



MINUTES OF THE HARINGTON SCHOOL
LGB MEETING HELD ON
THURSDAY 15 DECEMBER 2016 from 8AM

Present: Dr Guthrie (Chair), Mr Harrison (Head), Mrs Birchall, Mrs Gilboy, Mr Williams, Mr Burrows, Mr Foxall, Mr Upton, Mr Menzies, Prof. Moody, Mr Thompson, Mr James, Mr Lashbrook and Mrs Turner.

In attendance: Nicola Tyers (Clerk).

1. Apologies for Absence

Apologies were received and accepted from Virginia Savage, Dyl Powell and Mr Lawson.

2. Declarations of Personal & Pecuniary Interest

None.

3. Minutes of the meeting held on 13 October 2016

The minutes of the meeting held on 13 October 2016 were agreed to be a true and accurate record of the meeting and were signed by Dr Guthrie as Chair.

4. Head of School's Report

Mr Harrison circulated his report prior to the meeting. Mr Harrison outlined the key points from this report.

5. Quality Assurance Report 16 & 17 November 2016

This report was circulated prior to the meeting. Dr Guthrie outlined how powerful the document is. Mr Williams, as a trained Ofsted Inspector, outlined how Ofsted's methodology is used to carry out a quality assurance review within the school.

Governors were pleased to hear how positive the visit with Margaret Bell from the DFE had been. It had been hoped the report would have been received ahead of the LGB meeting however Mr Harrison agreed to circulate this once it does arrive

Mr Harrison was asked to outline the management structure at the school. ([see structure below](#)).

Following a query from a governor, Mr Williams outlined how a 'Learning Walk' is carried out.

Mr Lashbrook asked Mr Harrison to outline his thoughts on how to enhance the role of the Form Tutor. Mr Harrison noted that their folder checks are

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done noting the parental communication and mentoring with the students. Alongside this the student's performance is monitored and the tutors role is broadened. It was noted that tutor's role is the conduit to the communication with parents. Governors asked whether there was a clear expectation for form tutors? Mr Harrison confirmed that the job description and further guidance is provided within a tutor pack.

6. Action Plan

The Quality Assurance Schedule was circulated prior to the meeting. It was noted that this document underpins the planning and the Transformation Plan.

The planned scrutiny panel meetings were outlined within the Schedule.

Mr Harrison outlined the targets.

Dr Guthrie raised a question regarding performance reviews for the staff at Harington. Mr Williams noted that most of the Harington teachers are employed by RDSF and will receive two observations, progress measures and this feeds into the performance review.

Mr Harrison confirmed that he had to date carried out 14 performance reviews for the core Harington staff. Following a question, Mr Harrison confirmed that at Harington he was currently the only person who would carry out the performance reviews however going forward it would seem to be the natural progression to hand these to some of the Cluster Leads.

It was noted that there was currently a third of lessons within Harington that were 'Outstanding'. Following a question, Mr Williams confirmed that he aimed for 40% 'Outstanding' lessons.

Mr Harrison confirmed that the school had set some compulsory CPD sessions.

Governors gave their agreement for Mrs Powell to join the Scrutiny Panel.

It was noted that the scrutiny panel would consist of:

Dyl Powell
Nigel Lashbrook
Geoff Thompson
John Harrison
Peter Moody
Rob Guthrie.

Mr Thompson agreed to circulate some dates for the Term 3 panel. **ACTION GT.**



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7. AOB

- Mr Williams outlined a suggestion that the school looks into the provision of a Library within the school. Following a discussion regarding this provision and the needs of the school, it was considered a good focus to for raising the funds. Dr Guthrie agreed to head up this incentive along with Mr Burrows.
- Car parking – Mr Williams confirmed that extra spaces would be available from January.
- Mr Thompson raised the issue with the potential cancellation of the 747 bus from Leicester to Uppingham and the effects this would have on local students. Governors noted that although they were in no way in favour of this route being cancelled, Harington could offer potential places to those affected.
- A governor questioned how many applications had been received for September17_18 and how this compared with last year. Mr Harrison confirmed that there had been 65 current applications to date and he will update governors after the 9th January deadline.
- Following a query raised by a governor following comments he had heard, governors held a discussions regarding a lack of common room and relaxation area at Harington. Mr Williams noted that it need to be fit for purpose and his experience with Ofsted had seen many schools not provide this correctly and effectively. Mr Harrison explained that he was happy with the current arrangements but he would continue to review the situation.

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Harington Staffing Structure

John Harrison (JHR): Head of School						
Quality Assurance and Standards	Strategic Lead	Recruitment	Line Management	Curriculum	Resources	Exams
<p>Steph Preen (SPR) : Pastoral Lead RP6 PHSE, Careers and Tutor System Safeguarding Lead Attendance, Behaviour and Duties <i>Cluster Lead: Psychology, French, Spanish, Art</i></p>	<p>Sofie Khachik (SKA): Teaching and Learning Lead RP 12 (UPS2) Quality of Teaching and CPD Team Self Evaluation; T&L Scorecards UCAS / Post 16 Partnerships <i>Cluster Lead: English, Philosophy and Ethics, History, Geography</i></p>		<p>Chris Raine (CRA): Data and Intervention Lead RP8 (UPS3) Reporting Cycle Attainment Scorecard Intervention and Tracking <i>Cluster Lead: Maths, Further Maths, Economics, Music, Computer Studies</i></p>		<p>Tom Foxall (TFO): EPQ and Enrichment Lead RP8 (UPS3) EPQ Delivery, Planning and Quality Assurance Society Lead, Engineering Pathways <i>Cluster Lead: Physics, Biology, Chemistry, Sports Studies</i> Groups: More able students</p>	
<p>French: Anna Russell (0.6) UPS3; MFL link; uptake MFL Spanish: Isabella Farras (0.4) UPS2, Danny Sievewright (UCC)</p>	<p>History Rob Gumbeer (RGU) (UPS3) Academic Enrichment; Oxbridge Simon Russell Pathway</p>		<p>Justine Copas (JCO) (0.8) UPS3 Economics Work related experience</p>		<p>Sophie Green (SGR) DoE Lead RP5 Chemistry Safeguarding Deputy, Medics</p>	
	<p>Religious Studies Dr. Martyn Smith (MSM) 0.6) UPS3; Debating Ritchie Gale</p>		<p>Maths, Further Maths Gary Austin, David Hurley, Andrew Ward</p>		<p>Alexander Nunn (UPS3), Biology Harington Activities Lead</p>	
<p>Art Hannah Magrath, Kim Hicks</p>			<p>Music Luke Donnelly, Jasmine Jones Extracurricular Music, Scholarship</p>		<p>Chemistry Lisa Duffin (0.4) UPS1; Medics, Career interviews Physics Ben Dickens Medic Pathways</p>	
	<p>Geography Sharon George, Matthew Tervet</p>		<p>Computer Science Matt Gray</p>		<p>Biology Jennifer Zacharias (0.6) Charities Kathryn Atkinson PE Mark Smith, Oliver Teasel, Emily Stillman</p>	
<p>Chair:</p>	<p>English Judith Green</p>		<p>Date:</p>			