

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

DRAFT

Date / Time:	30 th November 2016 at 17.00	Location:	Barley Lane School
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Attendees:	Initials:	Governor Type:
Jacqui Dye	JD	Chair (PAR)
Damian Furniss	DF	Vice Chair (AGOV)
Simon Robinson	SR	STF

Attendees:	Initials:	Governor Type:
Michael MacCourt	MM	STH
Mark Dye	MD	FOU

Apologies:	Initials:	Reason:
Kevin Goodey	KG	Holiday
Caroline Westacott	CW	Unwell
Vicci Wood	VW	Personal Reasons

Absent without Apology:	Initials:

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:
2/1.1	Apologies & Business Interests Apologies were received and accepted from KG, CW and VW. No Business Interests were declared.		
2/1.2	Skills Audit KF handed out copies of the skills audit forms to be updated. These need to be returned by the next meeting.	All Govs	29/03/17
2/1.3	Correspondence In addition to the correspondence sent by email to all Governors, MM explained that he had written to Sue Clarke to wish her a happy retirement and thank her for all she had done for Barley Lane. She had sent back a card which had been very complimentary		
2/2.1	Minutes of the Meeting 21/09/16 The minutes were agreed as a correct record and signed accordingly by the Chair.		
2/2.2	Minute 1/1.10 The Parent Governor post has been advertised through SGOSS due to no uptake within the school. MM had received a request from someone outside the school but was unsure whether they have a child in full time education. MM will check and advise KF.	MM/KF	ASAP
2/2.3	Minute 4/3.2 (2016) SR explained that everyone in Key Stage 4 has 5 Maths lessons per week except for one student who is currently not accessing much of his education, although 4 lessons are available to him.		
2/2.4	Other Matters Arising There were no other matters arising that were not already included in the agenda.		
2/3.1	Headteacher Autumn Report JD thanked MM for his report and noted that it had been a tough start to the new academic year. The GB wished to pass on their sincere thanks to all members of staff for their resilience during that difficult time. The following key points were raised: <ul style="list-style-type: none"> • MM advised that he and DF and the SBTL Committee had held a virtual meeting in which they shared and discussed the papers produced for FGB surrounding school improvement and safeguarding. • MM's Headteacher report continues to be closely linked to school improvement. • Operational leadership continues to be delegated & Governors are more visible in school to scrutinise, report and hold the school to account. • Teaching & Learning – The review of teacher performance and pay was rigorous, SR has spot checked clarity of objectives and differentiation, teachers have set 		

	<p>targets for Year 11, early scrutiny of teaching has been carried out and moderation of SR judgements has been carried out by Briony. MM noted that the school have identified teachers that are vulnerable and those that have improved since the last round of observations due to the changes that were put in place.</p> <ul style="list-style-type: none"> • Personal development, behaviour and welfare – The school have revisited keeping children safe in education, the risk assessments for CSE and PREVENT and safeguarding in general. This evidence is available to the GB. Price training for safe physical interventions has taken place as planned. • DJ has visited some of the alternative providers due to an issue with safeguarding that had been highlighted. DJ was reassured by how the services deal with child protection. Some providers had more developed practices. MM confirmed that BL will only use providers that are more rigorous in the steps they take. MM pointed out that there is greater risk in delegating the education of the students to other providers and that BL must make sure they only use providers that are outstanding. DJ noted that there is good quality evidence of the work being carried out by the alternative providers which will be shared at the next meeting. It was noted that alternative providers have been invited to attend CP training and morning meetings or come along to visit the school and work with the students for a day. DF expressed that the schools safeguarding practice is only as strong as its greatest weakness. MM noted that therefore, having rigour is important and DF thought this could be evidenced. • DF thought that recent news stories could be used to teach the children about grooming and how this happens in real life. MM advised that CSE and PREVENT have been put to the top of the list for PHSE and delivered. MM noted that having done an audit of safeguarding training he had realised that training for CSE had only been attended by one person. MM will now be attending this training next week and cascading immediately to the team. The risk of CSE is higher for students at BL and therefore MM will make certain this training is rolled out to all staff immediately. • DF noted that the child by child safeguarding records are robust and he thought the use of existing in-house dedicated risk assessment for CSE and PREVENT provided excellent evidence. MM advised that the school do check up on every single child, every single day and all children are always accounted for. • DF wanted the GB to be aware that when MM sends out the papers for meetings he has been responding with questions which might be worth recording for future evidence. • DF highlighted the rise in trend of FTE and noted that he had spoken with MM about whether this had been due to staffing challenges or general behaviour. DF also noted that FTE is now in a sharp decline and the trend is positive. MM noted that the number of FTE has been too high and he is now keeping detailed weekly records to evidence the reasons behind any FTE and sending a summary to DF. The school are finally getting on top of FTE and the numbers have plummeted this half term which is encouraging. MM explained that the behaviour indicators are consistent with the school being stable but they are still continuing to make improvements and working hard to bring down the numbers by trying to prevent incidents and risk. Much of the reduction is down to the bedding in of new processes. • DF noted that he has reached the point of understanding the data and the detail behind the data and the indicators for behaviour and school stability. The GB can see the story behind this detail and this is evidenced during visits to the school. MM confirmed there is greater accountability and signs of improvement. 	DJ	29/03/2016
2/3.2	School Improvement 2016/17 Covered in item 2/3.1.		
2/3.3	Year 11 Targets Covered in item 2/3.1.		
2/3.4	Safeguarding In addition to the safeguarding aspects discussed in item 2/3.1 MM noted that he has completed the Safeguarding audit which had thrown up the issue of CSE training among staff but no other frailties were detected. MM advised that the audit and updated CP policy were shared with Governors at this meeting ahead of schedule and the full audit report will come to the next meeting.	MM	29/03/16
2/3.5	Review Term Dates		

	AH advised that dates for 2017/18 have been put together and these will be double checked by SR before sending to County. The GB was happy to approve the dates based on the agreement by staff.		
2/3.6	<p>Review Welcome on the Website</p> <p>MM explained that he would like to draft a welcome for the website that is from the whole school including staff and governors because they have a strong set of shared values. KG has put a lot of effort into the website but MM was mindful that the welcoming statement is the first thing seen by parents. MM asked whether DF might consider writing a brief welcome from the Governors. DF agreed that he was happy to do this. DF asked what audience MM had in mind. MM confirmed that it is essentially parents but also other organisations and students. It needs to be welcoming and proud and reaffirm the school's values, inclusivity and tolerance.</p>	DF	29/03/16
2/3.7	<p>Resources Committee</p> <p>MD highlighted the points discussed at Committee;</p> <ul style="list-style-type: none"> The budget currently has a carry forward of £108,000 with pupil numbers at 66. SR clarified that pupil numbers are now at 69 and are due to be 72 very soon. Two staff have resigned and the Committee discussed how to allocate the money for teaching. The use of hire cars was discussed and the Committee asked that a structure is put in place to make the best use of the school's own vehicles in order to save on costs. One off reward trips can only take place when cars are available and cars should not be hired for this purpose. DF thought it was important to highlight that every pound spent on transport therefore does not go on teaching. Judith will be auctioning this plan. There was a proposal to retarmac the nurture unit playground but the cost is high. It was decided that there may be better options available to increase play space and this has been passed back to the nurture unit as a project. DF asked if the children will be involved in the project. MM explained that pupil voice will be important but he knows they will ask for astro turf. The students love football and basketball but it would be nice to see a play area not just a playground. A lateral climbing wall would be great and perhaps a scooter area. DJ noted that a lot of money is spent on taking students out of the school for activities and the school could look at inviting activity providers in to school as this will give more students the opportunity. MM thought this would be a great idea but it would require someone to take ownership and responsibility. JD asked that if anyone was interesting in the opportunity then the GB would love to see their ideas. Remedial work is required for the boiler at a cost of £2000. The office structure is being reviewed in order to support AH with work outside of her Bursar role. Judith will be given increased duties. The level of overtime and support from Babcock will decrease and therefore the saving will be spent on an additional administrator. <p>MM thanked the Resources Committee for tackling the staffing challenges. MM advised that the school have received some good applications for the vacant posts which will be shortlisted and interviewed soon. The school are looking for staff that provide stability. Interview dates will be discussed with Governors via email.</p> <p>AH advised the FGB that Audit will take place during the Summer term.</p> <p><u>Pupil Premium</u> – MM had produced a document highlighting exactly how the funding will be deployed and the reasoning. The form will be completed at the end of the year to show the learning progress made and impact.</p>		
2/3.8	<p>Pay & Performance Management Committee</p> <p>MD advised that the Pay & Performance Management Committee had met to review the performance management process and teachers pay recommendations. Headteacher Performance Management had been undertaken by the HTPM Committee alongside Jacky King and recommendations made.</p>		
2/3.9	<p>Governor Visits</p> <p>JD had visited the school and met with MM to discuss staffing absences earlier in the term and noted that the prevailing positivity and commitment in the staff and the sense of calm and good will in the school given the loss of such talented colleagues and the impact on workload was in keeping with the school's "hard work" and "kindness".</p> <p>VW had visited to learn more about the structure and activities of the school day and to meet pupils and staff with a focus on behaviour, safety and wellbeing.</p> <p>VW had also met with a group of students to discuss safety and wellbeing in the school.</p>		
2/3.10	Governor Training		

	VW had attended the Governor Refresher and KF had undertaken Child Protection Training, Health & Safety Update and PREVENT. KF reminded all Governors that they should be undertaking training at least once per year. The school are running Child Protection training for staff and Governors who are able to attend on 06 th December at 3.30pm.		
2/4.1	Pay Policy The Policy had been reviewed and updated by the Pay & Performance Management Committee who were recommending it for approval to the FGB. The FGB agreed to adopt the policy.		
2/4.2	Governor Visits Policy This policy remains unchanged. JD had seen the policy and was happy to recommend it for approval. The GB agreed to adopt the policy.		
2/4.3	Safeguarding/Child Protection Policy A new draft CP policy had been completed by MM and forwarded to Governors. VW is the named designated Governors and JD will be the second named Governor. VW will need to sign the policy. The GB was happy to adopt the policy.		
2/5.1	Part 2 Minutes of the Meeting 21/09/2016 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.		
	Meeting Closed: 18.53		

Next Meeting:			
Date / Time:	29 th March 2017 at 5pm	Location:	Barley Lane School