

Harris Academy at Peckham Governing Body

Minutes of a meeting of the Governing Body held at the Academy on Wednesday 3 December 2008.

PRESENT

GOVERNORS:

	Mr Bruce Noble (Chairman)	
Mr Kevin Browne		Mr Dan Moynihan
Mr Jaimie D'Cruz		Mrs Vicky O'Keeffe
Mr Simon Gick		Miss Joanna Pearson
Ms Vicky Gough		Mrs Vanessa Ray
Lady Pauline Harris		Mr Steve Sekiziyivu
Mr Dominic Herrington		Cllr Bob Skelly
Mr Peter Holmes		
Mr Sunny Lambe		

Others in attendance: Mr Simon Bridgland (Vice Principal), Mrs Kay Brooker (Finance Officer), Mr Nigel Martin (Vice Principal), Ms Monica Vaciannia (DCSF representative), Ms Vivolyn Walker (Vice Principal) and Mr Ray Wilson (Interim Vice Principal).

CLERK: Mr Michael Johnson

1. Apologies for Absence

There were no apologies for absence.

2. Declarations of Interest

No declarations of interest in matters under consideration were received.

3. Minutes

The minutes of the meeting of 2 July 2008 had been sent to governors prior to the meeting.

3.1 Approval

Resolved -

That the minutes of the meeting held on 2 July 2008 be signed as a correct record.

3.2 Matters Arising

There were no matters arising from the minutes.

4. Chairman's Comments

The Chairman congratulated staff and students on this year's examination results and thanked them for their hard work. He also congratulated staff on an excellent Awards Evening which was held last week.

The Chair referred governors to his written paper on marketing considerations, which had been sent to governors in advance of the meeting. The Chair reported that Focus Consultancy had been engaged to look into community relations and that the project was led by Dame Jocelyn Barrow. The Chair also reported on discussions with a company called Clever Box who provide support with local PR, advertising and marketing.

It was agreed that a small Working Group of governors be formed to work with Academy Staff on developing a long term strategy for marketing and recruitment. Mr Jaimie D'Cruz, Mr Dominic Herrington, Mr Sunny Lambe and Mr Bruce Noble volunteered to be members of the Working Group.

5. Accounts for 2007 – 2008

The Chair explained that the accounts were set out in the Report and Financial Statements Year to 31 August 2008 document which had been sent to governors with the papers for the meeting. In addition, the auditors had written a letter to governors headed 'Post-Audit Report – Year ended 31 August 2008'. The purpose of the letter was to bring to governors attention the findings from the audit of the financial statements of Harris Academy at Peckham for the year ended 31 August 2008.

The Chair reported that Mr Hugh Swainson of Buzzacott Auditors had presented the accounts to the Finance & General Purposes Committee at its meeting on 19th November 2008. The committee considered the accounts and recommended them to the Governing Body for approval.

Resolved

That the Report and Audited Financial Statements for the year ended 31 August 2008 be approved.

6. Presentation by Focus Consultancy Ltd

The Chair reported that Dame Jocelyn Barrow was unwell and therefore unable to attend the meeting to present a report on the project undertaken

by Focus Consultancy Ltd.

7. Principal's Report

The Principal's Report to Governors – Autumn Term 2008 and an account of the Study Visit to China 16-26 October 2008 had been sent to governors before the meeting. The Principal invited questions to her report. The main points considered and discussed were as follows:

Introduction

The examination results for the summer 2008 series were extremely pleasing with most of the governors' targets broadly met. The GCSE results rose to 50% achieving 5+A*-C grades compared with 38% in 2007. There was also an improvement in the percentage of pupils achieving 5+A*-C grades, including English and mathematics, but at 29% it still falls short of the Government's target of 30% and therefore places the Academy in the category of National Challenge School.

Students

The school roll, as of 30 September, was reported as:

Year 7	194
Year 8	223
Year 9	237
Year 10	227
Year 11	191
Year 12	102
Year 13	25
Total	1209

The Principal commented that despite the low numbers in Year 7 the overall number on roll had exceeded 1200 for the first time. Recruitment to Academy College had been good with over 100 students on roll in Year 12 and the total number in the 6th Form showing an increase on previous years.

Moving through her report the Principal drew attention to a number of events and visits students had participated in this term.

Curriculum

New timings for the school day were introduced from the start of the autumn term. Anecdotal evidence to date suggests that the changes have resulted in lessons with more pace and the general feeling from students and staff is that they prefer the one hour long lessons.

Estate

A number of works were carried out during the summer break and these included improvements to the back playground area, increased CCTV

provision and the conversion of two classrooms into ICT rooms.

In the autumn term, the front grounds were landscaped to make the area more attractive.

A number of outdoor, all-weather football tables have been sited in both playgrounds. To date they have proved very popular with students who have treated them well.

Budgetary Issues

The introduction of a new accounting system was besieged with teething problems in September causing a backlog of work. This coincided with the departure of the finance director, Marilyn Jones, and the depleted finance team had to work especially hard to catch up on the backlog.

The Academy has yet to receive National Challenge funding from the DCSF to help the Academy reach the floor target of 30% of students achieving 5+A*-C grades including English and maths. However, the National Challenged SIP suggests that the Academy may only receive a small grant as it was already close to the floor target at 29.1%.

Teaching Staff

The Principal reported that there were still seven teaching staff vacancies and that the timing of the advertisements were being looked at to help maximise their effectiveness.

Inspection

The Principal spoke of an Ofsted inspection being due early in 2009. A 'mock' inspection was carried out on 12 and 13 November by Tim Royle (the Academy's former SIP) and a number of HMI colleagues of his. The main findings were:

Overall, the Academy was judged to have moved from being satisfactory at the last inspection in January 2006 to being "Good.

Strengths

1. The inspectors were impressed with the positive approach to behaviour management. They did observe some challenging behaviour from students but were impressed with the way this was dealt with by staff. Relationships between staff and students are very good.
2. The quality of learning is good because the quality of teaching is good. 95% of the teaching in the Academy is satisfactory or better. 77% is good or better. Only 5% of teaching was inadequate.
3. Provisions such as the Student Supervisors, use of safe rooms, SRU, DATE, TOR, etc are all very positive interventions and help to ensure the Academy is inclusive.
4. There has been a significant improvement in standards of attainment in Academy College since the last inspection. The quality of

teaching in Academy College has improved as has the size of the College. Nevertheless, recruitment issues remain. There is evidence of action that will secure continued improvements to Academy College

5. A particular strength is the clear vision of the senior leadership team for the improvement of the Academy.
6. Students enjoy being at school and this contributes to a positive ethos for learning.
7. Many of the measures put in place to improve attendance are beginning to have an impact and there is an upward trend in the attendance rate.
8. The Leadership and Management of the specialisms; both performing arts and business enterprise is a significant strength.
9. There is evidence of good multi-agency working which contributes to ensuring that students stay safe.
10. The canteen provision is good with the majority of students choosing a healthy option at lunchtime.
11. The use of intervention strategies to help students achieve C grades has a positive impact.
12. Effective use of ICT is made to help students learn.

The inspectors noted “a visible determination to improve” from both staff and students.

Areas for development

1. Marking. Some marking is thorough and contains constructive comments but this is not consistent across the whole Academy.
2. Literacy. Literacy is evident in some classrooms but not across the whole Academy.
3. The approach to writing homework in students’ diaries is inconsistent.
4. Student voice needs to be developed further.
5. The display in some classrooms is poor.
6. The SEF is “turgid guff”.
7. The tannoy is annoying.
8. Greater use could be made of “rewards” within the Academy.
9. There is inconsistency amongst middle managers about the way they manage their teams.
10. The longevity of some staff mitigates against the improvement of the Academy.
11. There is a need to strengthen the leadership and management of maths and other middle leaders.

The Senior Leadership team will now address the areas for development as a matter of some urgency.

Parents and the Community

Parents of Year 7 students were invited to meet their child’s form tutor in the first half term. Overall, parents were very positive about the experience of their children.

A new hairdressing taster course for adults started on Monday 3rd November. The course will run for 10 weeks alongside courses in hospitality and catering, French and Spanish for beginners and ICT for beginners. These courses are offered free to members of the community and are usually well attended.

Study Visit To China

The Principal referred to her written report on the visit.

The Chairman thanked the Principal for her report.

Resolved

That the Principal's report be received with thanks.

8. Policies and Procedures

8.1 Mission Statement

The Principal reported that staff had been consulted on a revised Mission Statement and the draft sent to governors was the version preferred by staff.

Resolved –

That the revised Mission Statement be adopted.

8.2 Sex and Relationships Policy

The Chair of the Curriculum and Academic Standards Committee, Cllr Bob Skelly, reported that the Sex and Relationships Policy had been considered by the committee and was recommended for adoption.

Resolved –

That the Sex and Relationships Policy be adopted.

8.3 Governor Visits Policy

The Principal reported that the Governor Visits Policy was recommended for adoption by Harris Federation. The policy had been sent to governors with other papers in advance of the meeting.

Resolved –

That the Governor Visits Policy be adopted.

8.4 Operating Protocol for Police Involvement in Schools

The policy had been sent to governors in advance of the meeting. Mr D'Cruz suggested some amendments and these were accepted.

Resolved –

That the Operating Protocol for Police Involvement in Schools be adopted.

9. Target Setting

The Principal explained the statutory duty for governors to set targets. She went through the data governors had been provided with and the proposed targets, both statutory and non statutory. It was agreed that the targets were challenging but achievable.

Resolved -

- 1) That the targets for the attainment of pupils at the end of Key Stage 4 in the Summer Term 2010 be**
 - 55% 5+ GCSE A* - C grades**
 - 35% 5+ GCSE A* - C grades (including English and Maths)**
 - 90% 5+ GCSE A* - G grades**
 - 98% 1+ GCSE A* - G grades**
 - 340 GCSE Average Points Score**

- (2) That the targets for the attainment of pupils at the end of Key Stage 5 in the Summer Term 2010 be**
 - 95 Average Total Points Score per student entered for 2+ A levels or equivalent**
 - 175 Average Points Score**
 - 30% A/B grades**
 - 55% A level pass rate A-C**
 - 92% Overall A level pass rate (A-E) for students entered for 2+ A levels**

- (3) That the targets for pupil attendance/absence for 2010 be**
 - 93% attendance rate**
 - 4% or less authorised absence rate**
 - 3% or less unauthorised absence rate.**

10. Exclusion Hearings

The Chair reported that as decided at the previous meeting Vicky O'Keeffe would Chair exclusion hearings unless she was not available when a Chair would be decided from the three governors hearing the case. He thanked Vicky and other governors who had been involved in hearing cases this

term.

The Chair encouraged governors to attend the next local authority training course for school governors on Exclusions from Schools which was scheduled for Wednesday 25th February from 6.30pm to 8.30pm at Cator Street. Governors were advised to contact Ela Cleary (Southwark Governor Training Co-ordinator) to book a place.

11. Committees

11.1 Establishment, Membership and Clerking of Committees

The Clerk referred to the Harris Federation terms of reference for committees and list of committees and members, which were set out in the document issued to governors before the meeting.

Resolved –

- (1) That committees be established as set out in (3) below.**
- (2) That the Committee Terms of Reference as set out in the document presented at this meeting be adopted.**
- (3) That the membership of committees and the clerking arrangements be as set out below:**

Appeal/Review Committee

Mr Jaimie D’Cruz
Ms Vicky Gough
Lady Harris
Mr Dominic Herrington
Mr Peter Holmes
Mr Sunny Lambe
Dr Daniel Moynihan
Mr Bruce Noble
Mrs Vicky O’Keeffe
Miss Joanne Pearson
Cllr Bob Skelly

The membership of the Appeal/Review Committee is three governors called by the Committee Clerk from those governors who are not employed to work at the school.

Clerk: Mr Michael Johnson

Pupil Discipline Committee

Mr Jaimie D’Cruz
Ms Vicky Gough
Lady Harris

Mr Dominic Herrington
Mr Peter Holmes
Mr Sunny Lambe
Dr Daniel Moynihan
Mr Bruce Noble
Mrs Vicky O'Keeffe
Miss Joanne Pearson
Mr Steve Sekiziyivu
Cllr Bob Skelly

The membership of the Pupil Discipline Committee is three governors called by the Committee Clerk from those listed above. Mrs Vicky O'Keeffe is Chair of the Committee unless she is not available when the other governors present will appoint a Chair for that meeting.

Independent Appeal Panel for Exclusions

Where required arrangements to be made either through the LEA or Harris Federation.

Finance & General Purposes (Including Buildings)

Mr Simon Gick
Lady Harris
Mr Peter Holmes
Mr Bruce Noble (Chair)
Miss Joanne Pearson
Mrs Vanessa Ray
Mr Steve Sekiziyivu

Others: Mrs Kay Brooker

Clerk: Mr Michael Johnson

Curriculum & Academic Standards

Mr Kevin Browne
Mr Jaimie D'Cruz
Mr Dominic Herrington
Mrs Vanessa Ray
Cllr Bob Skelly (Chair)

Others: Mr Nigel Martin

Clerk: Mr Michael Johnson

Personnel

Ms Vicky Gough (Chair)
Mr Sunny Lambe
Mrs Vicky O'Keeffe
Miss Joanne Pearson
Mrs Vanessa Ray

Others: Ms Vivolyn Walker

Clerk: Mr Michael Johnson

Remuneration & Performance Management

Ms Vicky Gough
Lord Harris
Mr Bruce Noble
Mrs Vanessa Ray

11.2 Committees Minutes

The draft minutes of this term's committee meetings had been sent to governors prior to the meeting.

The committee minutes were presented to the Governing Body as an efficient way of formally reporting on the work of committees.

The Chairman asked if there were any question on the minutes. There were no questions.

Resolved -

**That the draft minutes of the following meetings be received:
Personnel Committee on 1 October 2008;
Curriculum and Academic Standards Committee on 15 October 2008;
Finance & General Purposes Committee on 19 November 2008.**

12. Governor Training

The Chair referred to a flyer from the Specialist Schools and Academies Trust (SSAT) detailing two training courses specifically for academy governors. One was on roles and responsibilities and the second on effective monitoring. It was agreed that the Principal would contact the SSAT to arrange a bespoke course for governors.

The Chair also reminded governors of the training opportunities available from Southwark (governors had been sent a brochure setting out the 2008 to 2009 training and development programme for governors). He drew particular attention to the training on Exclusion from school on Wednesday 25th February and Safeguarding children: the role of governors on 7th May both from 6.30pm to 8.30pm and advised governors to contact Ela Cleary (Southwark Governor Training Co-ordinator) to book places.

13. Dates and Time of Future Next Meeting

Governors confirmed the dates and times for future meetings.

Resolved –

That the dates and times of future meetings be as follows:

Spring Term 2009

Personnel	21/01/09	09:00
Curric & Academic St	04/02/09	09:00
Finance & GP	11/03/09	09:00
Governing Body	01/04/09	18:30

Summer Term 2009

Personnel	13/05/09	09:00
Curric & Academic St	20/05/09	09:00
Finance & GP	10/06/09	09:00
Governing Body	01/07/09	18:30

14. Urgent Business

There was no urgent business.

PART II CONFIDENTIAL

There was no confidential business.

Chair _____ Date _____