

## Barley Lane School Full Governing Body Meeting 1 (Part 1 Minutes)

# DRAFT

Date / Time:	11 <sup>th</sup> October 2017 at 17.00	Location:	Barley Lane School
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Attendees:	Initials:	Governor Type:
Damian Furniss	DF	Parent (Chair)
Vicci Wood	VW	Co-opted (vice-chair)

Attendees:	Initials:	Governor Type:
Michael MacCourt	MM	Staff - Headteacher

Sanctioned Apologies:	Initials:	Reason:
Kevin Goodey	KG	away (co-opted)
Simon Robinson	SR	Unavailable (staff)
Mark Dye	MD	Work commitments (Foundation)

Unsanctioned Apologies:	Initials:

In Attendance:	Initials:	
Helen Rimmer	HR	Temporary Clerk
Anne Hannaford (School Bursar)	AH	Associate Member
Dave Jones	DJ	Associate Member
Liz Shinn	LS	invited
Jo Davey	JD	Associate Member

Minutes To:
Attendees
Website

**Meeting started:17:08**

Min. No.	Actions & Decisions:	Owner:	Date Due:
1/1.1	<p><b>Apologies &amp; Business Interests</b></p> <p>Apologies were received from KG, SR and MD. These were sanctioned by all present. It was established that the meeting was still quorate.</p> <p>Business Interest forms were reviewed by the governors who were present and signed ready to be returned to the file.</p> <p><b>ACTION</b> – clerk to ensure the rest of the Governing Board (GB) also review and sign their declaration of business interest forms.</p>	<b>HR</b>	On or by 6 Dec 2017

1/1.2	<p><b>Appointment of New Governors/Governor Vacancies</b>  Parent governor vacancy – DF recapped that he plans to write to parents with pen portraits of GB to introduce who they are and what they do to see if anyone is interested in sitting on the board, someone with finance background preferred if possible.  ACTION – All governors who have not already done so to ensure DF has received their pen portrait.  ACTION – DF to write to parents to introduce the GB and invite nominations to the role of parent governor.  Governors highlighted the importance of considering succession planning for when MD's term of office ends in December 2018..  JD asked if there are any other vacancy for member of public on board? Brief discussion could consider an associate with budget knowledge for sitting on the Resources committee.  Discussion about the Resources committee acknowledged that everyone values KG's contribution and suggested that he could still contribute as an Associate Member.  ACTION – DF contact KG re becoming associate member on Resources committee  HR confirmed that the Local Authority (LA) have approved LS's nomination to fill the LA governor vacancy.  DF proposed LS and VW seconded, <a href="#">all agreed to accept LS's nomination to be LA governor</a>. LS term of office starts the date of today's meeting for a 4 year term.  ACTION – HR to submit form H, updated governor records, ensure GIAS (Get Information About Schools), the Department of Education (DfE) database, is updated</p> <p>HR will distribute the latest version of the Handbook once it is updated following this meeting with most up to date committee membership and amended meeting dates  ACTION – HR to update the Barley Lane 2017-18 handbook then send out to the GB.</p>	<p>All</p> <p>DF</p> <p>DF</p> <p>HR</p> <p>HR</p>	<p>ASAP</p> <p>31 Oct 2017</p> <p>20 Oct 2017</p> <p>20 Oct 2017</p>
1/1.3	<p><b>Instrument of Government &amp; committee membership</b>  DF said committee membership correct but the Board needed to decide where LS's skills would be best used. <a href="#">All agreed that LS should sit on the SBTL (Safeguarding, Behaviour, Teaching and Learning) Committee</a>.  ACTION – HR to update the committee membership and Terms of Reference and governor records.  The Headteacher (HT) performance management is coming up – DF and VW to attend as MD not available. VW confirmed that she has recently attended the HT Appraisal training.  Committee membership was reviewed further at the end of the meeting, see AOB (any other business).  <b>Confirm Independent Advisor for HT Appraisal</b>  <a href="#">Jacqui King was agreed as Independent Advisor for HT appraisal</a> for the 2<sup>nd</sup> year. HR advised that after 3 years it is best practice to consider changing the Independent Advisor. After noting that the Board had experience difficulties booking in an Independent Advisor, HR advised they move this item to the start of the Summer Term, when the Independent Advisors tend to still have spaces in their diaries. <a href="#">All agreed to amend the annual cycle to discuss the appointment of the Independent Advisor for the HT appraisal in the Summer Term</a>.  ACTION – HR to change annual cycle so the board consider who to appoint as independent advisor for HT appraisal at the FGB meeting at start summer term 2018</p>	<p>HR</p> <p>HR</p>	<p>20<sup>th</sup> Oct 2017</p> <p>20<sup>th</sup> Oct 2017</p>
1/1.4	<p><b>Agree Terms of Reference</b>  All agreed to continue using the same Terms of Reference for the committees as laid out in the Governor Handbook.  DF signed the agreed Terms of Reference in the paper copy of this year's handbook.</p>		
1/1.5	<p><b>Review Delegation of Responsibility</b></p>		
1/1.6	<p><b>Agree Annual Cycle</b>  Agreed and signed</p>		
1/1.7	<p><b>Reminders</b>  None</p>		
1/1.8	<p><b>Meeting Dates</b>  Due to awaiting a clerk a date had not been set for Pay Committee. HR said that Pay committee could sit any time once the staff performance process was complete but noted that the later it was, the longer staff would have to wait to hear the outcome. After a discussion it was decided the Pay Committee would meet on 6<sup>th</sup> December 2017, following after the Full Governing Board (FGB) meeting. MM said the performance management information would be available by then and he felt staff would understand</p>		

	that exceptional circumstances made a late decision unavoidable. ACTION – HR to ensure the Pay Committee meeting date is added to the governor calendar	HR	20 <sup>th</sup> Oct 2017
1/1.9	<b>Governor code of conduct</b> Signed by all present		
1/1.10	<b>Correspondence</b> None		
1/2.1	<b>Minutes of the Meeting 19/07/17</b> The minutes were agreed as a correct record and signed accordingly by the Chair (DF).		
1/2.4	<b>Other Matters Arising</b> There were no other matters arising that were not already included in the agenda.		
1/3.1	<p><b>New Draft School Improvement Plan (SIP) 2017/18</b> (SIP second draft 2017-18)</p> <p>The governors all had been provided with a full copy of the SIP prior to the meeting. MM said there were 2 main themes;</p> <ul style="list-style-type: none"> <li>To continue to embed and <u>develop governance</u> including; giving governors a real knowledge about the specialist work at the school, getting new governors up to speed quickly as a priority. Thus giving the Governing Board the ability to hold MM, as Headteacher, to account</li> <li><u>leadership and management</u> - to work on greater distribution of leadership in the front line team, from operational leadership into other aspects of school life. More people to be in charge of more .</li> </ul> <p>DF said to governors they should make a commitment and be in school at least every half term even if a part day. Stressing visits should be all clearly documented.</p> <p><b>DF said he wants to acknowledge the members of staff who have stepped up</b> [in the difficult circumstances with the Assistant Head not currently in school] ; <b>Ben Wells , Clare O'Riley and Dave Jones.</b> DF felt there has been impressive progress in maintaining and building diverse leadership even with recent changes.</p> <p>VW said important for governors to develop what they are already doing. She feels they going in right direction. MM said the indicators; measures in school, whether interventions making a difference, planning progress and observations during governor visits triangulate this. MM stressed that more understanding/knowledge about the school the governors have the better equipped they are to see if what they are being told in the meetings is consistent with what is being viewed in school. For example, MM has spoken about operational leadership, can the governors come into school and observe this in practice?</p> <p>MM said the most effective practitioners show more leadership qualities, [the school] needs people who can make decisions under difficult circumstance. MM reported that he recently spoke with <b>Gillian Douglas (School Improvement: Babcock Associate )</b> and she said Ofsted are recognising broader leadership.</p> <p>MM said the heart of <u>Learning and teaching</u> is holding teachers to account. MM reported that the Staff Performance Management has been all about how staff need to change to achieve best practice. As it is important to achieve best practice not just to recognise it and there has been a sense that folk get stuck, they know what to do but making those positive changes is hard and there are “blind spots” and “comfort zones” to overcome.</p> <p><b>In response to a question from LS about peer feedback</b>, MM said teachers need to self-evaluate, to recognise what action to take and to make steps to improve.</p> <p><b>DF asked for examples of how the new management style is working?</b> MM gave an example of a particular day in school when uncomfortable questions had to be raised with other staff members and this was dealt with without MM having to be brought in as a result of the broader leadership.</p> <p><u>Pupil behaviour development and welfare</u> – MM said daily issues around safeguarding of all kinds. So have to keep a focus on quality of pupil welfare and manage risk. MM referred to wellbeing work in the Summer Term. Staff are expected to model the behaviours they wish to see from the children. This expectation is also embedded in Staff Performance Management.</p> <p><u>Pupil outcomes</u> – MM said he is looking for all pupils to be safe and their wellbeing promoted and a very large majority of pupils to behave well and to achieve good progress and ” and critically that pupils and parents and carers feedback positively that all the indicators in the Self Evaluation Form (SEF) to be sustained or improved and that the range of evidence shared with governors incrementally over the summer was consistent with a current self-evaluation of “good. <b>DF asked what changes governors should be looking for?</b> MM said to perhaps look at the best practice descriptors and</p>		

	<p>suggested redoing that specific peer evaluation exercise and compare results to 2 years ago. DF asked what would governors see in those at the fringes of the school's capacity and at risk? MM replied he would expect governors to see reintegration, attendance at school, less interventions, less or no physical restraints, and reduction in exclusions. As well as staying in class and staying on task. MM suggested that he could apply the key indicators to a number of at risk children using the new reporting format. DF responded he would like to see how the "curriculum offer" the personalisation of provision in the school played out for and impacted upon these young people. The Governing Board discussed the key indicators and what could be seen and what knowing the context could add when looking at individual pupils.</p>		
1/3.2	<p><b>SEF</b>  <i>(SEF narrative version 04.09.17)</i>  The governors had been provided with a copy of the SEF to read prior to the meeting. MM wanted to draw the governors attention to the supporting evidence which indicates that they are Good. MM said there is a lot of information but suggested the governors look at the elements they wish to focus on. Suggesting that each governor picks out areas that they are engaged with or tie in with their Lead Governor role. Adding that some areas, like physical intervention, need to be closely monitored.  MM said some of the work of staff and the achievements of the children are outstanding but he shared that achieving outstanding as a judgment was tough as there are no allowances made for the often very complex and mercurial nature of the student body. MM said that children achieve things that are admirable in context but these achievements would not necessarily be seen or celebrated in the context of a mainstream school. MM gave an example of an individual pupil in context to show how hard it can be for a pupil to achieve the A grade they might have aspired to <u>if</u> their circumstances were different and that what they do achieve hard won.   DF said will look at the SEF and key indicators in more length at the next meeting.</p>		
1/3.3	<p><b>Resources</b>  <i>(Finance Report - Full Governing Board meeting 11_10_2017)</i>  DF handed over to AH to discuss budget and any items which needed attention before Resources meet on 1<sup>st</sup> November 2017.  AH reported she has been looking at ways of saving money. For example, checked petty cash claims, looking at budget lines which are looking like they won't be fully spent. Suzette Barrett (Education Finance Consultant, <i>Babcock</i>) is coming in next week to help AH go through the budget to look for further savings.  AH said hard to predict the budget, not knowing what the pupils' needs will be or pupil numbers. MM said there are currently 3 possible new pupil referrals which would bring numbers to 69.  DJ reported that funding of up to £45k could be outstanding. He has been in a dialogue with Velda Woodruff (<i>SEN 0-25 Commissioning Manager, DCC</i>) about current challenging cases which require considerably more supervision - pupils who require 2 adults to provide the 2-1 supervision required to ensure the pupils' safety and welfare. There are increasing costs with children with Social, Emotional and Mental Health (SEMH) needs Statements, especially those children in care, to maintain their and other pupils' safety in school. These pupils being affected by their experiences out of school.  <b>DF asked about the time scale with the application for funds from 0-25?</b> DJ said he is not sure. He understands that BL will receive the standard amount for each child then receive the top up. But the way the Higher Block is administered means some of the top up funding is removed then replaced with the increased Higher Block money.  MM said Alternative Provision spend at the fringes must stop but <u>not</u> where it would put children at risk. VW said the alternative is often exclusion.  <b>ACTION – DJ to contact Velda Woodruff to find the answer to DF's question</b>  <b>DF expressed concern about the Alternative Provision line in the budget.</b> DF said this is very volatile area of spending requirement and not a line found in mainstream schools. At Barley Lane (BL) there [are additional factors] to meeting the need to maintain a safe environment for both pupils and staff. DF feels the school needs to receive an agreement from Devon County Council (DCC) about the level of income as BL is having to commit to spend before the income is guaranteed. Regarding the money spent on Alternative Provision, MM and VW said sometimes other pupils benefit from Alternative Provision. MM said that the school has been challenged further by recent changes in staffing. MM recognises there is spend on this line which can be avoided and feels could work harder but is not sure how this will impact the wider climate in the school.  DJ said the spend has doubled on Key Stage 4 pupils accessing college, to enable them to personalise their education. He reported that working with South Devon College has</p>	DJ	20 Oct 2017

	<p>been very good. Instead of £200 per day being spent on Alternative Provision the cost can be reduced to £2500 per year for pupils where college works for them.</p> <p>DF asked AH what is the consequence if we don't submit balanced budget? AH replied, BL will be challenged by DCC and this could initiate close monitoring of the budget by DCC. MM said at the end of the day BL could lose some autonomy. DF suggested this could be a good idea as DCC would then be co-owners of the dilemma.</p> <p>AH reminded everyone about areas out of their control when setting the budget such as the budget software from DCC initially not including the pension increase for support staff which when corrected had meant extra budget had been required. The Governing Board discussed hypothetical staff changes and whether this could in theory balance the budget. MM reported that additional mentoring is being removed for all but a few vulnerable children after half term. MM noted that although this saves the cost [of the mentoring] this may cause an increase in exclusions. DF said that if pupils don't thrive at BL the cost for DCC of an alternative is more (than the cost of the pupil being at BL) and there are profound consequences for the child. The Governing Board felt DCC has been sympathetic [to the challenges at BL].</p> <p>AH noted that mainstream schools were given a pot of money to try and prevent the children leaving mainstream but this did not achieve the desired effect. It was suggested that this pot of money could be better spent supporting the children at Special School provision such as BL.</p> <p>MM asked the Governing Board to agree that although some spend needs to be maintained, where there is risk to the pupil and the rest of - but only in these cases. The Governing Board agreed to support this.</p> <p>AH said there are savings to Housekeeping be made but DF said that this is a small amount compared to what savings need to be made but to carry on looking where money can be saved with no adverse effect on pupils.</p> <p>DF suggested the Governing Board consider contacting DCC to request guidance and an opportunity to explain the dilemmas [faced by BL], as soon as further information has been received by the Resources committee.</p> <p>AH thought the Resourced committee would benefit from inviting Suzette Barret to the next Resources committee meeting to give DCC's point of view. Everyone agreed they would welcome Suzette's attendance.</p> <p>ACTION – AH to invite Suzette to attend the Resources committee meeting at 9.30am on Wednesday 1<sup>st</sup> November 2017.</p> <p><b>Everyone thanked AH</b> <b>AH left 18:15</b></p>	AH	13 Oct 2017
1/3.4	<p><b>Governor Visits</b> <i>(Governor Visit To School 25.9.17 – JD)</i></p> <p>DF had already stated that <b><u>all governors are expected to visit the school at least once per half term.</u></b></p> <p>DF will visit school on 1<sup>st</sup> November 2017.</p> <p>DF asked MM to suggest a focus for governor visits?</p> <p><b>DJ left – 18:15</b></p> <p>In reply to DF, MM suggested new governors had already and should continue coming in to see how the school run works. MM also said there had been 6 exclusions in recent days, 5 1-day exclusions and 1 half-day exclusion. He reported that physical interventions are currently low.</p> <p>MM said The current long term absence of a very senior and influential teacher in what is a small team is impacting the school very hard. MM would like governors to come in and see how hard the staff are working to manage the impact.</p> <p>DF requested that everyone spends some time in school before next FGB.</p> <p>ACTION – All governors to make at least 1 visit to school before the 6<sup>th</sup> December 2017.</p> <p>LS asked if visits have to be arranged through MM? MM replied that he is happy to see unannounced visits as this provides greater rigour. MM said governors should <u>not</u> go into classes unannounced if they drop in to school. VW said she will come in unannounced.</p> <p>There was a discussion stressing the importance of regular and frequent governor visits as an essential monitoring tool, especially observing good order and discipline. VW reminded governors to <u>ask a random selection of staff and pupils do they feel safe?</u>, this is one of the questions governors should ask which she picked up her safeguarding training.</p>	All	6 <sup>th</sup> Dec 2017
1/3.5	<p><b>Governor Training</b></p> <p>VW and LS reported that they had attended the Headteacher Appraisal training. They</p>		

	<p>both found this was good DF said he will be attending the New Chairs training next week. JD will be attending Safeguarding training then at the end of November both JD and LS are booked to attend the induction for new governors.</p>		
1/4.1	<p><b>DCC Pay Policy 2017</b> (<i>model_pay_policy_2017</i>) After a discussion. All agreed to adopt the Model Pay Policy 2017 from Devon County Council (DCC).</p>		
4/AOB	<p><b>Any Other Business</b> MM said Barley Lane has very few but simple and essential expectations of parents and the school contract is simple but they do expect parent/carers to send pupils in appropriately dressed and not with inappropriate items i.e. mobile phones and cigarettes. MM said there is spare uniform which is utilised for pupils who come in inappropriate clothing. VW said these should be home battles. MM wishes to feel he has the governors' support. That once exhausted polite requests, offers of spare uniform, support, if after 2/3 weeks there is no change there is then grounds for exclusion if the issue is causing conflict and public disorder as it often does when children react in an escalatory and angry way. MM wishes to be resolute on phones and cigarettes and says this will lead to problems but the associated risks especially in this setting are very significant with the removal of smoking hard won and that it must be protected given the associated and significant risks of a "smoking sub-culture" and the obvious safeguarding risks around mobile phones given they wholly usurp all in-house internet safety. <a href="#">The Governing Board agreed that MM had their full backing in the enforcement of the expectation that pupils arrive at school appropriately dressed and with no inappropriate items, such as phones or cigarettes.</a></p> <p><u>Committee membership</u> – just as the meeting was closing the discussion moved back to committee membership. Due to her skill set it was <a href="#">decided that Jo would join the SBLT committee and the resources meeting on 1<sup>st</sup> November would be her last as a member of the resources committee.</a> <a href="#">It was agreed that DF would sit on both SBLT and Resources.</a></p> <p>ACTION – HR to update the committee membership on the Terms of Reference in the Governor Handbook. VW expressed concern about how many governors this would leave sitting on resources. HR said that as resources and budget skills were being sought when looking at filling the parent governor role this would hopefully bring someone on board who could join the resources committee. Everyone agreed that if it is possible to bring on board a new governor with the correct skill set they would join the resources committee.</p>	HR	20 <sup>th</sup> Oct 2017
	<p>MM thanked HR very much for stepping in as temporary clerk whilst the Governing Board advertises for a new clerk. <b>Meeting Closed: 18:35</b></p>		

Next Meeting:			
Date / Time:	6 <sup>th</sup> December 2017 at 5pm	Location:	Barley Lane School