

**HARRIS CITY ACADEMY CRYSTAL PALACE
GOVERNING BODY
GOVERNORS MEETING HELD ON THURSDAY 26TH NOVEMBER 2009**

Minutes of a meeting held on Thursday 26th November 2009, commencing at 5.00pm

Those present: Mr Keith Morley – Chairman
Mr Tony Bayon
Miss Lisa Bradshaw
Mr Andrew Brenson
Ms Alison Fincken
Mr Peter Harris
Mr Steve Kenning
Mr Alan Marchant

In attendance: Mr Andrew Barr (Vice Principal)
Mrs Belinda Jones (Careers Consultant)
Mr Brett Lewis (Head Boy)
Miss Harriet Fan (Head Girl)
Ms Debbie McSween (Clerk to the Governors)

Chairman's Opening Remarks

Mr Morley opened the meeting and thanked everyone for coming. He started off by giving the Governing Body a quick review of events since the last meeting.

Mr Morley said that the Academy had been awarded the International Baccalaureate status and should any Governor have time to attend, there was a presentation held just outside the Boardroom directly after the meeting.

The exam results were the best ever and put the Academy in the top 2% of schools across the nation.

The Academy had also just received an amazing 'Outstanding' Ofsted result; a very commendable result. The Governing Body would like to thank Mr Kenning, the staff and students for achieving the very first and currently only 'Outstanding' result under the new Ofsted assessment process. As a result of this success the Academy has received a lot of interest from the local and national press.

Head Boy and Head Girl - Presentation

Mr Morley then went on to introduce the Head Boy and Head Girl for their presentation.

- Harriet Fan, Head Girl and Brett Lewis, Head Boy introduced themselves. They had both been at the Academy since Year 7. Their presentation included:
- Ofsted Inspection: The students as a whole were really happy to see results. It was really good to see that all the comments and input etc gained the Academy an Outstanding result and put us near the top nationally.
- International Baccalaureate: The current Year 11 students are being offered the IB programme for Post 16. We think it is a really exciting challenge to push best students further. We wish it had been available to us.
- Post 16 Rooms: Over the summer the Post 16 gained more rooms. Now there are an additional 4 rooms and a common room. The Post 16 had been campaigning for a Common Room for a while and we now have that.
- Building Works: The building work has now started for the Post 16 block.

- Trips: There have been quite a few trips this year. One of which was the Peace Child India trip. It was an excellent opportunity for some students to help and support this project. Also three students with an aeronautical interest were able to attend a NASA Trip this year.
- Thematic Days: The lower school were able to take part in thematic days for PSHEE. There are a total of 5 days set aside in the year to do this, with different year groups undertaking different activities in learning. It is a really good and useful day and we should continue to do it. The Post 16, Year 12s went on university trips on this day.
- Sports: The basketball team are playing really well. Daniel Mills is playing in the championships. Daniel Baker is currently studying maths at Cambridge.
- PTFA Quiz Night: This was held last night and was very successful.
- Open Evenings: For new Year 7 Admissions there were over 3,000 visitors for that Open Evening. Also the Post 16 Open Evening was very successful with a large number of visitors attending.
- National Press and Advertising: Recently, as Head Boy and Head Girl, we have been able to speak on behalf of the Academy to the press; both local and national papers. We have recently heard that we are on the back of a bus advertising the IB Programme.
- Visitors to the Academy: We were fortunate to have had visits from the Daily Express and Vernon Coaker, MP

Mr Kenning said that the Head Boy and Head Girl had done an excellent job in the reviews and meetings. Recently they met with the local residents and the police regarding a litter issue and handled the situation very well.

Mr Morley thanked the Head Boy and Head Girl for their time and asked if anyone had any questions for them.

Mr Bayon asked about the International Baccalaureate and what level of interest they thought there would be. Brett Lewis said that the interest is there and it is a great opportunity to stretch the top students. Harriett Fan said that had they had the opportunity they would have wanted to get involved. It is an excellent programme that prepares students for university in advance in skills outside the academic. The general consensus was that students were a little weary but there will be interest.

Ms Connell asked about their plans for the future. Harriett Fan said that she was looking at taking Mathematics at University as she would like to get into banking. Brett Lewis said he would like to do Economics.

There was a brief discussion with Harriett Fan and Brett Lewis. Mr Morley said that it was very insightful presentation and the Governors concurred. It was agreed that should there be any items they would like raised at the Governors meetings they should put them through Ms Fincken. Mr Bayon said this was an opportunity for the Governors to know what the students think and the Head Boy and Head Girl should make use of it so the Governors can know. It was suggested that the Student Commission was the best point of contact for information on students' thoughts and it would be put on the agenda for the next meeting.

Mr Morley thanked the Head Boy and Head Girl for their time and presentation.

Brett Lewis and Harriett Fan left the meeting.

Ms Fincken, the Staff Governor, then took the opportunity to thank the Board of Governors for all the help and support they had given her. She explained to the Board that she was standing down in her role as Staff Governor. Mr Morley thanked Ms Fincken for her support to the Board over the years.

Ms Fincken left the meeting.

Mr Bayon noted to the Board that he was very impressed at confidence of the students. Mr Morley agreed that they were amazingly articulate.

Mr Morley resumed the meeting to usual format.

1. Apologies for Absence

Apologies were received from Mr Phillip Azevedo and Ms Emily Barrett.

2. New Governors

Unfortunately Ms Barrett could not be here for her first meeting due to family commitments. Mr Morley said that she would be a great addition to the Board. She was very keen and hopefully we will see her at the next meeting.

Mr Morley welcomed Ms Bradshaw and asked her to present herself to the Board.

Ms Bradshaw said hello to the members and explained that she was new at Harris, recently starting in September 2009. She is an Aspiring AST in Science and is currently enjoying her role very much. Her hope with being on the Board of Governors is to gain a wider perspective of the Harris Federation. She was welcomed by the all Governors.

3. Investors in Careers Award (IiC) - Presentation

Mr Morley then welcomed Ms Jones and asked Ms Jones to present to the Board.

Ms Jones said that she was the Careers Consultant here at Harris City Academy Crystal Palace and had been in her role for over a year now. Today she would be presenting the Investors in Careers Award to the Board.

Ms Jones said that the Academy does a really good job with the careers side of things and the thinking behind the award was that we should get the accreditation for what we mostly already do here.

Mrs Jones presented the Investors in Careers Award to the Board – see Appendix A. In order to move it forward she would need to feedback to the Governing Body in the future and she would require a link person in the Governing Body whom she could liaise with. Ms Jones asked if there were any questions.

Mr Morley said that he thought it was a good idea as it is always commendable to be seen to be good in everything we do. He asked if there were any questions.

Mr Brenson asked if there were any other parallel organisations running the same thing. Ms Jones said that Career Mark does a similar award, however the Investors in Careers Award was a much broader award as well as being noted in schools and more respected.

Mr Kenning said that Ms Jones does a tremendous job with the Careers and the Academy would like to support her in this. Mr Kenning said that Ms Jones has a really good reputation in does very well in managing the Post 16 careers.

Mr Brenson asked if this was something that could be rolled out to the Federation as a whole. Ms Jones said that she would certain recommend it. It would be good to get it started here.

Mr Morley said that it would be very useful for the Federation to see how it performs here at Harris City Academy Crystal Palace then to take it further. He then asked the Governors if they could foresee any problems to giving our commitment.

All the Governors agreed that they could not.

Mr Morley agreed to name himself at the link Governor. He asked if Ms Jones has any specific requests to let him know.

All the Board agreed their commitment to the Investors in Careers Award and wished Ms Jones good luck with it.

Ms Jones left the meeting.

4. Minutes of the Last Meeting held on Thursday 16th July 2009

The minutes of the meeting held on Thursday 16th July 2009 were agreed. Signed copies were submitted.

5. Matters Arising

There were only two matters arising that will be covered in the rest of the meeting.

6. Principal's Report

Mr Kenning went through his report which detailed the following:

Examination Results 2009

The examination results were very good last year. Dr Moynihan has set targets to maintain and improve results.

The Senior Management Team have been set the same target of 5 x A-C Grades including English and Mathematics at 83%. The Academy has set its own target of 85% and we feel we can achieve it.

Some of the Year 11 students will have additional mathematics next year. We will be pushing it as we want more A/A* grades. It is currently looking good in the core subjects. The PE department has pulled things forward. The Ofsted team were very pleased with our results.

Currently ALPS is not as good as we would like. Our AS is our weakest area. We are trying to give homework over the summer period to ensure results remain high and this has partly worked. We are looking at developing a better induction period. The aim is to get more A and A* grades. Also we want to push on the top end. The first HARS assessment looks very good and exam performance is good.

PXS just been introduced again this year and the Governors will be invited to judge in later in the year.

With the Curriculum the New Option Choice has been put in place by Mr Howarth and we are optimistic that this will work well. The old Green and Yellow routes have now gone and we will be developing the Curriculum blocks.

Mr Morley noted to the Board that Mr Howarth had presented the Curriculum Option website at the Teaching and Learning Committee meeting and it was very interesting. It was reported that no other system exists anywhere else like this one. Mr Kenning noted that it was the Academy's idea however Cleverbox has put it together.

The thematic days which were used as concentrated learning days embedded with social education. The two days have worked very well and we will keep those going.

Mr Kenning said that all teaching staff now have computer notebooks and this is also working very well. The IT is going well. We have been able to do more testing and online exams. We have a good IT system and an excellent team that keep things working. We are thinking about the future and the way forward. Mr Barr is currently reviewing options in terms of technology. However we are being careful with the money because of the building work costs.

Statistics

Mr Keown has put in place a new system. Previously the targets were based on SATS, however YELLIS was introduced recently and it looks like it will be more accurate for all subjects. It looks to be a better system.

The Student Mentoring programme was going well. The students were supporting in English and Mathematics and were currently being paid in VIVOs. For a 6 week block of mentoring they will get VIVOs.

The Community Cohesion received an Outstanding in the Ofsted. Ms Mourey was working very well with this. The PTFA Quiz Night was very successful.

Ms Singlehurst had presented to the Teaching and Learning Committee recently. The teaching and learning was very good. The Academy have employed ASTs to support Federation as a whole.

The Federation Training School is currently being developed. It is another DCFS specialism; however we are waiting funding for another year. Ms Singlehurst is currently leading the Training School with administrative support. We are looking to get ten Graduate Teachers on the GTP programme working across all the Academies. Having spent one year in an Academy they will then qualify. All the Federation Academies are interested in taking part in this.

The Middle Managers training is currently being developed and is being led by Ms Singlehurst.

We are working with the Aspirations team again this year.

The VLE is not working as well as we would like it to and we are currently trying to get it sorted.

We are looking at developing creativity and one of the aspects is putting Drama into the Curriculum in the future. We are also looking to develop Music technology as well.

International Baccalaureate Update

There has been Post 16 development and the introduction of the International Baccalaureate. Purley will now join the Post 16. Mrs Miles has been appointed Principal to lead the growing Post 16 Federation. The more students we have in the Post 16 the more money we will be funded for, the more choice we can then offer the students.

For behaviour and rewards we are using the VIVO. This is not costing as much as we initially thought it would. With the system you can see the incidents that are being reported.

The teaching and learning observations are good with some outstanding lessons. Behaviour and rewards is very good, however there are more external exclusions but it is only one or two students impacting on this.

Fischer Family Trust figures will be out in January 2010 in time for the next Governors' meeting. The Fischer Family Trust put the Academy in the top 2% for contextual Value Added.

Ofsted

The Ofsted report was very good and they were genuinely impressed by what they saw. One of the comments reported was that it was the best assembly they had ever seen.

Mr Morley said that he had been at the Ofsted Inspection. He said that the Inspection Report was not yet on their website; however Mr Kenning was chasing this. The Governors had received an Outstanding grade and Dr Moynihan had also spoken to the Ofsted Inspectors.

Mr Bayon asked if the Academy had received an outstanding grade for each lesson. Mr Kenning said no, the Senior Team undertook the observations with the Inspectors and had discussions with them over the grades achieved. The Inspection was a far more open process than previously.

There wouldn't be another inspection for another five years. If the Academy results stay high the Ofsted Inspectors would not bother to re-visit.

The support for the Federation was noted and there was a Glossary of Terms at the end of the Principal's Report.

Mr Morley thanked Mr Kenning.

Mr Bayon said that the Academy would appear to have high quality teachers in science and asked where we obtained them. Mr Kenning said that we had to advertise a few times to get what we wanted. A lot of money was spent on recruitment; however we ended up with five or six very good teachers as a result.

Mr Bayon asked how we will decide on which of the Graduate Teachers to take on and how are they allocated to Academies. Mr Kenning said that there are five funded subjects so we work on those. English is not funded so the Academy will pay for that subject ourselves. We have asked the other Academies what they need and there have been a mixture of people required. The GTPs are then sent out to the individual Academies based on requirements.

Mr Brenson asked about the problems we were having with the VLE. Mr Barr said that the VLE was being run by the Federation. There appears to be a lack of understanding from the technicians on how the Post 16 runs across all the sites. There is a problem with remote logins and the system is communicating with at least 7 or 8 different MIS systems. When setting up the company was not aware of the interaction across the sites.

Mr Brenson asked if there would be a delay in starting to use the VLE. Mr Barr said that it was already in place, we just needed to update users. The class group changes were having to be done manually and this was not conducive to productivity or efficiency over so many sites. At present we have in effect lost a term in effectiveness. Mr Kenning agreed that the knock on effect is that people lose confidence with the system.

Mr Barr said that it had been an ambitious programme launch and the process should be more of a step by step basis, with sharing resources and steady development.

A discussion ensued regarding the VLE and IT projects.

Mr Morley thanked Mr Kenning for his report.

7. Admissions Consultation

Mr Morley asked the Governors if there had been any questions regarding the Admissions Consultation documentation that had been circulated.

Mr Bayon asked about the statement in the policy for the Post 16 which states 'published number of 30'. Mr Kenning said that this had previously been queried and the wording was correct. The Post 16 takes on more than 30 however he would find out the answer and email it to all the Governors.

Mr Kenning reported that there were 1862 applications for this year for September 2010 for Year 7. There were currently 87 siblings reported from the Local Authority however this figure still needed to be confirmed against our records.

Mr Harris asked if the Academy had to take all siblings. Mr Kenning said that we do have to take on all eligible siblings and this had not been a problem in the past.

A further discussion ensued on the Admissions policy.

All the Governors agreed the Admissions Consultation.

8. Federation Matters

Not discussed.

9. Committee Reports

Mr Morley reported on the Finance and General Purposes Committee and Teaching and Learning Committee meetings.

10. Financial Matters

The financial position and current figures were fully discussed.

11. 2009/10 Development Plan

Not discussed – Deferred to the next meeting.

12. Update on Building Development

Mr Kenning reported that the building work developments were on their way. There was a meeting last week with Mansells. It is expected that the Post 16 block will be finished by September 2010. There will be a temporary car park created in two days for staff parking. The Academy is willing to work with the contractors to ensure the job is done well, quickly and efficiently.

We will have to move the Fire Alarm assembly point to the park in January 2010.

Mr Kenning reported on the building works, the developer's responsibilities and their deadlines. The original plans have been looked at. At the end of it all it will mean new rooms and a new curriculum.

Work at the walkway at the back is expected to finish about October 2010.

13. Policies

All 26 policies had been reviewed. Mr Morley had reported some minor changes to the Clerk to the Governor, which have now been amended. He asked the Board if there were any question regarding the policies. There were no questions.

Mr Morley reported that two of the policies had now become Federation policies, the Pay policy and the Academy Health and Safety policy. These would now be reviewed by the Federation for review.

Mr Morley went back to the Committee reports as the Disciplinary Hearing Committee had been omitted.

Disciplinary Report

Mr Harris reported that there had been three Disciplinary Hearings meetings held in the last month. Two of the meetings were with reference to the same student. The parents not turned up for these meetings and the Committee upheld the Academy's decision, one of which was a permanent exclusion. The other was a student who had appeared before the Committee previously and a final warning was issued. The exclusion was in relation to stealing a mobile phone.

14. Governor – Development and Training

Mr Morley said that should any Governor feel that they require development training they should let either himself or the Clerk know. He pointed out that there were some publications available that might be of interest and Governors were welcome to borrow one. The School Governors Year Book, with all the requirements of a Governor, was also very useful for new governors.

15. Proposed Schedule of Meetings 2009/10

The dates for the June meetings need to change in line with the financial requirements. It is required that there should be a full Governors meeting before 4th June, it is therefore proposed that it will take place on 3rd June 2010.

Mr Morley went on to say that he is proposing to change the format of the Governors meetings to just main Governor Meetings. Most of the information is duplicated in the sub committee meetings and the main meetings. It is therefore proposed that for June only there will be no sub-committee meetings and everything required will be addressed in that meeting. We will use the June 2010 meeting as a trial.

16. Any Other Business

The Great Egg Race is on at the Academy tomorrow and all Governors are welcome to attend.

The Post 16 will need a new link Governor and we may hold this until we get the new governor on board.

A discussion arose as to how governors can best work with the Academies, whether linking to Faculties was the best way forward. It was good to be linked so the Board knows what was going on within the Academy. We need to consider how we can best fulfil the Governor role. This could be reserved for a future debate.

Ms Connell suggested that should the sub-committees disband she would be able to be the link Post 16 Governor, as this depends on time commitment.

Mr Morley thanked Ms Connell for volunteering.

Mr Barr said that a lot goes on within the Academy that may be of interest to the Governors and that they could get involved in

There was no other business.

Date of the Next Meeting

The date of the next meeting of the Governing Body will be Thursday 25th March 2010

Mr Morley thanked the Board of Governors for attending.

The Meeting was closed at 6.45pm

Signed:

Mr Keith Morley, Chairman

Date:

Points for Action

- Student Commissioners on Agenda for next meeting - Ms Andria Singlehurst
- Email explanation of the 'published number of 30' for the Post 16 on the Admissions Policy to Governors - Mr Steve Kenning

Debbie McSween
Clerk to the Governors
26th November 2009