

1/2.3	<p><u>Minute 5/5.1</u> – DF and HR to update annual cycle HR reported that this is a work in progress.</p>		
1/2.4	<p>Progress from actions 27/06/2018 (<i>Table of Actions SBTL 27062018</i>), which contains an update on all the actions from the previous meeting was shared with the committee prior to the meeting. No one had anything further to add.</p>		
1/3.4	<p>The Committee wished to begin by reviewing the outcomes as these were the key focus of this meeting. Moved to agenda item 1/3.4</p> <p>Outcomes for Pupils</p> <p>2 reports had been shared with governors in advance of the meeting; (<i>2018 Year 11 destinations update</i> (<i>GCSE Results Summer 2018 year 11 anon</i>)</p> <p>During a discussion the governors agreed that they found the method of reporting allowed easy tracking of the anonymised individuals.</p> <p>VW asked why all individuals were marked as Children in Care (CiC) on the report. MM clarified that this is a clerical error and the pupils are not all CiC. DJ and MM did not have the CiC figures to hand during the meeting.</p> <p>MM said the key thing is to ascertain whether a pupil is going to college? MM and the governors reviewed the report for each pupil one by one;</p> <p><u>Pupil 1:</u> When considering the first of the anonymised individuals, LS asked if he was attending Exeter College. MM replied that the pupil was as he was familiar with setting and was happy there. Looking at the same individual, VW said she had looked at the 'RAG rating' of his progress across the years and noticed dip in Year 10. She asked what happened. MM explained that this pupil had been part of DJ's 'school within a school' and in reaction to the dip he had received 1-1 mentoring intervention which had improved his attendance. Following In-house tutoring the pupil became well adjusted and well behaved. In response to a question from VW, DJ said this pupil successfully completed a construction course and has gone on to develop career path further. DJ noted that in the future BL will use South Devon College as there pupils can complete Btec level 1 award – whereas at Exeter College they only start at entry level.</p> <p><u>Pupil 2:</u> VW asked about latest destination of the second anonymised pupil. MM replied that they did not have a recent update. He explained that the pupil's placement at BL went downhill from September last year to the point where he was preventing others to learn. VW asked MM if school knew what the trigger for the change had been. MM replied that it had been attributed to a chaotic lack of boundaries out of school.</p> <p>MM informed the governors that <u>pupil 3</u> joined BL in Year 9, loved college, and his plumbing work was so good the tutor requested he carried on but he is now on a roofing course at South Devon College.</p> <p>MM said DJ had worked very hard with <u>pupil 4</u> and his family. With the circumstances being extremely challenging. He was eventually settled at South Devon College 5 days per week. MM reported that he met with him in college and found him to be happy. He achieved good GCSE grades all at College. In response to a query from VW, DJ confirmed that he checked in with the pupil in college on a weekly basis and also with his tutors and his parents. MM confirmed that they check attendance as he remained on roll at BL. In response to a query from the governors, DJ said that BL paid the college for taking the pupil and he felt it was good value but unfortunately they are no longer offering this option.</p> <p>MM had had a recent update regarding <u>pupil 5</u>. He said this pupil's attendance was poor but behaviour good. After tricky start he has settled at college. DJ said he didn't cope with the course he originally enrolled on so has now transferred to an introductory course. An appeal had been submitted against his English result, as he was just 2 points off, but this had been turned down. MM reported that Claire O'Riley (English teacher) was disappointed. The Committee noted that it had been the first year of the new style GCSE in English.</p> <p><u>Pupil 6</u> under performed from the expected level 4s. In response to a query from the governors, MM said this was because he did not start working hard until January/February time. However he is loving college and being successful. He is at Bicton enrolled in a Level 1 service course.</p> <p><u>Pupil 7</u>, overachieved in maths. Achieved expected in other areas. At college. MM stated that <u>pupil 8</u>, did not enjoy school but was now enjoying college. VW referred to the data for pupil 8 and asked what happened in year 11? MM replied that</p>		

	<p>the pupil had been unwell part of year and did not engage in school. MM informed the Committee that <u>pupil 9</u> was diligent but anxious. He had achieved his Duke of Edinburgh (DoE) silver and was so successful in his work experience placement that the employer wanted to keep him and offered him a job whilst allowing him to carry on training him. MM said he is holding down his job. The governors, who had attended the DoE presentation immediately prior to the meeting, said they had noticed how much this pupil had grown in confidence. MM said he had received an update and <u>pupil 10</u> is attending college and has improved.</p> <p><u>Pupil 11</u> was reported to be having difficulties navigating college. He likes it but is encountering animosity due to community tension surrounding the wider family.</p> <p>MM said the maths department had had great results this year. A Year 10 boy achieved level 4. All benchmark successes were in maths. MM said the new style GCSE in English is very hard for pupils at BL due to the difficulty in engaging them to do practice papers and learn exam technique. MM said the pupils were overwhelmed by having it all based on exams with no course work. VW asked what Claire O’Riley’s response is to the situation. MM said feedback from pupils and peers is positive about CO and her teaching ability. CO found it disappointing that the benchmark children didn’t achieve. MM said there was no lack of rigour in the teaching.</p> <p>VW asked what had been done to achieve the breakthrough in maths. MM said the style of exam is very similar to the learning process in maths. MM noted that maths had had a series of years with poorer results leading up to this year. MM said in English, writing is catching up with personal response and verbal skills.</p> <p>MM said IT and outdoor activities are also producing accreditations. The committee said this emphasises the importance of offering a wider curriculum with vocational and college allowing pupils come out with achievements that can build on going forward.</p> <p>VW asked MM how many pupils [from last year’s Year 11] there are concerns over. MM said 2 pupils, the one who is having issues with community tension and the pupil with no boundaries to behaviour.</p> <p>DF arrived 17:53</p> <p>MM informed the committee that there was no Parental feedback available at the time of the meeting. But there is additional feedback available from the process of following year 11s.</p>		
1/3.2	<p>To follow on from the previous discussion the committee wished to move to item 1/3.2</p> <p>Teaching & Learning</p> <p>The following reports had been shared with the governors prior to the meeting; <i>(pupil feedback 2017-18)</i> <i>(pupil feedback 2017-18 – a measure of leadership)</i> <i>(peer feedback 2017-18 complete anon)</i></p> <p>MM reported that there had been no surprises highlighted by the feedback but it did shows some ‘real stars’ emerging. MM informed the governors that when feeding back to the staff members who have not performed quite as well and who tend not to be confident he has focused on all the positive things. This approach has improved their engagement, helped relationships and boosted moral. MM said no serious issues were flagged up by feedback.</p> <p>VW asked how feedback is obtained. MM replied that a staff member sits down with pupils on a 1-1 basis and records their feedback. In response to a further question from VW, MM confirmed that staff feedback anonymously.</p> <p>MM stressed that they don’t use negative evidence to damage people. And that positive feedback and good results will help staff for instance; it goes towards claims for moving to UPS (Upper Pay Scale) grade. It also feeds into CPD (Continuing Professional Development). The whole process develops a culture of self-reflection and self-improvement.</p> <p>MM concluded from both staff and pupil feedback that the children and staff do feel positively about each other.</p> <p>The committee discussed the feedback process.</p>		

	<p>MM said he gave all staff a hoodie and bar of chocolate when he met with them to share their feedback. These gifts were to acknowledge the discretionary effort by many of the staff. MM shared with staff the appreciation for the hard work felt by the Governing Board.</p> <p>DF informed the committee that he met with MM at the start of term and they spoke about the outcomes and case histories. DF reported that he also asked for follow up information for those pupils who left a year ago. MM confirmed he now has this information ready to share when the committee discusses the end of Key Stage 2 and 3 data.</p> <p>ACTION - HR to ensure that the agenda for the next SBTL meeting allows for the end of KS 2&3 data plus outcomes for the previous year's Year 11s</p>	HR	Nov 18
1/3.1	<p>The Committee moved from discussing teaching and learning to discussing School Improvement and item 1/3.1</p> <p>Leadership & Management</p> <p>The following reports were shared with the governors prior to the meeting; <i>(Supported Peer Review Barley Lane)</i> <i>(SIP 2017-18 simple review)</i> <i>(SIP context and framework 2018-19)</i> <i>(SIP meetings-groups)</i></p> <p>MM said at the next meeting the committee will receive a report from each of the 4 strands; welfare (MM), school within a school (DJ), reports/statutory processes (Simon Robinson) and craft in the classroom (Claire O'Riley).</p> <p>In response to a question from DF about the 3 new staff members, MM said the 3 new staff members are happy and productive. He has invested in them a sense of the collective responsibility. The staff at BL are part of a team which either 'succeeds together or fails together'. DJ added that he has found the new staff keen to get up to speed quickly and asking questions.</p> <p>The committee discussed staff retention and recruitment at Special Schools. They acknowledged the importance of being in a supportive environment. The committee also discussed the importance of the culture at BL, that as a teacher you are expected to change yourself and your practice to change the pupils. VW reflected that when she has visited the school she has observed the staff to be an inclusive, supportive, and cohesive group. MM added that it is extremely important that no staff ignore a child at BL.</p>		
1/3.5	<p>The Committee moved to item 1/3.5 on the agenda;</p> <p>Safeguarding Report</p> <p>The governors had received copies of; <i>(Barley Lane Safeguarding Audit 2017-18)</i> and <i>(Safeguarding team core values)</i>, prior to the meeting.</p> <p>MM informed the committee that this report was the first attempt at what will be a termly in-house Safeguarding audit which is based on Babcock's audit criteria. The report also includes relationships and Personal, Social and Health Education (PHSE) as at BL these are intrinsically linked to Safeguarding. MM said that there were no issues of concern flagged up by the report. The standard Babcock annual Safeguarding Audit format will be carried out as normal.</p> <p>In response to a question from VW, DF and LS confirmed they have both undertaken Safer Recruitment training.</p> <p>MM reminded the governors that BL has moved to using the Child Protection Online Management System (CPOMS). MM is still considering whether contextual information for each child will be included on CPOMS or to continue using the existing system in parallel. VW asked how the change to CPOMS is working in practice. DJ explained that staff either have dongles (the code for these changes every 30 seconds) or apps on a school phone for secure access. MM said staff have received training and checks are being done to ensure they can access CPOMS.</p> <p>DJ added that as part of the changes made to be compliant with the General Data Protection Regulations (GDPR), parent contact details are no longer kept in the school office and CPOMS is being used to store this information securely.</p> <p>DJ concluded that the move to using CPOMS was positive, the system is simple, saves duplication and holds all details in one place. In response to a question from the</p>		

	<p>governors, he replied that inputting and transferring information from new pupils arriving at BL and to new settings for pupils leaving BL was working very well.</p> <p>There was a discussion on how VW, as Safeguarding Governor, can get an overview of the use of CPOMS and see how safeguarding concerns are recorded. It was agreed that VW would liaise in school and work with Wendy Hoaken (Safeguarding Support Officer). DJ added that WH is receiving CPOMS training from a Headteacher of another school.</p> <p>ACTION – VW to liaise with school to arrange to view the processes for recording safeguarding concerns and then report back to this committee to verify this has been done.</p> <p>The Committee moved to discussing item 1/3.3 on the agenda;</p>	VW	Spring Term 2019
1/3.3	<p>Personal Development, Behaviour & Welfare</p> <p>Governors had received a copy of (<i>behaviour and safety indicators 2017-18</i>), prior to the meeting.</p> <p>In response to a question from DF about an incident this term, MM said it was the latest in series of incidents concerning an individual, including one which required police intervention. It has been deemed not safe for other pupils or staff for the pupil to be on the premises. The current option is spending £200 day to provide mentoring for the pupil, although they are looking at alternatives, which need to be at another site. In reply to a question from VW, MM detailed all the interventions that had previously been tried, adding that despite these this pupil is still dangerous. MM said that this pupil is currently excluded. MM said BL is committed to an in-house mentor, an emergency annual review will be called and BL will notify the Local Authority that the pupil needs a placement at a smaller provision. In response to a question from VW, DJ relied that he doesn't feel a vocational programme will be the answer in this case. In answer to a query from the governors, MM stated that no other pupils have been excluded this term.</p> <p>VW observed that last year's data seemed to show that assaults on staff have escalated. She asked MM to explain what was happening behind the data and whether the data was being affected by an individual pupil. MM said the data reflects an expression of anger across younger pupils. MM reassured VW that there had been very few incidents with weapons. This led to a discussion as to whether the report needs to show the seriousness of incident. The Committee concluded that the way incidents are currently reported is adequate as there were other mechanisms in place to inform the Governing Board if a very serious event takes place and governors can ask questions about the data.</p> <p>VW questioned a spike in holding in the Secondary Unit in one particular week. MM reassured the committee that on the ground staff are not seeing a rise in organised violence.</p> <p>DF was prompted by articles in the press to ask if there is any evidence of pupils at BL carrying weapons? MM said there was no evidence but noted that there had been an incident with an improvised weapon. DF asked if BL pupils had been affected by the gang on gang violence which had been reported in various locations in Devon over summer. No pupils had been affected to MM's knowledge.</p> <p>DF asked about BL's reaction to so called 'county-lines' and boys being groomed for drugs. MM reassured the governors that at BL they are aware of county –lines and it has been flagged up in staff meetings. Although, he felt that it may be necessary to discuss this topic more often. MM noted that he is aware of extremist behaviour and confirmed that staff keep an eye out for racist language etc. He said BL is on top of the smoking culture at the moment but may see more drug related activity when they are not.</p> <p>VW reported that she recently attended a Child Sexual Exploitation (CSE) meeting for work and there are plans under consideration for renaming 'Child Exploitation' and include other threats to children such as county-lines.</p> <p>MM informed the governors that staff at BL have undertaken online training regarding CSE etc. MM noted that Child Protection training will still continue to be delivered face to face. And level 3 Safeguarding staff will attend the relevant training offsite.</p>		

	<p>MM reassured the committee that to protect the pupils, [the danger of] online exploitation is continually revisited as part of Personal, Social and Health Education (PHSE) which is delivered within school by Alyssa Lee. – This was highlighted as a governor visit opportunity.</p> <p>VW asked if staff have received mental health first aid training. MM confirmed that several staff members have received this training. MM said when he speaks to staff he reminds them that in this setting, to have good mental health, good order and discipline are required. He tells the staff their focus must remain on enabling children to feel safe in the setting. For children to feel safe, teachers need to be in charge, be compassionate, be fair and even handed. In response to a further query from VW, MM confirmed that during the daily safeguarding meetings staff flag up any children they have noticed are either looking vulnerable or not sound of mind. LS reported that when she has been in school she has observed that PHSE happens, for example at lunch times the staff are calm which assists the feeling of wellbeing. The Committee discussed lunchtimes in school and agreed on the value of the staff eating with the pupils. MM stressed importance at BL of making sure the pupils feel well fed at any time of day.</p> <p>MM noted that wellbeing is improved if staff feel happy.</p> <p>MM told the governors that he speaks annually to staff about their accountability and responsibility for both Safeguarding and Health and Safety. And he stresses to staff that they are responsible for sorting out any issues they see and should not assume someone else is dealing with it. MM said there is evidence that staff raise concerns under safeguarding if they have worries over what a child may have said. DF and DJ have witnessed this in school.</p> <p>moved to item 1/3.6 regarding the annual SEN report;</p>		
1/3.6	<p>Prepare Annual Special Educational Needs (SEN) and Sports Funding Report</p> <p>MM confirmed that both reports have been updated and are available on the website.</p>		
1/4.1	<p>Policies & Procedures</p> <p><u>Children in Care (CiC)</u></p> <p>MM confirmed the CIC statement is embedded in "Ethos and Values" and has been updated.</p>		
1/4.2	<p><u>Alternative Provision (AP) Policy</u></p> <p>DJ said the AP Policy requires updating as the details regarding work experience need to be changed for 2018/19.</p> <p>ACTION – AP policy to be updated and shared with the SBTL at next meeting.</p> <p>There was a discussion regarding the current policy review cycle. It was felt to be important that the <u>policy review cycle and the annual cycle</u> fitted in with the cycle of work at BL.</p> <p>ACTION – DF and MM and HR to arrange a meeting to look at making annual cycle and policy review cycle more setting specific</p>	DJ	Nov 2018
1/4.3	<p><u>DCC Equality Policy</u></p> <p>The Committee agreed to adopt the latest Devon County Council (DCC) model Equality Policy.</p>		
1/4.4	<p>ACTION HR to source the model policy and update the policy file.</p> <p><u>Behaviour Policy</u></p> <p>The Committee agreed the latest version (<i>Promoting good behaviour 2018-19 (a part of our safeguarding portfolio)</i>)</p> <p>ACTION – HR to update the policy review cycle and policy file.</p> <p>DJ asked if Gatsby Benchmark information is on the school website? MM suggested a pdf of DJ's working document is put on the website, clearly marked as a working document. VW confirmed that the early version of the working document with MM's amendments was showing BL were doing what was required.</p>	HR	Nov 2018
1/4.4		HR	Nov 2018
1/5.1	<p>Elect Chair of the Committee</p> <p>VW was re-elected as chair of the committee.</p>		
1/6.1	<p>Items Brought Forward by the Chair</p> <p>VW advised the committee that she cannot make visits during school time this term</p>		

	due to her new job. MM invited VW to attend one of the weekly twilight sessions. JD said that her circumstances have changed, she has spoken to the Deputy Head at the new school she is teaching at and it has been agreed that she can use her PPA time and will be able to make visits to BL during school time. DF said governor visit opportunities is on the agenda at the following week's Housekeeping meeting. He also plans to discuss governor visits when carries out the informal 1-1 interviews with non-staff governors during the Autumn Term.		
1/7.1	Impact Statement Not discussed.		
	Meeting Closed: 19:04		

Next Meeting:			
Date / Time:	Wednesday 21 st November 2018 17:00	Location:	Barley Lane School