

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

# DRAFT

Date / Time:	30 <sup>th</sup> September 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
Mark Dye	MD	FOU
Debbie Henderson	DH	PAR

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

Apologies:	Initials:	Reason:
Karen Smith	KS	Other Commitment

Absent without Apology:	Initials:

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

Minutes To:
Attendees
Website

Min. No.	Actions & Decisions:	Owner:	Date Due:
1/1.1	<b>Apologies</b> Apologies were received and accepted from KS.		
1/1.2	<b>Agree Instrument of Government &amp; Committee Membership</b> The GB agreed to approve the instrument of Government and was happy with the Committee memberships.		
1/1.3	<b>Agree Terms of Reference</b> The Terms of Reference were agreed for all Committees, please see the Governor Handbook.		
1/1.4	<b>Review Delegation of Responsibility</b> The responsibilities had been revised to align with the current requirements. The GB was happy with these responsibilities. DH was added to Curriculum and Student Welfare. KF will update the handbook. <span style="color: red;">Updated 01/10/15.</span>	<b>KF</b>	09/12/15
1/1.5	<b>Agree Annual Cycle</b> The GB agreed the Annual Cycle and aware this is a working document so changes are likely throughout the year.		
1/1.6	<b>Reminders</b> KF reminded Governors of the following: <b>Quorum and Absence</b> – In order to meetings to be quorate (4 for FGB and 3 for GPC) any absences must be reported directly to KF prior to a meeting (via email or phone) so she can ensure there will be enough Governors to make each meeting. If your absence is not registered it could mean that a meeting cannot go ahead and waste time for other Governors. <b>Part 2 &amp; Confidentiality</b> – KF reminded all Governors that when a meeting moves to Part 2, that information is confidential and does not leave the room. <b>Circulation of Minutes and Papers</b> – KF asked Governors if they were happy with the current system of sending papers by post 1 week prior to the meeting and receiving policies/minutes via email. The GB was happy with this system.		
1/1.7	<b>Agree Meeting Dates</b> The GB had been sent the meeting dates for the year in advance of the meeting. The GB approved the meeting dates for 2015/16.		
1/1.8	<b>Authority Governor</b> DF had been accepted by DCC as Authority Governor. KF advised that this just needed ratification by the GB. The GB unanimously agreed to approve DF as their Authority Governor.		
1/1.9	<b>Governor Vacancies</b> KF had spoken to KS who had advised she was willing to stand as a Co-opted Governor. Unfortunately she had not been able to attend the meeting on this occasion. In her		

	absence, JD proposed that the GB go ahead and elect KS as she has the necessary skills required. The GB unanimously agreed to co-opt KS onto the GB. KF had received interest from another lady via SGOSS but had not been able to contact her. KF will try again and invite her to the next meeting in November.	KF	04/11/15
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1/1.10	<b>Governor Audit</b> JD asked the GB if they wished to undertake the Babcock Governor Audit at a cost of £492.00. MM advised that he would like to undergo this audit as he believed it would help to highlight any potential areas of weakness. The GB agreed that this process would be worth while doing. KF and AH will arrange for this to take place in the autumn term so any further work can get underway in the spring.	KF/AH	09/12/15
1/1.11	<b>Correspondence</b> Governors had received all the correspondence. MM told the GB that he had written to every premiership manager during the summer to ask them if they would write an affirming message to the children. MM had received lovely replies from Bournemouth and Crystal Palace but the best responses came from Louis van Gaal at Manchester United and Arsene Wenger at Arsenal. SR read the letters to the GB who thought they were very inspirational. A display will be made using these letters. AH noted that she had also received a lovely email from a perspective hirer about how wonderful the school is.		
1/2.1	<b>Minutes of the Meeting 15/07/15</b> The minutes were agreed as a correct record and signed accordingly by the Chair.		
1/2.2	<b>Minute 6/1.2 (2015)</b> KG had uploaded the business interest forms to the website. AH has yet to complete her form. KF will send another copy. <b>Sent to AH 01/10/15.</b>	KF	09/12/15
1/2.3	<b>Minute 6/2.4 (2015)</b> All Governors had read the 'Keeping children safe in education' and signed a record to this effect.		
1/3.1	<b>Headteacher Autumn Report 1 to include GCSE Data</b> Governors had received the GCSE results paperwork. SR explained that the most interesting information was the benchmark data. MM advised that Art and DT had not produced the expected results but IT was still very strong. MM noted that it is rare for students to miss a target by more than a grade. The Fisher Family Trust (FFT) and GCSE data offer reliable external measures and provide consistent benchmarks. MM had also benchmarked BL against some similar local schools as well as some similar 'Good' schools from other regions of the country. MM thought that, in terms of visits, it would be beneficial for Governors to look at other EBD schools so they are able to highlight any differences. Data had also been produced to show how BL have performed overtime and MM explained that BL benchmarks are consistent with a 'Good' EBD school. <b>DF asked, given the changes to assessment and teaching staff, what BL think the prospects are like for this coming year.</b> MM explained that this year's cohort is a very small group who have already taken their IT qualification. This means that IT will not count towards their final results. MM noted that out of the cohort, one student already has 7 GCSEs and a couple are not likely to meet the 5 GCSE mark. MM did not believe the attainment would be quite as good this year. <b>JD asked why, compared to last year, English, Maths and ICT results had dropped.</b> AH advised some of this was due to changes in the assessments. MM noted that it was also due to teaching practices and whether each teacher is pushing the children to the best of their abilities. MM explained that he is in dialogue with those teachers whose results have declined and he and SR will be observing and helping these teachers. There are some frailties which will be looked in to. <b>DF asked if Ofsted like to see benchmarking data or the story behind individual cohorts.</b> MM advised that usually both are important to get an overall outlook. MM advised that at the moment BL have a solid story and are doing well. <b>DF asked if the change to the Ofsted framework meant that they would only carry out a one day inspection.</b> SR thought that this would not apply to special schools although MM had heard of this happening elsewhere. From what SR understood, if after a day Ofsted still believe a school to be judged 'Good' they will not come back for a second day. If however Ofsted believe the judgement has changed (positive or negative) they will return for a second day. MM went on to explain that all students who left in the summer have now moved on and are all in full time education or employment/apprenticeship. MM explained that he had been provided with some anonymised data showing where BL students have gone over		

	<p>last few years. MM would like to share this information at the next meeting. MM had provided his first half term report informing Governors of any pressing issues. DF asked, in relation to attendance, how MM thought BL attendance benchmarked and what his impressions were. MM explained that there is significant improvement since the schools last inspection and that he is tracking those students who are not attending and working alongside exclusions officer. Some students have been given part time timetables which will affect the attendance but this has improved over time. MM noted that attendance has always been an issue but BL are able to provide the evidence as to why.</p>	MM	04/11/15
1/3.2	<p><b>School Improvement Plan</b> MM had produced the SIP and presented it to Governors prior to the FGB. MM explained that the main areas of focus were the challenges around Teaching and Learning as well as Behaviour and Safety and the Wellbeing and Morale of all at BL. MM wants to keep improving teaching within the school so there is a need to maintain rigour. MM has identified any frailties and the school are working on these areas. All students deserve to be well taught but each child's needs are very different, which is difficult for the teachers, as one style of teaching does not suit all needs. This needs to remain the key focus in order to sustain improvements and teachers have been facilitated with problem solving in order to give them the necessary skills. MM wanted to note that a number of teachers are very hard working. MD noted that it sounded like teachers needed to undertake some reactive planning as they are required to react to each child's needs. SR explained that teachers are planning ahead already and have in place an expectation for each lesson but will always have alternate plans as changes are constantly being made due to any reactive issues. MM noted that it is BL objective to get all students to achieve their potential. Other elements of the SIP included: SLT to be more independent, speech and language therapy and autism training. The GB agreed to approve plan.</p>		
1/3.3	<p><b>Budget</b> <u>Maintenance</u> - Over the summer the following works had taken place; Some new Air Conditioning units were fitted, Painting was undertaken of some areas and the lighting has been serviced. The gas cut offs/detectors have been delayed to half term. KG advised that the new staff room build had come in under budget and approximately £4000 has gone back into the budget. KG explained, in relation to the tennis court, a short term fix has been put in place that gives use of over 2/3 of the playground. Unfortunately a large root from a nearby tree is now coming up through the tarmac. KG had met yesterday with the people assessing the tree appeal who have now approved the removal of 3 pine trees and have given permission to trim back the others that are overhanging. One of the tree removals will be the one with the root in the playground. In order to get the playground 100% in operation the root could be removed and the tarmac resurfaced now or the school could wait until the trees have been removed. Once the official letter comes through BL will have 6 months to remove them. JD thought that as the playground was useable then it would be best to wait until trees come down before looking at resurfacing the playground. DJ had also asked that no markings are put on the court so that it can be multipurpose. KG will bring back quotes to next meeting. KG also noted that more air conditioning units are required and he will decide on which rooms are most important and work with AH to see if it is within his budget. <u>Budget</u> - AH explained that since the recent budget had been produced the pupil numbers had risen to 61. MM advised that he would like to keep some money aside to address any additional staffing that is not planned for. AH noted that Suzette had advised caution on spending as the budget plan currently shows the school are spending more than their income which is eating into any surplus. AH told the GB that an advertisement for a part time admin/reception role had been put together and will go out shortly. MD will come in to help with interviews. JD asked what saving the school will be making due to this change. AH advised that the saving would be substantial at around £15,000. MM noted that some of this money will be moved into learning support. MD agreed to put some questions together which can be used for each interview. AH and DJ will then be able to add the most up to date safeguarding questions. JD asked if the budget format which included a cover sheet could be used in the future. AH explained that this is usually produced but unfortunately there had been a problem with the computer system on this occasion.</p>		
1/3.4	<p><b>Transportation</b> MM advised that the plan is to put on some buses and BL to provide training for drivers</p>		

	and escorts. BL will have to flag up any high risk children who could not travel with other children even if they are on the route provided. Transport at DCC are doing their best to accommodate BL needs. MM will confirm the details once it has all been completed.		
1/3.5	<p><b>Governor Visits</b></p> <p>The following visits had been carried out:</p> <ul style="list-style-type: none"> <li>DF carried out an unannounced visit at the beginning of the academic year which he had found very valuable. DF had been able to have a discussion with the Head, Chair of Governors and had taken a tour of the school with a potential student and parent. DF had commented that it would be useful to observe the school on a day when the Head was absent or unavailable. MM would like to encourage Governors to do this as it will help to see how the SLT work.</li> <li>JD had also met with a potential student and parent to undertake a walk round the school which she had found enlightening. MM was very positive and encouraging and it was a very positive experience.</li> </ul> <p>DF felt everyone should make a half day visit at least once a term. MD and DH will endeavour to carry out visits soon.</p> <p>MM wanted Governors to know they are welcome to visit at any time to see any aspects of the school but especially Teaching and Learning as this should be a key priority of the GB in order to be a critical friend.</p>		
1/3.6	<p><b>Safeguarding Report</b></p> <p>WH has now undertaken the Level 3 CP training and had picked up on advice about the way records are kept. Over the summer WH has revamped the record keeping system following Babcock recommendations.</p> <p>AH has now looked at all checks and balances around staffing (DBS and references). This has been huge job. One member of staff still has papers outstanding.</p> <p>MM wanted to thank AH and WH for undertaking all this work as it shows that between them both they have good control of the office and pride in their work. Governors also wished to express their thanks to AH and WH for their huge efforts.</p> <p>MM had completed the Babcock pro-forma as requested by Governors.</p> <p>JD asked about the incident where an allegation was made against a member of staff.</p> <p>MM explained that he was made aware of the allegation regarding a member of staff who had drawn something inappropriate. What had actually happened was that a student had drawn something inappropriate in a book and the teacher had distracted the boys away from the inappropriate image by drawing something innocent on the board. This allegation disintegrated after speaking with students.</p> <p>JD thought the format of the report was good for termly updates.</p> <p>MM wanted to note that there are a couple of difficult cases ongoing at BL currently of which he will keep the GB informed.</p>		
1/4.1	<p><b>Children In Care Policy</b></p> <p>The GB agreed to adopt the policy.</p>		
1/4.2	<p><b>Medical Conditions</b></p> <p>MM is working on this policy and it will return to the next FGB.</p>	MM	09/12/15
1/4.3	<p><b>Offsite Activities</b></p> <p>The GB agreed to adopt the model policy produced by Babcock.</p>		
1/4.4	<p><b>DCC Adoption Policy</b></p> <p>The GB agreed to adopt the policy.</p>		
1/4.5	<p><b>DCC Maternity Policy</b></p> <p>The GB agreed to adopt the updated DCC policy.</p>		
1/4.6	<p><b>DCC Grievance Policy</b></p> <p>The GB agreed to adopt the updated DCC policy.</p>		
1/4.7	<p><b>DCC Flexible Working Requests</b></p> <p>The GB agreed to adopt the updated DCC policy.</p>		
1/4.8	<p><b>DCC Flexible Retirement</b></p> <p>The GB agreed to adopt the updated DCC policy.</p>		
1/5	<p><b>Part 2</b></p> <p>The GB agreed to move to Part 2 and all staff left the meeting.</p>		
	Meeting Closed: 19.10		

Next Meeting: GENERAL PURPOSE COMMITTEE

Date / Time:

04<sup>th</sup> November 2015 at 17.00

Location:

Barley Lane School