

Barley Lane School Full Governing Body Meeting 4 (Part 1 Minutes)

DRAFT

Date / Time:	27 th April 2016 at 17.10	Location:	Barley Lane School
--------------	--------------------------------------	-----------	--------------------

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:

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

Minutes To:
Attendees
Website

Min. No.	Actions & Decisions:	Owner:	Date Due:
4/1.1	Apologies & Business Interests No apologies had been received. No Business Interests were declared.		
4/1.2	Governor Update JD confirmed that DH had agreed to step down as Governor therefore BL now have one Parent Governor Vacancy. This will be advertised via the letter to parents from the Chair. KF noted that an application had been received from SGOSS should no parents want to take on the role. Vicci Wood had attended the SBTL Committee meeting last term and had met to discuss the role of Co-opted Governor with JD and MM. JD proposed VW as Co-opted Governor and this was unanimously agreed. KG asked for VW and CW details to be emailed for the website.	KF	
4/1.3	Correspondence All Governors were aware of the correspondence received.		
4/2.1	Minutes of the Meeting 03/02/16 The minutes were agreed as a correct record and signed accordingly by the Chair.		
4/2.2	Minute 2/3.3 <u>Governor Letter to Parents</u> – JD & KF are in the process of drafting a letter which will go out ASAP. Letter sent 09/05/16	JD/KF	ASAP
4/2.3	Minute 2/3.5 <u>Staff Photo Display</u> – SR advised that there are a number of staff photos around the building in various places but not all in one place. MM will task someone with this job ASAP.	MM	21/09/16
4/2.4	Minute 3/3.4 <u>Governor Visit</u> - CW clarified that she would still like to undertake the visit to the Land Based Studies placement which is on a Friday. CW will liaise with DJ on this matter. DF noted that he would also like to come in for another day visit in May and asked if MM could come up with something specific for him to focus on. CW would also like to visit the school. MM pointed out that the Babcock/SENTient visit had highlighted the need for as many Governor visits as possible so he would welcome these visits. DF recommended visiting for a whole day so that Governors can get a real taste for the school. MM thought it would be great for all Governors to experience the morning meeting at 8.30.	CW	21/09/16
4/2.5	Other Matters Arising JD wanted to raise the issue surrounding cameras on phones and safeguarding problems behind this as she was aware BL do not allow phones or devices in school that are able to take photographs. JD wanted to know if this would extend to the use of such devices whilst on transport to and from school. MM advised that it would as there is no reason		

	<p>for pupils to have their phones during this time. JD had been made aware of some pupils who use their phones on the way to school and MM advised he will challenge this behaviour with the pupils and drivers of school transport via Paul Edmonds. MM noted it is very difficult to challenge the drivers even though he is aware they receive regular training but do not always comply with what is deemed as acceptable behaviour. MM pointed out that staff are always asked to turn their phones off and put them in a secure location and visitors are now being asked to leave their phones/tablets at reception when visiting children for safeguarding purposes. MM explained that BL are looking at changing the school mobile phones to something more basic that only receives calls/texts and with no cameras or internet capacity in order to be more rigorous. MD thought it might be possible to disable the camera remotely on school mobile phones. AH advised that this question had already been raised and the school were told it was not possible. MM explained that in order to change the mobile phones, BL will need to pay off the contracts for their current phones or cancel and restart new contracts and pay a fee to transfer the phone numbers. CW asked which the simplest option was. MM advised it would be easier to just pay off the current contract so that phone numbers remain the same. The GB agreed that the school should go for this option. MD thought that there could be a way to disable the camera and he will look into this option in the short/medium term. DJ noted that would be better for staff as they would still be able to access their email on the go which is very useful. MD will email KG with instructions for this process and if it is not possible then the GB agreed to revert back to the original plan to buy out the current contract.</p> <p>DF asked that the new policy for visitors to hand in their mobile/tablet devices is rigorous and all staff know this should be happening. MM noted that staff should also be asking for visitor's car keys.</p>		
4/3.1	<p>Headteacher Summer Report</p> <p>JD highlighted that the visit from Babcock/SENTient Trust was very positive. MM advised that the report had been a good read and some aspects were picked up on in preparation for Ofsted. For example, pupil progress work and the narrative for outcomes of leavers over last 3 years have been given a lot of time this term. SR felt much better placed now to be scrutinised on good learning progress over all cohorts/key stage. In September BL will need to look at interventions and whether they achieved expected outcomes. DF explained that at the last 2 SBTL meetings the Committee have focused on Teaching & Learning and have looked at the approach to assessing the quality of teaching for individual teachers and, where there is room for improvement, how teachers take on that journey with challenge and support. MM also talked about self-assessment, peer assessment and the triangulation of evidence. MM advised that a minority of teachers have difficulties 'bossing the classroom' and SR noted that the Educational Psychologist is now working with all teachers to help with assertiveness. JD explained that staff have initiated a scheme in which MM is able to watch lessons via CCTV from time to time in addition to his classroom visits as pupils react differently when the SLT enter a room. Any significant problems regarding quality of teaching have been addressed. DF also noted that the SBTL Committee looked at individual pupil progress and the reasons behind why some pupils were not making progress in specific subjects. They drilled down further into the detail and SR was able to give responses and a good insight behind the data. DF was confident SR and MM knew the data well.</p> <p>MM asked if the report from Babcock/SENTient seemed consistent with what Governors had experienced when visiting the school. DF agreed that there are some key themes that came out in both this report and through Governor visits. DF asked if MM participated in visiting other schools. MM advised that he has recently visited another school as part of the SENTient peer visits and will undertake another next month. DF asked if other members of the SLT would get this opportunity. MM explained that they do not at present. DF thought it could be powerful and reinvigorating for other staff to visit the other schools in SENTient Trust. MM agreed it could boost spirits by going to visit other schools and would encourage staff to undertake visits when possible. DF also noted that it would help to gain different perspectives. AH mentioned that she does visit other school and it has helped her to pick up on some good practice. MM would also like staff to have links with mainstream schools in order for staff to experience excellent teaching practices.</p> <p>MM wanted to speak with Governors about PREVENT and CSE. DF wanted to know more about the thresholds and the difference in the guidance now and changes to practice. MM explained that the most useful experience undertaken at BL so far was when the staff sat together to talk about each of the children at BL and what types of behaviour they might be associated with, such as; absconding, radicalisation, CSE. Prevent and CSE have been added to the morning prompts for staff meetings especially looking more</p>		

	<p>closely for the possibility of children being radicalised or exploited. MM noted that staff are reassessing children every half term to see if there are any changes in behaviour and if anything additional has been identified. MM highlighted that staff also remind children on a daily basis about the importance of empathy and kindness and how to work peacefully within the school which should also benefit them outside of school. DF had seen more explicit challenges to specific issues in and around the school at BL than he had seen anywhere else which is positive. DF also noted that the school values also highlight the importance of empathy and kindness and this can be seen throughout the school. DF thought the key point with Prevent/CSE is are BL are looking for risks and when they find any are they responding in the right way. MM explained that BL are always looking for risks and all issues (so far) have been dealt with without the need to contact outside agencies. DF pointed out that there have been some problems locally regarding CSE. MM wanted to note that BL are changing the way they teach Sex Education and a new policy will follow at the next SBTL Committee to bring this in line with PSHE and CSE.</p> <p>JD asked how the ASD team is working. MM advised that they are due to come back in the summer when BL are ready for them to return.</p>	MM	13/07/16
4/3.2	<p>Quality of Teaching Covered in 4/3.1.</p> <p>SR added that Bob Pugh has been difficult to pin down to help with moderating the judgements of teaching staff. SR will try to make contact with another moderator to come in and make judgements in order to back up the schools judgements. DF noted that at SBTL some issues had arisen in relation to progress in Maths and Science and asked whether any changes have been made yet. MM explained that it has been agreed that SR will take over the teaching of Maths from September and, with regards to Science, some issues with the original baseline testing is why progress doesn't seem to be in line with all other subjects as the teaching is very good. JD had picked up on some issues with students timetabling where pupils carrying out vocational training were not getting the required maths lessons per week. SR advised that this was picked up and immediately rectified and he and DJ will look through the timetables for next year in order to make sure all pupils are getting the required number of lessons for core subjects. MM asked SR and DJ to share the work they do for September in order to provide Governors with reassurance that all pupils are getting the required lessons.</p>	SR/DJ	21/09/16
4/3.3	<p>Agree Budget 2016/17</p> <p>MD explained that the Resources Committee had reviewed the budget for the next financial year and were worried about the predicted deficit over the next 3 years. The Committee had asked AH and JD to meet with Suzette to discuss the deficit and look at ways on pulling back extra money. JD advised that alterations were made and 3 proposals have been put together.</p> <p><u>Proposal 1 Existing Staff Structure</u> – This proposal would include running the same staff structure as now but without agency staff. A deficit would be projected after year 3. JD advised that KG budget has been cut and he may struggle to stay within this budget but some has been transferred to the capital budget which can also be used. The current budget is based on 59 pupils and this is below the usual number of pupils at BL therefore it is likely the income will be greater. CW asked why there is a small decrease projected in staff pay for 2017/18. Nothing could be identified on the budget as to why this would happen. AH noted there had been some issues with the budget planning tool so this could be the issue.</p> <p>KG asked the difference between the other 2 proposed budgets. JD advised the following:</p> <p><u>Proposal 2 New Staff Structure</u> – JD noted this was MM preferred structure moving away from agency staff and employing new staff.</p> <p><u>Proposal 3 New Staff Structure by Developing TAs</u> – As above but to provide more qualified staff by retaining and developing current TAs. This can be done by using the Pupil Premium funding to pay for better quality staff. VW noted that this would need to be clearly tracked. MM genuinely believed this would impact greatly on the majority of children as most are in receipt of Pupil Premium. DF asked what the overall proportion of students is with Pupil Premium. MM clarified that it is just over 50%. This action is already working in the nurture unit where there is more staff capacity and behaviour is much better and pupils work well. This model needs to be transferred to the other parts of the school. AH explained that TAs could become mentors for those pupils in receipt of Pupil Premium and then they are able to move between classes. VW asked that it is made clear in the budget notes exactly where the money is being spent. MM thought the GB needed to have clear position on what the school chooses to spend Pupil Premium funding on as there are 2 options; spend on individual pupils or for whole</p>		

	<p>groups/cohorts. DF felt using for whole groups would be more beneficial if the school can evidence how the money spent is impacting on the individual pupils in receipt of the funding. SR noted that the school need to show that pupils in receipt of funding are making expected or better progress in relation to the other pupils in the school. DF noted that this would be the most powerful argument in order to narrow the gap between the groups and if the school can show the progress is equivalent then it demonstrates the school are using the money appropriately. MM asked if the GB was happy for the school to go with the whole school approach. The GB thought this would be the most beneficial way to use the funding and agreed to upgrade and develop TAs to support all pupils using the Pupil Premium funding.</p> <p>In terms of the budget for 2016/17 the GB agreed to approve the option to include developing the TAs. It was asked that the pupil numbers are increased on the budget projection to an average figure over a year in order for the budget to more accurate as pupil numbers are currently lower than usual. AH will amend and submit.</p> <p><u>Budget 2015/16</u> - This year BL came out with an under spend of £204,879 but realistically this will be £185,879 with invoices still to come. Secondary rewards was raised as an issue and it has been agreed that AH will meet regularly with MM to update him on the money available and help MM to plan the spend more carefully.</p> <p>The GB was happy to sign off the budget for 2015/16.</p>		
4/3.4	<p>Pupil Premium</p> <p>Discussion took place in Minute 4/3.3.</p> <p>AH now has a detailed spreadsheet to clearly show where pupil premium is being spent.</p>		
4/3.5	<p>SBTL Committee</p> <p>Some aspects were covered in 4/ 3.1. MM asked SR to explain the broad strokes in terms of the extent of good learning progress as a whole in the school. SR noted the following:</p> <ul style="list-style-type: none"> • Key Stage 3 - Out of 29 pupils the number currently not on track to make progress are; English 9, Science 9, Maths 2, D&T 2, Art 5, PE 4 and Humanities 14. Some of these pupils have been timetabled to do extra lessons and strategies have been put in place to provide additional support and interventions. MM noted therefore that a large majority of children are making good progress. • Key Stage 4 – The following percentage are making good or better progress; Maths 54%, English 54%, Science 23%, ICT 38%, PE 31%, Art 31%, D&T 62%. MM explained that he is aware there are back stories to some of these results and BL are able to show the reasons. The numbers need to be unpicked to show the truest and fairest reflection as some pupils have already taken the exams and are still included in these figures. DF asked if SR could breakdown the Years 10 and 11 progress for the next SBTL. <p>In relation to the SBTL report JD asked if consideration was given when changing a pupil's curriculum to whether or not they dealt well with change as the minutes said pupils had been held due to curriculum changes. MM clarified that some of the work pupils had been doing was not challenging which is why it was changed but overall this had been a positive aspect and the minutes should be read as 'only 6 pupils held as this has decreased over time'. JD asked if the SBTL Committee were comfortable with the individual who held children more often. DF explained that the Committee have been looking at patterns of concern and the explanations provided had been satisfactory. These sorts of patterns have been identified and action has been taken. DF noted it was important to say that recording overall is good at BL and in particular what has been learnt from these incidents.</p>	SR	13/07/16
4/3.6	<p>Resources Committee</p> <p>No questions were asked in relation to the report.</p> <p>KG mentioned that the tree work has now been carried out which means BL can move on to the next stage of resurfacing. The money for this work has already been planned into the budget and KG just wanted agreement for the work to go ahead at a cost of £11,500. KG also mentioned that he had received a quote for putting down Astro Turf at a cost of £30,000. KG noted that tarmac would need to be put down first before any Astro Turf could be laid. DF felt that Astro Turf should be an aspiration for the school in the future as all other mainstream schools have this facility and BL pupils are specifically asking for it. The GB agreed to proceed with the tarmac resurfacing with the option of looking at Astro Turf in the future.</p>		
4/3.7	<p>Governor Visits & Training Reports</p> <p>DF had undertaken a whole day visit to the school and had produced a detailed report for Governors.</p> <p>JD had been in to visit AH and MM and Governors had been forwarded the report.</p>		

	CW had attended the Safeguarding and CP training specifically for Governors but noted that it had just reiterated the same information she had received at the training she attend last year. CW is attending SEND training in May.		
4/4.1	Finance Policy The policy had been recommended by the Resources Committee with one change to add the SLT to authorise invoices for payment. The GB agreed to adopt the policy.		
4/5.1	Part 2 Minute of the Meeting 03/02/16 The minutes were agreed as a correct record and signed accordingly by the Chair.		
	Meeting Closed: 19.50		

Next Meeting:			
Date / Time:	21 st September 2016 at 17.00	Location:	Barley Lane School