

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

DRAFT

Date / Time:	29 th March 2017 at 17.10	Location:	Barley Lane School
--------------	--------------------------------------	-----------	--------------------

Attendees:	Initials:	Governor Type:
Damian Furniss	DF	Vice Chair (AGOV)
Kevin Goodey	KG	COO
Simon Robinson	SR	STF

Attendees:	Initials:	Governor Type:
Michael MacCourt	MM	STH
Mark Dye	MD	FOU
Vicci Wood	VW	COO

Apologies:	Initials:	Reason:

Absent without Apology:	Initials:

In Attendance:	Initials:	
Kirsty Forbes	KF	Clerk
Anne Hannaford	AH	Associate Member
Dave Jones	DJ	Associate Member
Carl Moore	CM	Behaviour Manager
Claire O'Riley	CO	Teacher
Suzette Barrett	SB	Babcock Finance
Liz Shinn	LS	Prospective Governor
Jo Davey	JD	Prospective Governor

Minutes To:
Attendees
Website

Min. No.	Actions & Decisions:	Owner:	Date Due:
3/1.1	<p>Apologies & Business Interests</p> <p>No apologies were received and no Business Interests were declared. KF informed the FGB that JD has decided to stand down with immediate effect as both Chair and a Governor due to her personal circumstances. DF has agreed, as Vice Chair, to stand in as Chair until an election can take place at the next FGB meeting. The GB wished to send their thanks to JD for the time she committed to the school over her 6 years as a Governor.</p>		
3/1.2	<p>Welcome</p> <p>DF advised that the FGB now have spaces for 2 parent Governors and 1 Foundation Governor. DF wished to welcome LS and JD to the meeting as prospective Governors. Everyone at the meeting introduced themselves.</p>		
3/1.3	<p>Correspondence</p> <p>All Governors were aware of the correspondence sent by email.</p>		
3/2.1	<p>Minutes of the Meeting 30/11/16</p> <p>The minutes were agreed as a correct record and signed accordingly by the Chair.</p>		
3/2.2	<p>Minute 2/3.6</p> <p>DF had not been able to write a welcome note for the website yet and will make sure this is done in the summer term.</p>	DF	12/07/17
3/2.3	<p>Other Matters Arising</p> <p>There were no other matters arising that were not already included in the agenda.</p>		
3/3.1	<p>Headteacher Spring Report</p> <p><u>Leadership & Management</u> - MM commented that Governance continues to improve and embed and this evidenced in visits from Governors. There is a better understanding of what the school does and Governance is purposeful and challenging but supportive. There is now greater distribution of leadership and management to DJ and CM. DJ had sent behaviour review to Governors showing the picture for this term. Team work is embedding and the climate in school has been increasingly secure but there is still some challenge. The school is safe and manageable. The greater distribution of leadership has meant that staff are more becoming more confident with experience. Having CM in the secondary unit has brought huge changes. CM noted that a new strategy has been applied on the corridors with 2 staff always on patrol. This has enabled de-escalation strategies to be put in place. KG asked how CM moving has affected the primary unit.</p>		

CM noted that he works in the whole school but noted that other staff have stepped up and are leading in the primary unit using the practices shown to them by CM. Incidents have increased slightly but not to an alarming degree. DJ advised that CM has been instrumental in the success of the primary unit so his support in the secondary school has been amazing. He is able to resolve issues successfully because of the relationships he has built with those students whilst in the primary unit. He is now aiding others to help build those relationships. VW asked if CM is always on the corridor. MM advised that he is for the majority of time with a member of the SLT. VW clarified that CM is the consistent person with one other member of SLT. MM agreed that was correct although CM is sometimes out of school which would mean 2 members of SLT working together. Having a dedicated Behaviour Manager is making a big difference. MM explained that there is emerging young talent within the school who are showing themselves as leaders. MM asked CO how it felt in school now with CM on the corridor. CO agreed that having 2 people on the corridor gave that back up sometimes required and the different approach has been very positive. It has meant that if a student does not to work and others do (as all pupils have a right to learn), staff have been able to deal with these situations more swiftly. DJ noted that it has changed the result of serious incidents and the nature is now more about preventative work. MM advised that staff have been able to decisively remove children from class to give all students the right to learn. It has provided the ability to protect the positive climate for learning and empower and support teachers. MM asked SR about the nature of the discussions the SLT have been developing around the quality of leadership. SR explained that the team meet on Fridays to look at behaviour and teaching and learning and talk about any issues. One of the issues discussed was punctuality of staff in the hall each morning because this can create problems for students and actions have been put in place to deal with this. The conversations enable staff to be honest and open and provide support to each other. DJ highlighted that the counselling service offered by KCC has also been really important to students. MM explained that situations can be made safe by offering counselling support. MM noted that there are more people now willing and able to lead the school and looking to the future MM may be able to step back from the corridor. There are still some challenging students who will test the school but MM noted the staff are on top of those issues at present. DF thought the behaviour report was particularly useful not just for data purposes but also to see the approaches used and to draw insight from the data.

Teaching & Learning – The peer review highlighted an enormous amount of middle leadership talent in the school and the positive culture within the team and that needed to be accelerated and developed. A formalised cluster of leaders has been established that are solidly good/outstanding practitioners. SR advised that the cluster had been looking at the way lessons are structured including a starter, the main part of the lesson including assessment and then the end of lesson where they look at next steps for the next lesson. They have also discussed the rewarding and praising of students. They have also been looking at and producing a comprehensive document for each child that shows their progress academically and behaviourally. The team have looked at 5 strands of learning as follows:

1. Critical core subjects
2. Options to tackle a range of other academic subjects
3. Vocational and work based learning*
4. Access to enriching sporting, social and cultural activities
5. Access to mentoring, counselling and therapeutic support

MM explained that there was a desire from Governors to see a detailed narrative of what each student achieves across the whole school community which has driven this piece of work. This is similar to the way that Ebacc has strands but adjusted for use at BL. This will be a different way of reporting to Governors and Parents and other professionals. The work can be anonymised and will show the achievements of students. DF thought the framework would provide Governors with the confidence to articulate what the offer is at BL and DF really appreciated this piece of work. VW thought it was very clear that BL can individualise a programme for students from that report. It also highlights for teachers and support staff what 'good' looks like and there is a clear flow and vision for what BL is looking to develop in the classroom and community and what they are looking for when employing new staff.

SR also wanted to explain the BL are now moving away from using the national curriculum levels and will now be measuring students in relation their ability to reach a Grade C at GCSE using the terms; Emerging, Developing, Secure. Good progress is now tracked as one level and the sub levels are smaller than before. DF asked if a training session for Governors could be provided at the next SBTL meeting so they are able to see how this will be presented in reports. MM hoped to roll out the new profiles at that

	<p>meeting.</p> <p><u>Personal development, behaviour and safety</u> – MM advised that a number of risks have presented themselves recently and these have been shared anonymously with VW as safeguarding Governor and this has been hugely useful in testing how robust safeguarding is. Staff have to be alive to risk, the school has responded to these high risk events and the school has continued to be safe and remain calm. MM explained one of the incidents that had taken place which was then used as a scenario during the weekly safeguarding training with staff. MM wanted staff to learn that CP is not just about prompt sharing but also acting to make things safe action it is about doing something proactive.</p> <p>CM has looked at the uniformity in the rewards points system which currently has the following criteria;</p> <ol style="list-style-type: none"> 1) Accept direction from staff 2) Have positive interactions with students/staff 3) Demonstrate emotional awareness and self control. <p>CM has looked at options for online systems, specifically E-praise, which can be used in a number of ways. The E-Praise system will meet the needs of BL for behaviour issues. The reasons to E-Praise include; it can be used in lessons to award points, it calculates the points for teachers therefore saving time, pupils can access the system to track their behaviour points and progress and it can be individualised by them. MM explained that the criteria were set because these were the areas that the students found difficult to achieve and students are unable to learn unless they can demonstrate those qualities. MM noted that other recognition and rewards will be delivered throughout the school in addition to E-Praise. MD had seen E-Praise in operation and thought it was a very proactive site. CO also noted that homework can also go on the system.</p> <p>DF noted that MM mentioned in his report that attendance was good. MM confirmed that attendance is very encouraging at present and the school are running at 91% which is pleasing. Underneath those numbers MM is satisfied that everyday every child is accounted for and there must be a legitimate reason for them not to attend. MM and WH look at patterns each week and whether they are happy with the reasons behind why students are missing. Trends are then produced each half term. Attendance can be explained by the day, week and half term.</p> <p>The holding data is now more stabilised and is consistent with Governor visits. There have been some restraints when required and students are given time to reflect.</p> <p>DF noted there are some real signs of improvement from the conscious efforts made by staff.</p>	SR	10/05/17
3/3.2	<p>Approve Draft Budget 2017/18</p> <p>AH and SB had been working on budgets today. The current budget monitor for yearend shows a £48,000 carry forward compared to last year carry forward of £200,000. MD explained that the Resources Committee had spoken on depth about some the reasons why there had been a greater over spend this year and highlighted the following points:</p> <ul style="list-style-type: none"> • £150,000 had been spent on interventions and the Committee would like to see savings made. DJ advised this cost was for the mentoring services and did not including vocational alternative provision. DJ had spoken with SB about money that has been clawed back and some money is still owing. DJ had contacted DCC who have confirmed they will be paying a lump sum of £27,000. They are also returning some other funding for a pupil that should have gone on role elsewhere by now. In total BL will recoup half of the cost of interventions. DJ is now looking at different providers for interventions that offer the same service but at a reduced cost. DJ has received 3 quotes and will now look at DBS and references. DJ has also negotiated a reduce cost with Exeter Forest School. AH noted that money has also been taken out of pupil premium for interventions so the total spend is almost £200,000. SB advised that a separate intervention cost centre has now added to the budget. DF noted that the use of pupil premium would be appropriate for interventions. MD agreed but noted there was a piece of work to be done on looking at the volume of interventions used and the money spent. It may be better for BL to consider offering in house interventions though employing an additional member of staff. BL need to look at better ways of working and undertake a cost saving review. The money that has been spent has been reactive and not proactive. • Trips and car hire services have also been overspent. MD advised that BL have now taken on another permanent member of admin staff who will be looking at cost saving processes for this. MD advised that trips are not being planned in advance so that school vehicles can be used and better admin processes for trips will enable cost savings to be made. KG advised that BL now have 4 		

	<p>vehicles to use. DF asked what the actual expenditure on car hire was. SB advised Fleet management £21,000 and hire car £10,000 last year.</p> <p><u>Draft Budget 2017/18</u> - DF asked SB to explain the 2 scenarios produced for the draft budget. SB advised that the carry forward had now been amended to £90,000 for both scenarios due to the money promised from DCC. The Scenarios were explained as follows:</p> <ul style="list-style-type: none"> • Scenario 1 – This is the position at present based on 69 pupils and with any known changes to admin, staffing increments of 1% and new TA advertised. This scenario will leave BL with £13,000 deficit at the end of 2018. • Scenario 2 – This is based on having 72 pupils from September onwards, reduced intervention costs and increased SEN money coming in. This scenario will give BL a carry forward of £84,000 after the 1st year and will remain positive until year 5. <p>DF asked if scenario 2 was the only viable option. SB confirmed that was correct. DF asked if it was likely BL would have 72 children from September. MM thought this was realistically possible. MM advised that there are 6-7 students in the pipeline from September but 8 students are leaving in July. DF thought it would be a reasonable assumption that 72 was possible.</p> <p>DF asked if the reduction in Intervention costs was realistic. MD thought a review was needed of interventions to see where savings could be made. DJ advised that 2 students who use the service will be leaving which will mean an automatic reduction in cost and currently DJ is looking at savings of 75% on current costs by changing providers so this should be achievable. MD thought there may also be better ways of working with interventions and MD and DJ will meet to undertake a review.</p> <p>DF asked if a budget needs to be approved tonight. AH and SB confirmed it would as it must be submitted in early May and the GB are not due to meet prior to that date. DF thought that Scenario 2 was the most viable option and asked Governors if they were happy to approve this tonight or whether an additional meeting should be scheduled early next term. MM was happy to trust SB's professional judgement. MD noted that it will be for the school to work within the figures provided and tight controls will need to be in place over what is going out on a month by month basis. MM asked AH if the new admin appointment will make this easier to achieve. AH agreed it would be beneficial. MD explained that the new admin member of staff has experience finance, school budgets and finding additional funding. The Resources Committee will need to look at target areas on the budget to make the necessary decreases and there will be a need to tighten the belt across the board. DF thought the key objective is to protect teaching and teaching support capacity in the school. Any additional budgets would need to be under control. MM noted that the spend on interventions has been due to making sure that those students who cannot come to school are still provided with an education and there is still a need to prioritise the spending on safeguarding those pupils. Doing interventions in-house more cheaply could be beneficial to the school. It is important the school remains solvent in order to be at least 'good' at Ofsted. MM thanked MD for offering to help with this issue.</p> <p>DF said that, with reasonable assumptions, an increase in student numbers, a 'good' Ofsted and tightening up of the over spend, he would be happy to propose Scenario 2 as the budget for submission for 2017/18. This was seconded by VW and the FGB unanimously agreed.</p> <p>SB left the meeting.</p>	MD/DJ	14/06/17
3/3.3	<p>Resources Committee</p> <p>The Resources Committee had met but had not been quorate, therefore the following recommendations were coming to FGB:</p> <p><u>Interventions</u> – Covered in minute 3/3.2.</p> <p><u>Rewards Budget</u> – MD advised that the Resources Committee had looked at a proposal for teachers having their own budget for rewards. DF asked how this would fit in with the new E-praise System. CM advised that he will take the primary model that he set up and roll it out in the secondary unit. This will mean reduced spending. MM would not be inclined to give teachers a separate budget but to give the whole budget to CM to manage and teachers will have to go to him for funding. CM noted that he tries to work at least 4 weeks in advance so he is able to make sure transport is booked so this will be more structured. The GB was happy to approve that the budget is allocated to CM for management.</p> <p><u>Dinner Money</u> – MD noted there is currently a deficit in the money coming in for dinners and the Resources Committee had been asked to consider writing off £931. MD would like to review the process of collecting dinner money and this may need to be looked at on a case by case basis to see what the underlying problems are. Guidelines need to be</p>		

	<p>put in place to outline what happens when payment is not received. MM advised that currently once the debt reaches a certain level, the school write home to ask for payment. If there is no payment the students are offered and sandwich and a piece of fruit instead of a full meal. AH confirmed that Judith has been chasing debts. MM agreed that a ceiling cost should be applied when all food stops being provided, however, food is fundamental need for some students who are likely to react angrily if none is available. It is about preventing those reactions. MD agreed that if food is required to prevent reactions then this should be agreed by the SLT and written off on the day it occurs with the administrator. It will require 3 way engagement between the kitchen, admin and teaching staff. It was asked that Judith liaises with the operational lead each day about those decisions. DF asked if a brief written description of the approach could be written for staff to follow. MD agreed to put together some guidelines and send to all Governors for approval. AH will advise Judith of the new system and staff will be sent the guidelines once approved.</p>	<p>MD AH</p>	<p>14/06/17 ASAP</p>
3/3.4	<p>SBTL Committee The Committee had focused on the Babcock/SENTient support peer review report and looked at their suggestions for making improvements. A good discussion was held and actions put in place to show what we are doing as a consequence. As discussed in minute 3/3.1 some of these actions have now been put in place. VW noted that the Committee had also highlighted some inaccuracies in the report which have now been amended. MM advised that the report was good and very favourable.</p>		
3/3.5	<p>Alternative Provision <u>Minute 2/3.1</u> – DJ explained that he is now looking at the model for alternative provision for the next academic year because the current model will not be able to offer the students using the service next year what they require. MM asked DJ if he was now happy with safeguarding in terms of the minimum levels of rigour and if he was confident alternative providers have the necessary training. DJ had been concerned about one provider not having the relevant training but they have now undertaken the training in-house at BL. MM asked if there is greater risk with 1-1 interventions. DJ explained that these providers were also invited to undertake the BL training but they did not attend, these providers do however have level 3 training. All providers are advised of the school procedures which they must adhere to and DJ was happy that everything is in place. All providers are DCC approved. DJ explained that alternative provision must show academic learning and examples of this work had been brought to the meeting. MM asked how this worked because outside providers are not subject specialist teachers. DJ advised that work is set for the students by the subject specialist teachers in the school who also supply the answers to the intervention worker. CO showed some examples of work and explained that there seemed to be more evidence for Maths progress than English but she thought this was most likely due to the creative thought processes used for English which are different than for Maths. MM asked to what affect students have been disadvantaged in English. CO advised that there has been less progress made in English, however, the students are doing better now at intervention/mentoring and this can be seen. MM asked if students are doing 'as well as' or 'better than' they would in the school. CO clarified that students are doing better with a mentor than they would in the class and there is evidence to support this. DJ noted made; students are making more progress outside of school than they would in class and this could be seen in the levels of progress made from the time they started at BL and the time they have been on interventions/mentoring. In addition to academic progress, this support also benefits students behaviourally and personally. MM thought there was excellent work being done which can be demonstrated. SR clarified that progress was measurably accelerated by one to one interventions. CO made clear she led in the work set and its assessment as do other core subject leaders. In summary CO and DJ made explicit the quality of both work tackled its assessment and the extent of progress all improved using this model for a small group of children.</p>		
3/3.6	<p>Safeguarding Covered in minute 3/3.1. MM noted that one frailty identified recently had been the requesting of the credentials of individuals, such as taxi drivers, but this isolated to one individual and robustly addressed.</p>		
3/3.7	<p>Governor Visits DF explained to LS and JD that Governors commit to undertaking visits each half term and write reports for the FGB to provide a triangulation of evidence. Several visits had been undertaken this term including:</p> <ul style="list-style-type: none"> DF: Review of Alternative Provision – During his visit DF had tested the BL staff on different safeguarding and health and safety procedures and they were able 		

	<p>to answer immediately. DF had lunch and conversations with the students who are enthusiastic about the opportunities that alternative provision opens up for them. DF had looked at the written work done by students and was very impressed by the tutor. At Exeter Forest School he joined a 1-1 session where the student was working and he could see signs of progress.</p> <ul style="list-style-type: none"> VW: Safeguarding Briefing, PSHE Update, Meet with Operational Lead. <p>MM asked if the visits triangulate with the reports provided for Governors. VW confirmed that reporting was consistent with what she has seen happening in the school and this is detailed in her reports.</p>		
3/3.8	<p>Governor Training VW had attended Child Protection training and EVOLVE training which she confirmed was extremely useful. AH has asked to see all Governors Child Protection training certificates and asked them to undertake PREVENT training online. DF advised that Governors are committed to undertaking at least one formal training session each year. KF handed out the Devon Governor magazine highlighting the training section. If Governors wish to book on any training please inform KF.</p>	ALL GOVS	ASAP
3/4.1	<p>Finance Policy The Policy had been reviewed and updated by the Resources Committee who were recommending it for approval to the FGB. The FGB agreed to adopt the policy.</p>		
3/4.2	<p>SFVS The SFVS had been updated by AH and KF and reviewed by the Resources Committee who were recommending it for approval to the FGB. The FGB agreed to approve the SFVS which will now be sent to County. Emailed to AH 30/03/17. Sent to LA 30/03/17</p>	AH/KF	30/03/17
3/4.3	<p>Disability Policy (Exams) Angela had sent this policy to KF at the last minute and KF has asked VW to review. VW will get back to KF urgently to advise whether she is happy to recommend the policy. It was agreed that if VW is happy to recommend the policy the FGB would agree to approve it. Approved and sent to Angela</p>	VW	31/03/17
3/5.1	<p>Part 2 Minutes of the Meeting 30/11/2016 The minutes were agreed as a correct record and signed accordingly by the Chair.</p>		
	Meeting Closed: 19.42		

Next Meeting:			
Date / Time:	12 th July 2017 at 5pm	Location:	Barley Lane School