

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

DRAFT

Date / Time:	28 th March 2018 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)
Liz Shinn	LS	Local Authority

Attendees:	Initials:	Governor Type:
Michael MacCourt	MM	Staff - Headteacher
Jo Davey	JD	Foundation

Sanctioned Apologies:	Initials:	Reason:
Simon Robinson	SR	Unavailable (staff Governor)
Anne Hannaford (School Bursar)	AH	Unwell (Associate Member)
Kevin Goodey	KG	(Associate Member)

Unsanctioned Apologies:	Initials:

In Attendance:	Initials:	
Helen Rimmer	HR	Clerk to Governors
Dave Jones	DJ	Associate Member

Minutes To:
Attendees
Website

Meeting started: 17:13

Min. No.	Actions & Decisions:	Owner:	Date Due:
3/1.1	<p>Apologies & Business Interests</p> <p>DF works with Babcock and on payroll of Devon County Council, which he wishes to declare in connection with buying services.</p>		
3/2.1	<p>Governor Vacancies/ Recruitment Process <i>(item 2.1_Collective skills audit 2018)</i> <i>(item 2.1_Governor Recruitment)</i></p> <p>Following the resignation of Mark Dye wef 4.1.18 3 current vacancies; Parent Governor, Co-opted Governor and Foundation Governor. DF reminded the Governing Board (GB) of the processes to fill these vacancies; Parent Governor - the GB will seek self-nominations from parents within the school, followed if necessary by an election. In the event of no nominations being received the GB can select someone who is a parent of a child age pupil. The GB can appoint a co-opted governor of their choosing. Foundation, the GB can recommend a candidate to the Trust (SENTient Trust) for their approval. Anyone the GB identified for any of these vacancies would be selected based on the skills they would bring to the GB. DF identified skills gaps in the current GB by referring to the latest Skills Audit. He felt these were; Financial, HR experience including investigations and hearings, IT & information governance (both gaps left by MD). Property Management (especially someone who is/ or has been responsible for property for public use).</p> <p>VW arrived 17:20</p> <p>DF suggested that to allow for succession planning there are people in place to duplicate roles. For example, DF is currently Chairing resources, a 2nd person who had the skills necessary to do this would facilitate succession.</p> <p>DF noted that the current GB is strong in the areas of; Safeguarding, Behaviour, Curriculum and Analysing Data.</p> <p>The GB felt that in addition to different skills there is a need to consider different perspectives being brought to the table. Amongst the current governors are people who have previously worked with Children in Care (CIC) and Special Educational Needs (SEN)</p>		

	<p>but it would be beneficial to also have people who have had personal experience of these issues, either as a child themselves or a parent of a child who is a CIC or with SEN.</p> <p>The governors discussed were to look for potential new governors. They would like to approach local religious and wider community organisations, local residents (especially those semi-retired) and local businesses as well as governor recruitment organisations such as SGOSS and Inspiring Governance.</p> <p>ACTION – parent nominations to be formally sought at the start of Summer Term. DF and HR</p> <p>ACTION – a letter to be drafted by DF to seek interest from the community.</p> <p>ACTION – DF and HR to investigate governor recruitment sites.</p> <p>Following a discussion about the way to advertise the parent vacancy, raising the profile of the Board and what they do and dispel the idea of ‘dry’ governance. The GB agreed they would like to hold an informal event in the school, with food and drink, at the end of the Summer Term. To invite parents and the local community in to see the school and talk to staff and governors.</p> <p>ACTION – DF to work on planning an event open to parents and the local community at the end of the Summer Term. An outline of the event to be included in the letter to the parents regarding the parent governor vacancy.</p> <p>It was agreed that provisionally this event would be Thursday 19th July 2018.</p> <p>During a discussion the GB agreed that it was important to raise the profile of the Board and engage with Stakeholders, especially parents and carers and build trust.</p> <p>The governors were keen to engage with parents and seek their feedback about issues which affect their children. MM advised that this would only be possible if governors actively sought feedback by phoning individual parents. The governors agreed that they would each speak to a different group of parents from school, introduce themselves and request feedback and any ask parents if there were any items which they may wish raised with the Governing Board. It was felt the practical way to do this was for Judith Ford to phone the parents and ask them if they are happy to speak to one of the governors and provide feedback.</p> <p>ACTION – each governor to aim to speak to at least 3 parents each during governor visits to school next term and make a clear anonymised report of issues raised and feedback to provide to the FGB.</p> <p>ACTION – DF will add a note to his letter to parents to advise them they might get a call from the governors.</p>	<p>DF & HR</p> <p>DF</p> <p>DF & HR</p> <p>DF</p> <p>All</p> <p>DF</p>	<p>End April 18</p> <p>-“-</p> <p>-“-</p> <p>-“-</p> <p>July 18</p> <p>End April 18</p>																																																				
3/2.2	<p>Committee Membership/ Lead Governors roles</p> <p>The committee roles were reviewed in light of Mark Dye’s resignation. Changes agreed by the Governing Board are highlighted in yellow:</p> <table border="1" data-bbox="240 1525 1219 2092"> <thead> <tr> <th colspan="2">Safeguarding, Behaviour, Teaching and Learning (SBTL) Committee</th> <th colspan="2">Resources</th> </tr> </thead> <tbody> <tr> <td>Michael MacCourt</td> <td></td> <td colspan="2">Mark Dye (CHAIR)</td> </tr> <tr> <td>Simon Robinson</td> <td></td> <td colspan="2">Michael MacCourt</td> </tr> <tr> <td>Damian Furniss</td> <td></td> <td colspan="2">Kevin Goodey (Associate member)</td> </tr> <tr> <td>Vicci Wood (CHAIR)</td> <td></td> <td colspan="2">Damian Furniss (CHAIR)</td> </tr> <tr> <td>Liz Shinn</td> <td></td> <td colspan="2">Anne Hannaford (Associate Member)</td> </tr> <tr> <td>Jo Davey</td> <td></td> <td colspan="2">Liz Shinn</td> </tr> <tr> <td colspan="2">Dave Jones (Associate Member)</td> <td colspan="2"></td> </tr> <tr> <th>Pay & Performance</th> <th>Head teacher appraisal Panel</th> <th colspan="2">1st Committee (3 of the following Governors)</th> </tr> <tr> <td></td> <td></td> <th colspan="2">2nd Committee (made up from those not used in the 1st Committee)</th> </tr> <tr> <td>Liz Shinn</td> <td>Vicci Wood</td> <td>Damian Furniss</td> <td>Vicci Wood</td> </tr> <tr> <td>Vicci Wood</td> <td>Liz Shinn</td> <td>Mark Dye</td> <td>Liz Shinn</td> </tr> <tr> <td>Jo Davey</td> <td>Damian Furniss</td> <td>Jo Davey</td> <td>Parent governor - vacancy</td> </tr> </tbody> </table> <p>There was a discussion about the frequency and timings of committee meetings and how to prevent duplication of reports from the Headteacher. The GB agreed that the</p>	Safeguarding, Behaviour, Teaching and Learning (SBTL) Committee		Resources		Michael MacCourt		Mark Dye (CHAIR)		Simon Robinson		Michael MacCourt		Damian Furniss		Kevin Goodey (Associate member)		Vicci Wood (CHAIR)		Damian Furniss (CHAIR)		Liz Shinn		Anne Hannaford (Associate Member)		Jo Davey		Liz Shinn		Dave Jones (Associate Member)				Pay & Performance	Head teacher appraisal Panel	1 st Committee (3 of the following Governors)				2 nd Committee (made up from those not used in the 1 st Committee)		Liz Shinn	Vicci Wood	Damian Furniss	Vicci Wood	Vicci Wood	Liz Shinn	Mark Dye	Liz Shinn	Jo Davey	Damian Furniss	Jo Davey	Parent governor - vacancy		
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Resources and SBTL committee and Full Governing Board only needed to meet once per term. With the proviso that if there was any significant change any governor should be able to trigger an additional meeting of either the SBTL or Resources Committee.

It was agreed that process for triggering additional meetings would be for any governor, who was aware of a change or incident which may trigger the need for a meeting, to approach the chair of the relevant committee, who would then organise an additional meeting if they felt it necessary.

The GB agreed with MM's suggestion that SBTL should meet at the beginning of term to reflect on the previous term. The GB agreed to implement this model of 1 meeting for each committee and FGB 2 weeks later, in the first half of term, from the Autumn Term 2018. The GB were all in agreement that the SBTL committee was the key and School Improvement has to be at the heart of everything.

There was a discussion about the current Lead Governor (LG) roles and whether these fit how the GB wished to work. It was felt inclusion should include SEN.

HR fed back that the H&S audit flagged up that a H&S LG is required and KG can no longer have this role as he is now an Associate. MM said that in this school H&S includes safeguarding as pupils are some of the main H&S risk. The governors agreed to merge H&S with Safeguarding, inclusion and SEN and CIC and allocate VW to this role. It was suggested that H&S and wellbeing was separate from premises H&S.

The GB agreed there was no need.

DF suggested a governor was delegated to liaise with DJ regarding a Nurture Unit development.

The following changes (highlighted in yellow) were agreed by the Governing Board:

Lead Governor Role	Governor
Headteacher	Michael MacCourt
Chair of Governors	Damian Furniss
Vice Chair	Vicci Wood
Curriculum (2)	Simon Robinson Liz Shinn
Inclusion & Safeguarding & SEN, CiC, Health & Safety (Wellbeing), Pupil Premium	Vicci Wood
Community & Parent Links	Liz Shinn
School Improvement	Damian Furniss
Finance	Mark Dye (liaising with Anne Hannaford) Damian Furniss
Personnel	Vacancy
Health & Safety (Premises)	Vacancy

3/4.8

Sentient Trust Opportunities

DF shared his report prior to the meeting.

(item 4.8_Meeting of SENTient Trust Heads and Chairs of Governors 8th February 2018(1))

In response to a question from JD, DF said he would like to see as many governors as possible attend the 'Governance in Special Schools' training that he recommended in his report. It is hoped this will discuss additional needs specific to special schools.

ACTION - DF, LS and VW agreed to attend one of the training days – HR will make the booking.

DF felt attending the meeting was valuable.

ACTION - MM and DF will attend other meetings held for Heads and Chairs at the SENTient Trust.

HR

31st March 2018

MM&DF

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3/2.3

Correspondence

Strategic Review of Special Education Provision in Devon

(item 6_Strategic Review of Special Education Provision in Devon) DF referred to his summary of the Devon County Council (DCC) Special Educational Needs (SEN) review. He explained that all Local Authorities have had to complete a review to look at SEN provision and funding for the next few years. DF pointed out that any changes to Social, Emotional And Mental Health (SEMH) needs projected forward may have implications for Barley Lane (BL). The report identified areas with a lack of provision, which included insufficient facilities for primary age pupils in the Exeter area.

A feasibility study to see if there was potential at BL concluded there was no financially

	<p>viable plan for expanding on site. However, as there is clearly unmet need and a desire to expand provision and BL, DF will be following this up to ensure all options for expansion on site considered and confirm whether the review considered alternative sites.</p> <p>The Governing Board did not feel BL had been consulted appropriately in the SEN review process and felt strongly that when considering these strategic decisions, DCC should have consulted the Governing Board as the body which has strategic overview of the school. DF reported he has already met with Dawn Stabb (Head of Education and Learning, DCC) and Velda Woodruff (<i>SEN 0-25 Commissioning Manager</i>, DCC) regarding this.</p>		
3/3.1	<p>Minutes of the Meeting 6/12/2017</p> <p>These were agreed as a true record and signed as such by the Chair of Governors, DF.</p>		
3/3.2	<p>Other Matters Arising</p> <p>There were no other matters arising that were not already included in the agenda.</p>		
3/4.1	<p>Headteacher Spring Report</p> <p>MM gave a verbal report.</p> <p>MM acknowledged that at any one time, 90%-95% children are accessing the 'Good' school (as assessed by Ofsted) with good teaching and pastoral care, the other 5-10% are not accessing the full curriculum and support at the school.</p> <p>MM reported that he is continuously reviewing Prevent, Safeguarding, High Risk Students, Holding pupils, Attendance, Recorded Serious Incidents etc, with Staff Briefings every day.</p> <p>MM said he looks closely at the small percentage who are not fully accessing the provision at the school. It is not always the same pupils in this percentage as some children dip in and out as their circumstances change. MM has looked at the individual data for 20 pupils providing a child-centred focus. The data shows these pupils are being affected by one or more of the factors which are monitored; Holding Pupils, Recorded Serious Incidents etc with many of them not attending school. Looking at the data this way can also highlight when an individual child is being repeatedly held – MM stressed that significant numbers of children at the school are <u>never</u> held.</p> <p>MM explained that the results are analysed and used to create an individual response to improve the situation. For example, in some cases the situation has been resolved by change of medications whereas other cases are more complex.</p> <p>MM gave an example of a pupil who was showing within the Recorded Serious Incidents data but following intervention things are looking more positive with the pupil visiting his new school next term.</p> <p>MM explained that he had brought the 20 anonymised cases as an activity to run through with the governors as part of the meeting but due to time issues it was not possible, instead MM gave the anonymised information to VW to review (to fit in with her Lead Governor role).</p> <p>MM noted that these pupils are also at a risk of exclusion.</p> <p>ACTION – VW will review the 20 anonymised cases, forward any questions to MM and email any key points to the rest of the board.</p> <p>ACTION -HR to ensure the agenda at the next SBTL meeting allows a significant amount time to be dedicated to the exercise of looking at this data.</p> <p>DF reassured the Governing Board that he regularly looks at reported Holding Incidents, Absconds, and pupils at risk of exclusion.</p> <p>In response to a question from DF, MM said Attendance is currently affected by Year 11s not coming to school. Especially 2 pupils, 1 with 20% and 30% attendance. VW asked what is happening in Year 11? MM said some take a day off a week sanctioned by their parents, another child has tried to get permanently excluded by being increasingly violent -reassuring governors that he is attending college and work experience but not currently coming into school. MM stated that there is also less urgency to address low attendance when the pupils are 16 and much harder for their parents to control their behaviour.</p> <p>DJ confirmed lowest Attendance is current Year 11. In response to DF expressing concern that the low attendance of Year 11 may affect Year 10, DJ said Year 10 is a completely different group with good Attendance (92% and 85%). MM added that last year's Year 11s had good Attendance.</p> <p>The overall Attendance figure is affected by the low attendance of current Year 11 and governors will be able to review Attendance in the Autumn Term, when this year's Year 11s are no longer on the school roll.</p>	<p>VW</p> <p>HR</p>	<p>30th April 2018 -</p>

	<p>DF asked if accreditations are at risk in Year 11? MM said that it is actually a positive in that respect, as the better attending Year 11s are not being distracted and will achieve better than if the disruptive pupils are in school.</p> <p>DF asked if the learning environment is such that those who wish to learn are able to? MM said that the focus is insuring those who wish to learn are able to, especially with the change from course work to exam based assessment.</p> <p>VW asked about transition and CSW group (Careers South West) involvement? DJ confirmed the CSW group are working with Year 11s, for example, they are involved with the pupil (mentioned above) who has been trying to get excluded. MM said the SEN 0-25 Team has also been very involved with Year 11. DJ confirmed that within Year 11 there have been discussions, interviews, choices made and the paperwork is almost complete.</p>		
3/4.2	<p>Safeguarding All agreed that some aspects of Safeguarding had already been covered in discussions above.</p> <p>MM gave the governors a brief narrative report about Teaching and Learning. There was a discussion about the Nurture Unit developments. DJ described the positive impact being made by the trial introduction of using the Primary Model with some of the Secondary age children. This gives the pupils consistency with the same person and a broad curriculum. He added that there is a capacity for development in-house. DJ explained he has used different platforms including vocational and mentoring and brought them further down the school. MM said DJ set up the class with the most challenging pupils, who were previously triggering other episodes in school. It has not only benefited them but also the other members of school and this positive impact can be seen in the data. Results so far show that this strategy could work up to Key Stage 4. MM explained to governors that DJ has taken initiative with this project (and Child Protection Online Management System (CPOMS)) and made it a success. Congratulating DJ's strong work ethic and innovation. MM suggested that A Primary Practitioner could assist in expanding this further and this should inform future recruitment. DJ would like Mike McDaid (Senior Teacher in charge of the Primary Unit) to have more presence in the Secondary area of school. DJ highlighted a need for a literacy specialist in the Nurture Unit.</p> <p>The Governing Board thanked DJ for his hard work. DJ invited governors to come and see the Nurture Unit in action.</p> <p>ACTION – LS will arrange a convenient date with DJ to make a governor visit and then report back via a governor visit report.</p> <p>MM said that hopes SR will provide a report to governors on quality of learning and teaching in the school and use information from moderations.</p> <p>MM was very pleased to inform the Governing Board that Clare O'Riley has been confirmed as Radio Exe's Devon Teacher of the Year.</p>	LS	July 18
3/4.3	<p>Resources DF reported Resources met in the morning prior to FGB. They looked at the areas of overspend and underspend on this year's budget monitor. The committee reported that the 5 year budget plan shows a balanced budget for Year 1 and 2, using conservative assumptions in planning. This includes a conservative figure of 66 pupils when the school can hold 72.</p> <p>DJ informed the Governing Board that he has now received confirmation from Velda Woodruff (SEN 0-25 Commissioning Manager, DCC) that Barley Lane will receive approx. £32K for the financial year 2017-18.</p> <ul style="list-style-type: none"> Budget & Staffing proposal <p>DF reported that the committee considered the cost of a staffing proposal from MM. At the request of the committee, Susette Barrett (Education Finance Consultant, Babcock) has updated the budget using the assumptions discussed. This confirms there is sufficient funding. Therefore, the Resources Committee recommended to the Full Governing Board that the staffing structure MM proposes is approved.</p> <p>The Governing Board agreed to implement MM's proposal of an internal restructuring of leadership; moving from 3 Assistant Head Teachers to a Deputy Head Teacher and 2 AHTs, with the DHT role to be advertised internally initially and budgeted for from 1st April 2018. Followed by a rigorous recruitment process to employ an additional 1.6 teachers and 2 LSAs from September 2018.</p> <p>ACTION – MM to liaise with DF and SB regarding implementing these changes.</p> <p>The Governing Board also discussed a recommendation from Resources to ensure the Behaviour Managers have career progression opportunities within the school. Was there an agreement and action here</p>	MM, DF, SB	April – Sept 18

	<p>MM said that the school's 'good' judgment from Ofsted is down to talented members of staff and it is important to hold on to them as they are critical for the schools' ongoing success.</p> <ul style="list-style-type: none"> • (Schools Financial Value Standard and Assurance) SFVS submission (<i>SFVS_assessment_form_2017-18 BLS DF</i>) DF informed the Governing Board that the SFVS submission was agreed by the Resources committee and has been submitted to Devon County Council by the deadline. • Finance Policy (<i>item 4.3_financepolicy2017 amended 16032018</i>) Susette Barrett had suggested amendments to the Finance Policy to reflect the change in signature to petty cash & the opening of a new account. DF recommended that these changes are adopted. The Governing Board agreed to adopt the recommended changes to the Finance Policy. 		
3/4.4	<p>Safeguarding, Behaviour, Teaching and Learning (SBTL) (<i>SBTL draft Minutes 24-01-2018 v2</i>) Non-staff governors listened to the Ofsted report; which recommended that Barley Lane become more outward looking in pragmatic way for school. VW will be looking at making connections with employers, DF is working on improving connections with the SENTient Trust and the Local Authority and as discussed tonight (item 2.1) the Governing Board is making plans to improve connections with the local community and parents.</p>		
3/4.5	Pay and Performance		
3/4.6	<p>Governor Visits (<i>item 4.6_DF Visit January 19 2018</i>) (<i>item 4.6_Governor Visit - work exp VW 11</i>) (<i>item 4.6_Governor Visit To School VW 10</i>) (<i>item 4.6_Governor Visit To School VW 12</i>) (<i>item 4.6 Governor Visit to School 161217</i>) DF reaffirmed his wish for governors to commit to spending a day per term, maybe split into several smaller visits, in school and provide visit reports. MM stressed that governor visit reports are a big part of formulating the Self-Evaluation Form (SEF).</p> <p>Following a discussion, the Governing Board agreed that during the Summer Term 2018, between them they will visit South Devon College and the Nurture Unit and make phone calls to parents (as discussed in item 2.1).</p> <p>DF has been in school to view Safeguarding training.</p> <p>MM reported that he has added to the Safeguarding Exercise to reflect the outcomes from Boundaries report. MM discussed the different thresholds of evidence depending on whether incidents are dealt with by the police or in-house. If Police involved the criminal threshold is used. DF reported that he has been in discussion with HR One and LADO (Local Authority Designated Officer), professional guidance allows more robust and challenging as can decide to believe child without evidence being corroborative, as different threshold of balance of probabilities than other processes. MM said that dealing with issues in this way is still rigorous and accountable as can ask uncomfortable questions and discuss perceptions.</p> <p>MM stressed the importance of discussing and exploring the boundaries of Safeguarding and considering uncomfortable possibilities. He then shared potential situations and outcomes and risk management strategies with the governors. MM suggested governors ask him regularly if he is revisiting boundaries.</p> <p>MM explained that he will consult individual governors as incidents come up and require but cannot risk 'tainting' all governors.</p>		
3/4.7	<p>Governor Training Discussed within item 4.8 ACTION – any other governors who wish to attend 'Governance in Special Schools' or any other training to contact HR.</p>	All	-
3/5.0	<p>Finance Policy & SFVS Covered in item 4.3</p>		
3/6.0	Items brought forward by the Chair		
3/7.0	<p>Impact Statement Safeguarding and keeping children safe</p>		

	<p>DJ left 19:39 Moved to Part 2 19:39 Back to Part 1 19:56</p> <p>The Governing Board agreed that during governor visits they all would ask staff about their perceptions of behaviour and language within school to pick up any real or perceived misogynistic culture.</p> <p>ACTION – VW to make a governor visit and speak to female staff? (include this action in part 1 or not?)</p> <p>Meeting Closed: 19:56</p>		
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Next Meeting: to be confirmed.			
Date / Time:	5pm	Location:	Barley Lane School