

**Meeting of the Isle of Wight Studio School Governing body
05 December 2016, 1630, Venue - Isle of Wight Studio School**

Members Kevin George (Chair of Governors) (KG)
Carl Baker (CB)
Stephen Archer (SA)
Richard White (RW)
Sarah Stannard (Trust Member) (SS)
Sarah McCarthy-Fry (SMc)

In attendance Evelyn Edwards – Administrator (cover for Clerk)(EE)
Stewart Dudgeon (SD)

Apologies Lisa Bridges (Clerk) (LB)

Item	Subject	Decision
1	Welcome & Apologies for Absence	Lisa Bridges
2	Minutes of last meeting– To be agreed and signed	Agreed and signed
3	Declaration of Interests – to be noted	Nothing declared.
4	Action points from previous meeting	<p>Action: KG will confirm at his Governors training on the 9th November whether all minutes should be published on the schools website - <i>Completed, appropriate minutes will be published.</i></p> <p>Action: SS to ask for contacts for external moderators - <i>Completed, RW has arranged for external moderators in particular Maths and English.</i></p> <p>Action: SD to add wording to the Teaching & Learning Policy regarding 'periodic external validation' - Action to be completed and carried forward.</p> <p>Action: RW to write to On the Wight re: error in data - <i>Completed.</i></p> <p>Action: RW to produce minutes from SS for Governors - <i>Completed.</i></p> <p>Action: RW to write a letter to parents to explain error in data – <i>Action completed. It was decided that sending a letter to parents was not necessary.</i></p> <p>Action: SEF and RAG to be updated following SS's visit <i>Action completed: RAG has been updated. SEF is almost completed and will be sent to Governors as soon as finalised.</i></p>

		<p>Action: FAQ for Governors to use for Ofsted – Action to be completed and carried forward.</p> <p>Action: SD to report monitoring to Governors on the level of progress the students are making each half term towards the 67%. – Action completed Governors thanked SD for his service to the school.</p> <p>Action: KG to pull together what we are looking for and what we bring to a sponsor – Action completed <i>The process is ongoing.</i></p> <p>Action: SD to instigate Section 175 Safeguarding Review. Action to be completed and carried forward with addition.</p> <p>Action: SA will review the SCR at every Governors Meeting Action on going will revisit in January</p>
5	<p>Governance</p> <ol style="list-style-type: none"> i. Election of Chair ii. Governance Self-Assessment iii. Structure iv. Special Responsibilities v. Allocation of Governor Responsibilities vi. Training 	<ol style="list-style-type: none"> i. KG was re-elected as Chair by the Governing Body ii. <i>Document attached to file copy of the minutes.</i> KG completed the Governor Self-Assessment and shared findings with the board. Some positives: <ul style="list-style-type: none"> • Reviewing Policies • Roles & Responsibilities • External communication with the school and local community A negative would be <ul style="list-style-type: none"> • Schools Audit not completed Action: Skills audit to be completed Governors will continue to work with the school in order to work through some of the issues highlighted by the Self-Assessment report. iii. There is a positive vision, but strategic planning will need to be revisited at the next governors meeting. Tracking students through their education and beyond. Governors suggested a case study of a student’s journey Action: Revisit strategic planning at the next governors meeting. iv. There is a heavy reliance on the Headteacher, staff should be encouraged to present. Governors to attend school events such as parents’ evenings, meet with student council and SENCo etc. v. Education Governor: RW to approach TE. vi. LB to complete Clerk to the Governors training.
7	Headteacher Report	<ul style="list-style-type: none"> • Attendance – 95.5% • High number of staff absence due to illness • RW proposed the in future the ‘Headteacher Report’ be a single page – Governors agreed providing we are

		compliant.
8	Safeguarding	<ul style="list-style-type: none"> No new safeguarding to report RW sent a message to parents on the awareness of Cyberbullying Governors raised a concern regarding our position on the administration and safekeeping of medication. RW re-assured the board that necessary procedures are in place and our policy is up to date.
9	School Development i. Strategy & Plan ii. Governance Monitoring/Tracking of the School Strategic Plan	i. Deferred until February 2017 ii. RW reported that there are: <ol style="list-style-type: none"> 71 Students – Year 10 55 Students – Year 11 25 Students – Year 12 RW reported that interest in the uptake for 6 th Form next year is low. At present we are not able to offer enough options. Viability will need to be considered.
10	Resources & Remuneration	SD has resigned as Deputy Headteacher. With regards to his replacement, RW has contacted: Academics, KJ and the TES (Times Education Supplement). <ul style="list-style-type: none"> The earliest appointment will be Easter due to teacher contractual terms and conditions. Governors suggest the interim appointment of current assistant Headteacher. RW felt that Maths, English and Science needed close attention and therefore would be reluctant to follow this route. Governors suggested that the position may be a CPD opportunity for a Senior Leader secondment from another school until an appointment is made. Exams Officer and data is within the remit of the current Deputy Headteacher. LB is working with SD to take over this position until a replacement can be found Future employment contracts will need to be checked so that the school does not find itself in the position of short notice in future. Governors have offered their full support with the process.
11	Marketing/Business Development	<ul style="list-style-type: none"> Admissions are no longer coming through the Local Authority The admission process is slower than last year but now there is extra assistance in the office, the process should speed up Further dates for Open Evenings have been planned
12	AOB	EE asked governors to submit their profile updates for the Website as soon as possible.

Actions from meeting	
SD to add a piece about 'periodic external validation' prior to publishing the Teaching & Learning Policy. <i>Brought Forward Return need to be completed by due date. SA will meet with RW in January.</i>	SD
Skills Audit to be completed	RW
Clerk of Governors training for LB	LB
Revisit Strategy & Plan agenda item in February	RW
Governing Body minutes to be edited and published on the school website	RW
SD to instigate Section 175 Safeguarding Review. <i>Action to be completed and brought forward with addition. SD not here, due in February.</i>	RW
SA will review the SCR at every Governors Meeting <i>Action on going will revisit in January</i>	SA
FAQ for Governors to use for Ofsted – <i>Action to be completed and brought forward.</i>	RW

Governors meeting dates – Academic year 2016/17

Thursday 16 February 2017

Thursday 11 May 2017

Tuesday 4 July 2017

Minutes agreed by:

Name:

Signature:

Position: