

## Barley Lane School Full Governing Body Meeting 3 (Part 1 Minutes)

# DRAFT

Date / Time:	03 <sup>rd</sup> February 2016 at 17.00	Location:	Barley Lane School
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Attendees:	Initials:	Governor Type:
Jacqui Dye	JD	Chair – PAR
Michael MacCourt	MM	STH
Mark Dye	MD	FOU
Kevin Goodey	KG	COO

Attendees:	Initials:	Governor Type:
Damian Furniss	DF	AGOV
Simon Robinson	SR	STF
Caroline Westcott	CW	FOU

Apologies:	Initials:	Reason:

Absent without Apology:	Initials:
Debbie Henderson	DH

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

Minutes To:
Attendees
Website

Min. No.	Actions & Decisions:	Owner:	Date Due:
3/1.1	<b>Apologies &amp; Business Interests</b> No apologies had been received. No Business Interests were declared.		
3/1.2	<b>Governor Update</b> KF informed the GB that JD term of office comes to an end on 25 <sup>th</sup> March 2016. DF would like to propose JD for another term and this was seconded by MM. As there had been no other volunteers it was agreed that the position could go to JD if she wished to continue. JD confirmed she was happy to continue. JD formally welcomed CW to the GB as she is now officially a Governor. It was noted that KS has decided to stand down as Governor which leaves a vacancy for a Co-opted Governor. KF to contact SGOSS again about a volunteer for Co-opt place. <b>The vacancy has been registered with SGOSS 04/02/16.</b> There was also some concern about DH as she had not attended a meeting or sent apologies since September 2015. It was agreed that JD will try to contact DH to see if she still wished to remain as Governor.	<p style="text-align: center;"><b>KF</b></p> <p style="text-align: center;"><b>KF</b></p> <p style="text-align: center;"><b>JD</b></p>	<p style="text-align: center;">25/03/16</p> <p style="text-align: center;">ASAP</p> <p style="text-align: center;">ASAP</p>
3/1.3	<b>Correspondence</b> All Governors were aware of the correspondence received.		
3/2.1	<b>Minutes of the Meeting 02/12/15</b> The minutes were agreed as a correct record and signed accordingly by the Chair.		
3/2.2	<b>Minute 2/3.3</b> <u>Governor Letter to Parents</u> – JD has yet to send a letter out to parents introducing the GB but will get this done ASAP.	<b>JD</b>	27/04/16
3/2.3	<b>Minute 2/3.5</b> <u>Staff Photo Display</u> – MM advised that new displays are being put up during the half term holiday and a group photo will be taken to be part of this.		
3/2.4	<b>Minute 2/3.5</b> <u>Governor Attendance Record</u> - KG advised that a lot of work had been carried out to the website and everything is now available online. MM highlighted that it is clear the website is run in house but this is a positive aspect. MM thanked KG for this work.		
3/2.5	<b>Other Matters Arising</b> <b>JD asked AH about her meeting Tony Marchant regarding the Central Record.</b> AH advised that it went well but some issues had been highlighted. AH is going over to Ellen Tinkham to find out what is required from her in relation to the Central Record for Ofsted purposes. MM told the GB that many schools in the Trust are moving away from DCC to Michelmores for their HR requirements. The pitch from Michelmores is that they will work in the school's interests and not also the local authority as this does create conflict so this may be something to consider at Resources.	<b>KF</b>	16/03/16

	<p>JD asked if the Central Record is now up to date. AH explained that she had not received any paperwork from Governor DH and that some small documental issues are still outstanding. MM noted that Tony had said there is conflicting advice coming from Babcock which is making life difficult for schools. MM asked AH if there was anything else outstanding from the visit. AH advised that all other aspects are now up to date. Ah pointed out that one issue had arisen with regards to a visitor from Balloons (a local charity) who had a DBS certificate from Scotland which was only a basic check. Anyone working with children must have an enhanced check and this was immediately spotted by the school. AH contacted the charity and someone was immediately sent to the school to chaperone this volunteer. AH also advised that Tony had commented that ALL staff must read and sign the 'keeping children safe in education' including agency staff so this is now being done through the agency.</p>		
3/3.1	<p><b>Headteacher Spring Report</b></p> <p><u>Leadership and management</u> MM explained that School Improvement was scrutinized in depth at SBLT and the three key areas in leadership were progressing steadily: governance had changed post the review and the meeting and dedicated committee evidence of that positive change; the operational leadership of the school had been safely delegated and leaders growing in confidence; there is now a healthy accountability for teachers as leaders in their classrooms. MM feels that the school are progressing in all areas. MM noted that if Governors not on the SBLT would like access the more in depth detail shared there regarding School Improvement and the evidence to support any progress, copies were available for them to take away.</p> <p><u>Teaching &amp; Learning</u> – MM noted that SR in his QA role for QoT and his work with the EP service in the Autumn had spotted some frailties in relation to classroom behaviour management and that MMc in learning walks and on unannounced visits to classrooms had encountered similar frailties and interventions promptly put in place in order to address them. JD asked if MM was confident that these interventions are working. MM explained that the SBLT Committee had looked more closely at the issues behind the frailties and noted that performance management has also been adjusted in order to focus the team collectively on these emerging frailties and challenges for example speaking and listening. SR will be undertaking lesson observations later this term to see whether the actions put in place are now being carried out within the class. SR undertook an audit of planning and assessment. SR advised that teachers had met over a number of evenings to look at all aspects of planning and assessment. SR noted that peer scrutiny was used by the teaching staff who reviewed pupil's books and looked closely at the marking and worked together on what good marking looks like and the critical element of what needs to be worked on to progress (next steps). MM asked SR if his scrutiny of the teaching staff would hold up to Ofsted inspection and if he was comfortable with the current position. SR agreed that he felt comfortable with the work that had been carried out and will know more once the monitoring has been done. MM explained that SR is now at the point of observing and seeking evidence that interventions are being effective and the identified frailties (shared specifically with SBLT) are being addressed. MM advised that observations by SR will be carried out next half term and these judgements will then be moderated by Bob Pugh in the summer term.</p> <p><u>Personal Development, Behaviour &amp; Welfare</u> – MM explained he had provided copies of all supporting documents and evidence for this critical section so all governors could access what the SBLT had scrutinised. This in the context of our first restructured meeting post the review of governance. The idea being in future when SBLT reported to FGB all governors would be familiar and increasingly fluent in the variety of evidence shared and could choose to target and focus on specific areas for example attendance.</p> <p>Making certain SBLT and then FGB confident serious incidents including holding children properly recorded and safely and ethically managed and applied a critical responsibility given risks. DF shared and explained how there had been lengthy and detailed scrutiny and discussion of all elements for example reasoning, duration and level of force and that reflection and action happening also. Throughout discussion MM alerted governors to the available copies of data and documents so they could familiarise themselves with what the SBLT was working with.</p> <p>JD asked DF if, in his opinion, were all incidents of holding wholly necessary and was he satisfied it had been done in a safe way. DF noted that there were no issues of significant concern and all the relevant information is held and analysed. As a result this</p>		

then informs discussions between staff and Governors. It had left DF with a positive view that situations of holding are dealt with in a safe way. SR advised that whoever leads the briefing each morning advises all staff to think ahead and safeguarding issues and to make sure their reasoning is sound for any incidents of holding. MM explained that Carl Moore has undertaken the Price Training which has help to amend the set agenda for the morning briefing and has led to more discussions around holding. The school are now able to show from the data that incidents of holding are falling

There was also sharing of the developed conversation at SBLT about a fall in attendance at KS4 over the half terms and this prompted scrutiny of those children on individual learning programs which has led in patches to part time attendance. Incidents and risks declined often when personalised curriculum packages put in place. DJ has put some high risk pupils on vocational courses/work experience and additional funding will be put in place to support this. MM noted that sometimes these placements fail and this can be seen in the attendance data. If this occurs DJ will make changes to these personal learning plans and there is then a recovery in attendance. MM advised, in relation to attendance, some papers had been put together to show the rigour behind tracking attendance and pupil safety on a daily basis. JD had experienced this on her recent visit to school. MM noted that children out of education are at risk and MM wanted to reassure the GB that there are reliable interventions to give pupils support and get back into education and this had meant not only DJ's curriculum work but in one case recently a change to residential education for one student. Attendance is scrutinised daily, weekly and half-termly and MD thought the evidence of weekly scrutiny was excellent as Governors and staff can easily look through the analysis and spot trends. Support can then be put in place. MM explained that at Key Stage 4 attendance can deteriorate due to risks or disconnection from the curriculum but DJ can evidence his interventions and why and how attendance then picks up.

MM read section 2 on page 4 of his Headteacher Report relating to safeguarding to reiterate to Governors how they are able to demonstrate how risks are being made safe in a reliable, robust and proactive way. MM had also undertaken a survey with the pupils about how safe they feel. The information was distributed to the Chair of the SBTL Committee and is available for all Governors to access. MM highlighted that BL are being proactive in relation to training on child sexual exploitation (CSE) and radicalisation. DF noted that he would like to better understand the thresholds behind CSE and radicalisation and what action will be taken at which level and that MM had responded to his request. MM advised that staff at BL have identified a number of children who could potentially be vulnerable but currently nobody has done anything tangible that would need to be shared with Prevent. The threshold is nuanced and staff must remain vigilant and keep listening to the children. Risk assessments were carried out by the whole team on CSE and radicalisation for BL as a specialist setting.

Outcomes for Pupils – The evidence sent to SBTL and the narrative behind those pupils who have left BL over the last 3 years was very positive. DF would encourage all Governors who have not seen this evidence to read it, as it shows the values and ethos of a school who keep in touch with the pupils and care about them in to their future. This information is very motivating. MM reiterated the key outcomes this term were around staying safe.

Conclusion – MM noted that the school is still challenging and that the SLT are embracing their roles. What will be challenging, as a GB, is if the frailties recognised earlier in the year are still present after monitoring is carried out and what the school can do next to address these issues. CW asked if everyone was on board with the changes. SR believed all staff were on board with addressing the classroom issues. MM noted that assessment for learning cannot happen without an orderly climate. SR thought it will be interesting to see whether the actions put in place are being put into practice in the classroom. MM highlighted that it will be clear if this is being done on a regular basis because only with reliable repetition and assertion day in day out could a securely orderly classroom be achieved.

MM wanted the GB to be clear that the school dynamically manages many and varied risks on a daily basis.

JD noted that, as Chair she read all the documents sent to SBTL and meets regularly with MM in order to make sure she is on top of any key issues.

MM highlighted how important the visits by Governors are to the school as a triangulation of evidence.

MM pointed out that he would like to reduce the length of his HT report for the next meeting and asked if Governors are happy with the format and whether Governors felt

	<p>they got a sense of what was happening in the school. The GB agreed this was an easy to follow format. MD thought it was succinct. JD agreed that Governance is now going in the right direction. MM noted that, in this transitional period, he had provided more detail to the GB and therefore there had been some repetition. This will reduce in the future.</p> <p>MD asked, in relation to the evidence for the SIP, how SLPS are capturing and holding that evidence. MM advised that there is a list of the pertinent evidence and where it can be located embedded in the SIP and MD acknowledged this and made clear his intention to access papers shared with SBLT.</p>		
3/3.2	<p><b>Feedback from External Providers</b></p> <p>MM advised that the feedback was shared at SBTL from the Educational Psychologist (EP) on the quality of teaching and learning which had been positive. Some of the verbal and more nuanced and at times critical feedback MM had received from the EP had led him to pick up on the issues which are now being dealt with (as mentioned in 3/3.1).</p>		
3/3.3	<p><b>SBTL Committee Report</b></p> <p>The GB had received the report from the SBTL Committee. DF explained that the Committee had spoken about at least one Governor visiting the school at least once per half term. DF will be carrying out a visit after half term. DF felt the minutes gave the tone of the discussion from the meeting. DF noted that the Committee also went through the self evaluation quite thoroughly and looked at the judgements provided by MM. No further questions were raised with regards to the report. DF and MM agreed as reporting and meeting now shaped by Ofsted and school improvement the headteacher's report post SBLT would inevitably and usefully reflect closely discussion at SBLT.</p>		
3/3.4	<p><b>Governor Visits &amp; Training Reports</b></p> <p><u>Governor Visits</u> – JD had been in to school and had taken part in the morning meeting with staff which had been reassuring. JD had spent time with WH who made sure all pupils were accounted for whether in school or not and made sure there was a known reason if they did not attend. JD noted that, if pupils are at risk, the school then follow this up with outside services. Seeing these processes had given JD more confidence in what happens during the school day and she was able to learn and get a good general sense of what occurs in the school.</p> <p><u>SBTL Minute 1/2.6</u> - It was discussed that a Governor might want to look more closely at work experience or college courses. DF agreed that he might be able to do this as part of his visit. DJ did not feel the 10<sup>th</sup> March would be the best day as there are no college courses running. MM thought the course at Bridgewater would be interesting to see in action. CW asked how many pupils go on this course. DJ advised there are 4 pupils on this course. CW asked if the staff stay with the pupils for the duration of the course. DJ confirmed that they do. CW asked what course this would be. DJ explained that it is Land Based Studies which includes aspects of farming. CW agreed she would be happy to undertake this visit and will make arrangements with the school.</p> <p><u>Governor Training</u> – No training had been carried out this half term. JD is due to undertake training for the Role of the Chair next week. KF recommended that those on the SBTL Committee undertake the Secondary Curriculum Data &amp; Pupil Progress course, The Safeguarding Training or SEND Training. MM advised that SR could undertake some in-house training for Safeguarding if Governors could attend. DF asked KF to send out the dates for the relevant training events. Dates sent 05/02/16 KF also recommended that MD undertake the Personnel Responsibilities for Governors training. MD agreed he would be happy to do this after Easter.</p>	<p>CW</p> <p>KF</p>	<p>27/04/16</p> <p>05/02/16</p>
3/4.1	<p><b>Attendance Policy</b></p> <p><u>Minute 2/4.3</u> – MM had updated the policy and this had been seen by CW. CW was happy to recommend the policy for approval. The GB agreed to adopt the policy.</p>		
3/4.2	<p><b>SFVS</b></p> <p>KF and AH had met to go through the School's Financial Value Standard. JD had sent the paperwork and was happy to recommend it for approval. The GB agreed the document and JD signed the paperwork for AH to send off.</p>		
3/4.3	<p><b>Work Experience Policy</b></p> <p>DF had seen the policy and was happy to recommend it for approval. The GB agreed to adopt the policy.</p> <p>DF did have some comments about the policy including whether it might be better to put in the roles of the co-ordinators rather than the specific names of people. DF also wondered what criteria is used when deciding whether DBS checks are undertaken for the people carrying out the work experience and whether this cross references to the safeguarding policy to ensure consistency. DJ explained that the guidance for DBS checks</p>		

	<p>is that they are done if a pupil is working one to one with someone during the placement. AH noted that Exeter Business Partnership (EBP) carry out this assessment on behalf of the school for all placements. MM advised that reasonable steps are taken but DF asked whether absolute assurance could be given. DF noted that it seemed to be a different level of assurance for work experience placements than in other settings. MM asked DJ to look at the possibilities for lone working on his next visit. DJ agreed he would revisit some of the environments and risk assess for this particular type of risk (in addition to those risk assessments already carried out) and decide whether additional DBS checks are required. MM thought it might also be beneficial to give pupils on work experience a briefing on the different risks associated with their work placements. DJ noted that Health and Safety checks are already carried out by EBP who then report back to BL about whether they believe DBS checks are required. MM thought further assurances would help develop the schools practice. DJ will make this a priority and make sure the checks are undertaken ASAP.</p>	DJ	27/04/16
2/5.1	<p><b>Part 2 Minute of the Meeting 02/12/15</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: 18.56		

<b>Next Meeting:</b>			
Date / Time:	27 <sup>th</sup> April 2016 at 17.00	Location:	Barley Lane School