacher appraisal as focus for the meeting was to gauge progress generally throughout the last year and consider priorities for the forthcoming year.

2.1 **Evaluation of current Headteacher Appraisal Objectives.** A Rag rated evaluation of each objective and the criteria set had been presented to Governors. From which both Governors and Headteacher went through and discussions followed.

2.2 **Objective 1**, it was agreed that significant and substantial progress had been made across the year following the previous years' inspection and subsequent

- report. Governors followed up with a series of additional questions and observations. IF – Noting an uplift in staff ownership of accountabilities; MR noting the appraisal committee observation how accountability and ownership was evident in appraisal paperwork and evidence. DJ asked about impact of the workload leading to the progress noted on the head, staff and school as a whole. MR focussed on the delegation, distributed leadership and professional development. SJ also wanted to note the appointment of the deputy post for teaching and learning had also had impact in relation to monitoring the effectiveness and quality of teaching and learning and this was echoed by the schools advisor WG, who has been working closely with the deputy this term inc. lesson observation, learning walks and establishing hypothesis from data to follow up. Attendance and feedback from the Leadership conference had been successful. Governors are gaining a greater understanding of the students, curriculum and teaching and learning through more lesson visits and is supporting the strategic developments of school.
- 2.3 **Objective 2**, it was agreed that key publications to Governors had been revised and refined to allow for greater ease of ‘visual’ overview with RAG rating included. Questions that challenge and support from Governors were more clearly indicated and evidenced through responses to them. School improvement documentation accounted for key OFSTED recommendations. Evaluation of School Improvement will follow in further detail in Spring Term being informed in part by the outcomes of the assessment/accreditation report and with an initial meeting between Governors and SLT/HOD to be set up to focus on strengths and further developmental areas as we look forward to September 2019 planning and beyond. The remodelling of the school website is taking shape and will be completed through the spring term with the content being fully updated and OFSTED compliant. A couple of focussed questions were asked one by DJ about how the students understand that they are in the process of learning? SJ and WG responded that it is indicative of teacher planning, delivery, assessment and most importantly the feedback to individuals. DB also added that on his visit to lessons he asked students themselves about their learning and the answers varied according to ability and expectation in their learning.
- 2.4 **Objective 3**, this was contextualised initially by SJ and supported by WG that school felt that OFSTED had been somewhat broad in its assumption of Teaching and Learning at KS3 basing the judgement on observation of one group of learners. That said school have re-organised the students within that group and established it as a separate ‘department’ along with Experiential and Sensory learners. Key actions from the inspection have been fully addressed. The greater delegation and distribution of leadership capacity along with relevant training and professional development, action research and appraisal targets have ensured co-ordinators are being more focused about their role and responsibility. Utilising the advisory services as an external monitor has provided evidence with a greater degree of robustness to show that the standards in teaching and learning are never less than good and lesson observations have shown a greater degree of outstanding practise in evidence this academic year.
- 2.5 **Training and Development (Head)**, Head has attended and feedback from leadership conference, continues to chair Forum meetings and participates in Headteacher meetings and advisory meetings and SEND partnership meetings. He also delivers learning to PGCE students from Preston Teaching Alliance and from Cumbria University.
- 2.6 **Professional Health and Well Being**, Governors have been mindful to ensure Headteacher maintains own professional Health and Well Being and have made regular checks. In turn Head has been monitoring the same of all staff as with numbers being as high as they are all staff are working at a high level. DJ specifically asked about how Head is feeling and what the impact of the last 12 months have had personally. SJ responded that once the initial ‘post OFSTED

blues' had passed that embracing changes and moving forward had been high on agenda and this positive attitude had been reflected by many other staff as well. SJ also acknowledged the role of the SLT and whilst they all had different approaches and styles, they complimented and supported each other.

3 Agree New Appraisal Objectives

- 3.1 Discussions took place with regard to suggested objective areas including:
- a) Leadership and governance linking to any new framework from OFSTED - but also bringing Governors and the SLT/HOD 'closer' together in looking at SIP planning and September Planning
 - *Using the SEND review framework to make an in depth study of our full offer and report back (summer term)*
 - *Intent, Implementation and impact (OFSTED consultation and new framework)*
 - *Update school local offer/SEN report (Sept 2019)*
 - b) *Identification of Strengths and areas to develop – using the above mechanism alongside evaluation of School Improvement planning and self-evaluation summary document and assessment and accreditation and progress reporting*
 - c) Strategic responses to/participation in LCC SEND provision/strategy to support county developments – *take an external view to support strategic developments locally and regionally*
 - d) Mental Health Agenda and how that manifests and impacts in school and what our response is managing this going forward – *feel this is already being picked up in school by Deputy as lead person*
 - e) DJ felt it appropriate to include something with regard to Community and family engagement.
- 3.2 Training and development and aspects of health and wellbeing considered. DJ mindful Head should ensure the appropriate amount of time to complete any review is clearly marked in school diaries and if required should block out the time completely.
- 3.3 Determined that school is still a group 6 size according to the Leadership scale formula and as such Head is top of current scales, therefore financial remuneration remains the same as previous.
- 3.4 Advisor made note of discussion and suggested he would draft the paperwork accordingly and send to SJ to consider any amendments, who in turn would send to DJ and other governors present for consideration.
- 4.0 Suggested dates to meet with Governors and SLT/HOD will be forwarded in January
- 5.0 Governor with responsibility to focus on GDPR (DJ) gave brief feedback from the GDPR committee meeting earlier in the term and requested that a fuller response be presented to all Governors at the next Full Governing Body meeting. Inc. introductory presentation about GDPR and an update as to how far action plans have been completed.
- 6.0 meeting concluded and the next Special FGB meeting will take place in 16TH July and will inc. brief interim consideration of Head new appraisal objectives as an agenda item.