

## Barley Lane School Full Governing Body Meeting 2 (Part 1 Minutes)

# DRAFT

Date / Time:	03 <sup>rd</sup> December 2015 at 17.00	Location:	Barley Lane School
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Attendees:	Initials:	Governor Type:
Jacqui Dye	JD	Chair – PAR
Michael MacCourt	MM	STH
Karen Smith	KS	COO

Attendees:	Initials:	Governor Type:
Damian Furniss	DF	AGOV
Simon Robinson	SR	STF

Apologies:	Initials:	Reason:
Mark Dye	MD	Other Commitment
Kevin Goodey	KG	Other Commitment

Absent without Apology:	Initials:
Debbie Henderson	DH

In Attendance:	Initials:	
Kirsty Forbes	KF	Clerk
Anne Hannaford	AH	Associate
Dave Jones	DJ	Associate
Caroline Westacott	CW	

Minutes To:
Attendees
Website

Min. No.	Actions & Decisions:	Owner:	Date Due:
2/1.1	<p><b>Apologies</b> Apologies were received and accepted from MD and KG. DF had advised he would arrive late. No Business Interests were declared. JD introduced CW to the Governors advising that she might be interested in joining the GB.</p>		
2/1.2	<p><b>Correspondence</b> Governors had received the Clerks Alert emails. KF had received a letter from Babcock LDP informing Governors of the new Better Governor website which they are now able to subscribe to for up to date information and advice.</p>		
2/2.1	<p><b>Minutes of the Meeting 30/09/15</b> The minutes were agreed as a correct record and signed accordingly by the Chair.</p>		
2/2.2	<p><b>Other Matters Arising</b> JD had spoken to WH about obtaining visitor badges as discussed at recent safeguarding training. AH explained that she and WH are looking at different badges and some will be ordered. AH noted that she is also looking at doing a display regarding safeguarding for reception. MM advised that there is already a display in reception. AH would like to make this more obvious. MM wanted to explain that the issue in this sort of environment means that people are at risk when entering the school and no one should be left alone when walking through the school. Visitors must never be on their own and if they do somehow end up on their own they must return to reception. Reception staff should be looking at the ID of people entering the school in order to make sure these people are supposed to be in school and all staff question people they do not recognise. The key element of keeping people safe is vigilance. <b>CW asked if it is normal policy for staff to challenge visitors.</b> MM explained that it would not be normal practice at most schools but BL is a risky and different environment and it is done in order to protect everyone in the school. MM described the dedicated guidance that is issued to all staff on challenging all visitors at all times. <b>SENT VIA EMAIL 06/12/15</b></p>		
2/3.1	<p><b>Headteacher Autumn Report 2</b> MM handed out folders to all Governors with all the key evidence the school uses, which will be updated throughout the year. In light of the Governor review MM, JD and KF had met and agreed to go back to the beginning and start from scratch, looking at the key documents you would see as a Governor when joining a GB. This will help Governors to quickly establish the reasons behind why MM believes BL is a 'Good' school. It also provides evidence from other sources to show the opinions and experiences of parents,</p>		

	<p>students and other professionals. This will enable Governors to see where the school are at this current point in time. When the GB meet in February they will then be able to look more closely at the evaluation of the autumn term. This will be done using the Ofsted criteria and where it leaves the school in terms of overall effectiveness. The new Committees will then look in depth at the key indicators of information. JD thanked MM for the huge amount of effort he has put in to gathering this evidence. DF noted that Governors also need to be more familiar with the Ofsted framework and what 'Good' looks like. MM agreed that he could easily insert the key Ofsted descriptors into the SEF in order to provide Governors with this information. MM will do this ASAP and send it to all Governors via email. <b>SENT 04/12/15 JD asked, as of today, what are the most powerful issues at BL.</b> MM explained that essentially, in terms of Teaching &amp; Learning, some basic frailties have developed in the classroom around speaking &amp; listening. This has had a detriment on the positive learning environment. In order to protect and promote teaching and learning that is at least 'Good' demands resilience, proactivity, creativity, a sharp self awareness and commitment to self improvement. These cannot be assumed and are sometimes lacking unless a healthy accountability is maintained. MM will report in more detail at the next meeting. Other risky behaviour including absconding and roof climbing continue to be issues as well as rigour around staff standards. BL have formed an ethics committee which includes 3 trusted peers with whom staff can speak to if they are having any problems which gives them the support they need. DF noted that in last Self Evaluation the only issue that was not rated as 'Good' was leadership and management for two underlying reasons. 1) SLT being new in role and needing further development and 2) the strength of the GB. <b>DF asked that what was MM level of confidence now</b> (especially after the Governor Review). MM advised that his level of confidence has grown and he now has SLT members running the school on different days. There is strong evidence and feedback from staff to show that confidence in the SLT is good when they are running the school. Staff are stepping up and MM is hugely impressed with their efforts. Governance can also now move forward with some key areas from improvement coming out of the review.</p> <p>MM advised that he had also been speaking with the students today about how safe they feel with individual members of staff which will provide some interesting feedback in relation to how they rate the SLT. This is a benchmark for the school to use to make sure children feel safe with all staff. <b>DF asked if the school has had to take actions in the past in relation to outcome of this information.</b> MM explained that issues do come up and these are raised with those specific staff. It has aided those staff to make changes for the better.</p> <p>MM asked the GB if they were happy with the school priorities. JD agreed that these priorities are key and DF noted that they also link to Headteacher Performance Management. JD highlighted that they also link to Ofsted criteria. DF noted that this will make it easier to look at is how evidence matches against what Ofsted say 'Good' looks like and those schools who BL compare with.</p>	MM	20/01/16
2/3.2	<p><b>Identify the most useful Data</b></p> <p>Covered in agenda item 2/3.1. MM also wanted to note that the first meeting of the SBTL Committee will drill down into the data and, over time, this information will help to form an annual cycle of business. In the spring term the SBTL Committee will look closely at behaviour and safeguarding and any significant data as well as the quality of teaching and learning through observations.</p>	KF	20/01/16
2/3.3	<p><b>Governor Review</b></p> <p>The review had highlighted some points for action as follows:</p> <p>1) Introduce a new pattern of meetings &amp; revised committee structure – MM, JD and KF had met to discuss possible options. It was agreed that BL will move to a 2 Committee Structure from January. Membership was discussed and skills taken into account and the proposal is as follows;</p> <p>RESOURCES: MM, JD, MD, KG and AH</p> <p>SAFEGUARDING, BEHAVIOUR, TEACHING &amp; LEARNING: MM, SR, DF, DH, KS and DJ (with CW if she joins the GB).</p> <p>These Committees will need to chaired by someone other than the Chair of Governors and this will be voted on at the first meeting of these Committees. As part of succession planning it would be best to consider having the Chair of Governors in place for a maximum of 3 years. The GB agreed this was a good idea.</p> <p><b>DF asked, in relation to the meeting dates, whether an additional SBTL meeting could be held in January in order for the Committee to establish itself and become embedded before Ofsted visit.</b> It was also asked that the date for the SBTL meeting is later in the autumn term so that GCSE data is available. KF will make some changes and send out the new timetable. <b>DF asked why FGB was being held at the beginning of a term rather</b></p>	KF	ASAP

	<p>than at the end. MM advised that he would like to operate on a basis where he is reporting for the term previous, for example, in April MM will be able to report on everything that has taken place in the spring term. DF thought that made sense as long as GB are happy with that process. DF asked whether half termly meetings had been considered. KF had taken advice during a recent training day about Committees and the number of meetings that are necessary. All schools operate different schedules and the advice was what works best for the school in order to make sure meetings are not repetitive or operational. It was therefore agreed that BL will operate meetings on a once per term basis for the time being to see how this works and this can be reviewed in the autumn term.</p> <p>2) Monitor content and questions at meetings to ensure matters addressed are strategic not operational. Governors need to focus on outcomes rather than processes – This is now in progress and should be helped by the new Committee structure.</p> <p>3) Ensure Governors are fully involved in each stage of the School Improvement Cycle – This is now in progress and will be the focus of each meeting and linked to the Ofsted descriptors.</p> <p>4) Look at Ofsted descriptors for leadership and management and consider how the GB meets these and what evidence it would supply – This will become part of the SIP for leadership and management and reviewed by the GB.</p> <p>5) Consider how leadership and management improvements are included in the SIP so there is a clear mechanism for improvement – This is now in progress.</p> <p>6) Consider how to raise the GB's profile – It was agreed that it is important for Governors to be known in such a small school, especially the Chair &amp; Vice Chair. DF asked if there are any occasions when parents come in to the schools in large numbers. MM explained this had happened in the past but is difficult as parents come from all across Devon. Some ideas for raising the Governors profile included; sending a letter to parents, putting information on the school website, having a dedicated Governor email address for parents to contact and putting a note in the school newsletter which goes out once per term. MM thought the best way would be for the Governors to send a letter to parents. DF thought the letter could include an introduction to the new Chair/Vice Chair. KS asked what CW did on her previous GB to raise the profile of Governors. CW advised that they had the same issue and were never really visible to parents. JD agreed to put together some information either to go in a letter to parents or in the newsletter. CW thought it would help to make Governors seem more approachable. AH commented that it would also be good for the staff to see this.</p> <p>7) Ensure minutes accurately reflect all content of meetings and continue to focus on evidencing challenge and accountability – MM and JD to go through minutes after every meeting to make sure it reflects the conversations held.</p> <p>8) Develop policy review to include Governors taking lead roles on policy review linked to committee membership – Governors have been given lead roles and KF is in the process of linking policies to those roles.</p> <p>9) Introduce an appraisal for the Clerk to Governors – This will take place at the same time as staff appraisals.</p> <p>At this point, JD asked CW if she would be willing to take on the position of Foundation Governor. CW agreed that she would be happy to go ahead. The GB unanimously agreed to put CW forward to the SENTIENT Trust for this role.</p>	<p>JD</p> <p>KF</p>	<p>03/02/16</p> <p>ASAP</p>
<p>2/3.4</p>	<p><b>General Purpose Committee</b></p> <p><u>GPC Minute 1/2.2</u> – The Student Council met today for first time. MM advised that they had asked for the following; moveable basketball posts, new gym equipment, a multi gym, an assault course, a climbing wall, artificial cricket wicket and scooter/skate ramps. MM thought that the climbing could be achievable at a reasonable cost. DJ noted that some of these activities could take place as part of the 'special projects' they undertake on a Friday, such as, a trip to the local skate park. MM noted that the students have really got involved and are willing to offer their opinions. MM wanted to point out that one of the issues that staff had raised the sound of the school bell which is very harsh and institutionalised. KG has found a system that will help change the sound of the bell which will be beneficial for students and staff. MM had thought this would be a good idea as the noise is brutal and he will look into getting this carried out.</p> <p>Students in the Primary Unit have asked for no uniform as they think black is too hot in the summer. MM wants the students to continue wearing the uniform but thought perhaps a change to the colour could be a compromise. Students are already allowed to wear white polo shirts. MM will respond to the students asking for their opinions on colours as this will help them to feel empowered. KS asked how often the Student Council meet. MM explained this was the first meeting but these will continue on a half termly basis. SR noted that many students have strong opinions and will share them as</p>		

	<p>and when they choose. The Student Council will also be used during the recruitment of staff.</p> <p><u>GPC Minute 1/3.2</u> – AH had put together some financial benchmarking data for Governors. She had compared BL to 2 local schools and 1 school elsewhere in the country whose results are similar to BL. Governors did not think there was anything that stood out as being negative and that BL compared well with other schools.</p> <p><u>GPC Minute 1/3.7</u> – MM advised that KG has been looking in to the costs for roof deterrents and football pitch netting but no formal quotes have been received. KG had noted that fencing to stop roof access is likely to be expensive.</p>		
2/3.5	<p><b>Governor Visits &amp; Training Reports</b></p> <p>The following visits had been carried out:</p> <ul style="list-style-type: none"> <li>• JD had met with AH and Suzette to review the budget.</li> <li>• JD had undertaken an unplanned visit on a day when MM was not in school. She met with SR to review the day book and serious incident books. JD observed a Maths lesson which she thought was well planned and tailored to the students needs. JD noted that the school was calm and well ordered in MM's absence.</li> </ul> <p>MM asked if copies of the visit reports could also be sent to him so that he can use them as part of his triangulation of evidence.</p> <p>The following people attended training and noted the following points:</p> <ul style="list-style-type: none"> <li>• KS had undertaken the New Governor training and the Governors Update training which she had found very useful. <b>KS asked why there is no staff photo board in the school.</b> MM explained that it was his preference not to have photos of staff as the schools focus is around the students. In such a small school everyone knows each other and parents know who everyone is. MM wants everyone to know the school is here for the children and would feel uncomfortable about having adult photos up in the reception; however, if the majority of the people in the school would welcome this then he would be happy. AH noted that because people don't wonder around the school by themselves there has been no need for a board as visitors are introduced to the staff personally. MM that there could be compromising way to do this. JD thought that a group photo could be done to show that BL is more a family than just individuals. DJ noted that there have been pictures in the past but no one had ever paid them much attention. KS advised that she has seen a variety of different photos and ways to present them at other schools and thought perhaps a comical photo might be a good option. MM agreed that perhaps a group photo with a difference could be the way forward and MM will ask a member of staff to make a display. This could also go on the website.</li> <li>• KF had attended the Clerk as Advisor &amp; Facilitator training. This had been worth while and some key points and information had been presented. One action includes getting Governor Attendance uploaded to the website. MM would like to encourage the clerk in the role of facilitator and advisor in order to help move the GB along.</li> <li>• JD had attended the Safer Recruitment and Safeguarding training. JD is now able to help the school with recruitment but noted that, unfortunately, the Safeguarding training had not been as in depth as the majority of the people had hoped for and was not well run. JD has fed this back to Babcock. JD had learnt more from the Safer Recruitment course which also links a lot with the Safeguarding training where much of the information was duplicated. <b>MM asked if the course has empowered JD to help with safeguarding and if she could give any examples.</b> JD felt she had picked up on some issues such as; the risk of external visitors on site and the knowledge surrounding risks about children. The awareness of the need to be vigilant came from then having conversations prompted by the need for visitor badges which then prompted further discussions about the safety of individuals coming on to site. MM noted, for example, that contractors cannot come on to site during term time but only out of school time unless they are with a site manager. <b>MM asked if the Safer Recruitment training had run through any example questions.</b> JD and AH confirmed it had in order to get the best information from potential staff. CW had also been on the Safeguarding course at the same time as JD and noted that some people on the course were new to safeguarding but the majority had expected the course to be more thorough. <b>MM asked if there was one thing they had taken away from the training.</b> CW pointed out that there was not enough emphasis on the importance of safeguarding. <b>DF asked if it had</b></li> </ul>	<p>KF</p> <p>MM</p> <p>KF</p>	<p>ASAP</p> <p>03/02/16</p> <p>ASAP</p>

	<p>provided a good understanding of Child Protection systems and when alerts should be raised. JD confirmed that this was discussed. MM asked if JD was able to describe the procedures. JD advised that she had taken notes and would be able to refer to them if required. MM noted that, as Chair, JD would need to know what to do if someone were to raise a concerns about MM and who she should contact. As dedicated safeguarding administrator, WH would be able to help with this as well as LADO and MASH. The Safeguarding policy is also available for Governors to read. MM thought that the school might be able to help fill any gaps in training for those who require it. MM noted it is important for Governors to know who they should go to if any issues are raised. CW asked if all staff are aware what to do in relation to safeguarding incidents. MM advised that staff have received guidance regarding safeguarding and being aware of incidents and how to disclose any issues or problems. BL revisit the guidance regularly and staff are involved in this process. MM left the room at this point so that DJ and SR could speak freely about their experiences. SR confirmed that all staff in the school know what to do and who to speak to with regards to issues brought up about other staff and they know how to contact LADO if any concerns are raised regarding MM. DF wanted to confirm that any member of staff including lunch staff and TAs would know who to go to with their concerns. SR advised that they are aware they should report concerns to MM or LADO if the concerns are in relation to the Headteacher. JD asked if staff should report concerns about the Head to the Governors. SR advised that they would report to LADO first and then explain to the GB what has happened. SR wanted Governors to know that MM instils this information in all staff and refresher training in CP is undertaken each year which is attended by all staff. DJ advised that the person with the best knowledge is MM and he will be able to unpick any allegations. DF asked what happens if MM is not in school. DJ noted that he and SR have the training and skills to unpick those allegations themselves and MM can be contacted if necessary. DJ advised that MM is a stepping stone in the process and the school would just move forward one step in that process. DF asked if there any occasions when DJ &amp; SR would need to make those decisions. SR advised that this happens regularly where referrals have to be made and SLT have to make these decisions. DF asked if there are any safeguarding scenarios where the SLT wouldn't feel confident if MM were not here. SR confirmed there were not as they always know there are other agencies they can speak to in order to help with the process. DJ noted that not only do the SLT have that knowledge but the safeguarding administrator also has good knowledge and is able to give advice. DJ highlighted that the beauty of working in this environment is that they see all the children everyday and know them all well, that it enables to pick up on any issues quickly.</p>		
2/3.6	<p><b>Safeguarding Report</b> Covered in agenda item 2/3.5.</p>		
2/4.1	<p><b>Medical Conditions Policy</b> Minute 1/4.2 – DJ had seen this policy and confirmed that it aligns with what is carried out at BL. The GB were happy to adopt the policy.</p>		
2/4.2	<p><b>DCC Pay Policy</b> The Pay Committee had seen the policy and were happy to recommend it for approval. The FGB agreed to adopt the policy.</p>		
2/4.3	<p><b>Attendance Policy</b> MM advised that some amendments had just been made to the policy so it will need to come back to the relevant Committee meeting.</p>		
2/4.4	<p><b>DCC DBS Policy</b> The GB agreed to adopt the policy.</p>		
2/AOB	<p><b>Offsite Activities Policy</b> DJ advised that he has undertaken a lot of work involving offsite activities and the EVOLVE website. DJ had put together a new Offsite Activities policy to include EVOLVE which clarifies that BL use the County Policy. KF asked how this differs to the current Babcock model BL are using. DJ will send his new policy to KF so that she can make comparisons to make sure all aspects are covered. MM noted that as long as the policy is explicit that BL are using EVOLVE that would be adequate.</p>	DJ/KF	03/02/16
1/5.1	<p><b>Part 2 Minute of the Meeting 30/09/15</b> The minutes were agreed as a correct record and signed accordingly by the Chair. The GB agreed to move to Part 2 and all staff left the meeting.</p>		
	Meeting Closed: 19.42		

Next Meeting:			
Date / Time:	03 <sup>rd</sup> February 2016 at 17.00	Location:	Barley Lane School