

Barley Lane School Safeguarding, Behaviour, Teaching & Learning Committee Meeting 3

(Part 1 Minutes)

DRAFT

Date / Time:	01 st March at 17.00	Location:	Barley Lane School
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Attendees:	Initials:	Governor Type:
Damian Furniss	DF	AGOV
Vicci Wood	VW	COO

Attendees:	Initials:	Governor Type:
Michael MacCourt	MM	STH
Simon Robinson	SR	STF

Apologies:	Initials:	Reason:

Absent without Apology:	Initials:

In Attendance:	Initials:	
Kirsty Forbes	KF	Clerk
Dave Jones	DJ	Associate Member

Minutes To:
Attendees
Website

Min. No.	Actions & Decisions:	Owner:	Date Due:
3/1.1	Apologies & Business Interests No apologies were received and no business interests were declared.		
3/2.1	Minutes of the Meeting 18/01/2017 Agreed as a correct record and signed accordingly by the Chair.		
3/2.2	Other Matters Arising <u>Minute 2/2.2</u> – DF plans to visit Alternative Provision at Coombe Padford on Monday 6 th and asked if there was anything he needed to do/bring along and if the venue were aware he would be attending. DJ confirmed that he will advise Coombe Padford that DF will be attending and thought it would be best practice for DF to go to main reception and sign in. DF asked if he would be required to show his DBS or any ID. DJ will check but thought DF should take some ID as a precaution. DJ advised that Coombe Padford is a real life setting for students where they prepare food for paying customers. Some academic work may also need to be done in order to meet the qualification. VW asked if the students keep a folder of work at the site. DJ confirmed they do. DF asked if there were any specific topics/issues the Committee would like him to find out about. DJ thought it would be interesting for the Committee to find out about how the accreditation is working or explore whether the accreditation does the pupils justice (as some courses are entry level) as DJ believes that sometimes students are more capable to do a higher-level course. DF asked if students are interested in taking a Post 16 course in catering would the accreditation used at Coombe Padford be of any use. DJ clarified that the catering course was higher than entry level but it would be good to find out what accreditation Coombe Padford are using. DF asked if catering was something that recent leavers have pursued. DJ advised that none have gone on to do a Post 16 course in catering but one leaver went on to working in a kitchen. VW thought working in a kitchen gave important life skills that are transferable in many roles such as team work, independent work and engaging with people. DJ explained that there may be some courses on the horizon that can be offered in-house. VW asked if this will impact on budgets. DJ clarified that they would come in at around half the current cost which would be hugely beneficial. DF asked if VW would have any questions in relation to safeguarding. VW thought it would be interesting for DF to ask students how safe they feel at Coombe Padford and who they would go to with any issues. <u>Minute 2/3.2</u> – VW had not yet been in to visit primary unit as she had not wanted to get in way at school during the last half term at school when incidents had been high. DF wanted to clarify that the primary unit runs extremely well with very few incidents (only 1 last half term). VW confirmed she will come in to visit the primary unit soon. VW had made another visit to the school last week and noted that the addition of new teachers	VW	10/05/17

	<p>has made a difference and the school felt very calm. DJ advised that having 2 members of staff on the corridor has also made a big difference.</p> <p><u>Minute 2/3.3</u> – Emma Tompsett will be invited to the May meeting to talk about PSHE. SR advised that a PSHE Policy is in place and PSHE is being taught by Alyssa, Julian and himself.</p> <p><u>Minute 2/3.3</u> – SR had contacted Jon Lunn from Ted Wragg but he was unable to share any information in relation to data outcomes for specific pupil groups. SR wrote to some local SENCO's and the Atkinson Unit are happy to share their information and ISCA have agreed to a meeting where information can be shared.</p> <p><u>Minute 2/AOB</u> – DF was happy to approve the School Standard Operating Procedures for Alternative Provision.</p>	MM	10/05/17
3/3.1	<p>Babcock/SENTient Visit Report</p> <p>It was noted that the Committee were meeting to look in depth at the report from the recent Babcock/SENTient Supported Peer Review. This report links in to all aspects of school improvement.</p> <p>DF asked if the report has been shared with staff. SR advised that the SLT have read the report and teachers have been encouraged to view it. The report is also available on the school website. Staff have had some general discussion about the report but they have not gone through it together. DF thought that, overall, the report seems to be positive with no real surprises. The report identifies areas of strength and areas for improvement but BL were already self-aware of these. DF asked if the SLT had the same reaction and whether they had any general thoughts on the report. SR explained that the SLT were not 100% convinced that those undertaking the inspection had a clear idea of what BL are trying to achieve. DF thought BL needed to be aware of the limitations of the peer review system as this report was not particularly child centred and more process based. DJ pointed out that the genuine family parenting ethos that is evident in the school and the daily achievements of the pupils were not highlighted in any way and this cannot be seen through processes but through discussions. SR noted that it is difficult for the schools in the SENTient Trust to work together other than in the peer reviewing system due to the huge differences in all the schools. DF thought that the FGB should undertake a review (after Ofsted) to look at the best model for the school because being part of the Co-operative Trust may now not be the best fit for the school. No formal consideration has taken place since BL joined the Trust and there may be other options to consider. DJ explained that other links have been discussed. DF agreed that he would need to speak with MM and JD about the timing of when this discussion should take place.</p> <p>The Committee went through the report section by section noting the following key points/question:</p> <ul style="list-style-type: none"> • Section 4: Development of 2015/16 Supported Peer Review – DF noted that this was positive as they had noted changes had been made over the last year and the school had made progress from previous report. • Section 5: Safeguarding - VW thought the report was a good reflection of the conversation she had with the inspector. DF noted that the report identifies that fine tuning has been made to the safeguarding systems. MM explained that the original report had recommended an extra meeting needed to be held to discuss safeguarding in more detail. MM did not believe this was required because staff already meet on a daily basis to discuss any safeguarding issues and MM remains in close dialogue with WH. MM expressed that creating ways for people to talk about issues in meaningful ways is more proactive than having another meeting. DF highlighted that the report doesn't tell you if the children seem safe, if they feel safe, if staff have awareness of safeguarding. It is more focussed on looking at the process. SR also noted that there is no mention of what staff are doing to exhibit safe behaviour during the school day. DF thought the report was positive and gives reassurance that the boxes that need ticking are carried out well. MM pointed out that because the risks at BL are so multiple and diverse staff are encouraged to focus on the possible risks each day in order to be proactive and this is a priority for all staff. The knowledge we have at BL is to make sure we talk to each other about the issues. DJ explained that with more offsite activities occurring, staff need to be aware that they should be operating the same model for safeguarding offsite and MM thought it would be interesting for Governors to ask staff what their responsibility for safeguarding is? • Section 6: Attendance Procedures - DF noted that this section was again very 	DF	10/05/17

	<p>procedural and no questions were raised about whether children are in school and learning. It was noted that some changes have already been made to this section and Governors asked that parts b & c were checked in terms of the correct percentages. SR also highlighted that attendance officer presents notes for student's absence to be signed off by mid-morning and not the end of the day. MM clarified that the requirement for medical evidence and authorised absence would be based on its own merits, depending on the individual. This will need to be amended in the report. DJ agreed to ask KG to take the document down from the website so that it can be amended.</p> <ul style="list-style-type: none"> Section 7: Counselling Support - DF noted that there is no record of the impact that counselling is having on the students. MM explained the way in which the counselling support is offered to students but no one is forced to use the service. DF asked if the initiative is having a beneficial impact on the students using the service and should the school be thinking about expanding the capacity or offering different support. DF wondered if it would be beneficial to ask KCC to come along and speak with Governors so they are able to understand the benefits. MM advised that the counselling support has been helpful for some of the students. DF thought that because the school have invested in KCC they should reflect on the impact of the service and gain evidence/soft feedback from the students and parents. MM agreed to ask KCC to attend the next meeting and noted that there are a number of other members of staff using different therapies in the school such as hypnotherapy techniques and THRIVE. MM thought it might be interesting to ask all members of staff providing pastoral support (in addition to ET and KCC) to speak about their support of students in a dedicated meeting. These staff could have 10 minutes each to present their work. The Committee agreed that MM should ask this team of pastoral support workers to come to the 10th May meeting. Section 8: Parental Voice – DF advised that the current strongest link that the school have with parents are the parent Governors due to fact that the school does not hold parent's evenings. This link may become more difficult if JD/MD decide to step down once their child leaves the school. MM agreed that this was difficult at BL and if a member of staff felt strongly about making links it would be good to plan an open evening. Unfortunately, all the staff already have an enormous amount of work and getting the involvement of parents requires persistence. MM thought that perhaps the Governors might want to make contact with parents asking for feedback in terms of what's good/ not so good. DF noted that the one question he would find difficult to answer during inspection is that the school are listening to parents. MM asked that the GB work with the Judith to send out a letter and undertake follow up phone calls in order to get some responses. KG can set up Governors with an email addresses so that they are more easily contactable by parents. Section 9: Pupil Progress & Performance Data – DF did not feel this was an accurate representation of what was discussed with him during the inspection. MM advised that a number of changes had been made to this section since this document had been sent to Governors. An updated report will come to the next FGB. Section 10 & 11: Governance and Learning & Teaching - DF advised that the inspectors had picked up on the SEF and SIP noting that the documents are only in one voice and they had asked whether Governors should have more ownership of the documentation. MM did not feel this was true because Governors know that they are part of informing the SIP and although it is written by one person, Governors and staff make a huge contribution and have a good deal of input. DF asked if MM felt Governors are being sufficiently supportive of MM in producing these documents. MM thought the only other contribution the Governors could make was holding discussions with parents (as discussed earlier in the meeting) to help to further inform school improvement. MM highlighted that school improvement is embedded into Committee meetings and discussion are held in relation to the priorities and Governors were hugely involved in the way in which they wanted to see these documents set out. Section 12 & 13: Increasing Operational Leadership; Assistant Head and Middle Leaders - MM thought one of the most purposeful parts of the visits was the challenge to middle leaders and the outcome from this report has meant that 	<p>DJ</p> <p>MM</p> <p>MM</p> <p>DF/VW</p> <p>MM</p>	<p>ASAP</p> <p>10/05/17</p> <p>10/05/17</p> <p>10/05/17</p> <p>29/03/17</p>
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	<p>MM has amended the SIP to provide middle leaders with more opportunities to support school improvement. The report positively recognises the improvements that have been made over the last year. DF asked SR and DJ whether they recognised how leadership had progressed and how it could go further. DJ thought the report was accurate with what was discussed during the visit but did not agree with the comments made about ‘bossing the room’ because this notion is really important to staff as the children need to know who’s in charge so there is no anxiety. DF did not believe that this comment was negative in the report. MM clarified that in the conversations held with DJ on the day of the visit the comments had been more negative. DJ pointed out that middle leaders are given opportunities that empower them to continue to support school improvement and the schools’ ethos is to work from the bottom up. DF thought this section of the report had a positive tone and there is recognition of what MM has achieved in creating an environment where people are trusted and given autonomy.</p> <ul style="list-style-type: none"> • Section 14: Good Practice - It was recognised that there is a lot of good practice happening at BL. Any improvements are in relation to the fine tuning of processes. • Section 16: Actions Recommended/Suggested – These recommendations will be reviewed and some issues have already been discussed and actions put in place. MM has started using the proforma shared by the SENTient Trust for producing the SEF and asking the questions about what is good and why it is not outstanding. • Section 17: Conclusions – Overall the Committee felt that the conclusion was very positive. 		
3/3.2	<p>Teaching & Learning</p> <p>SR explained that peer observations had been carried out looking to look at good practice and what has worked well. This is being feedback to the staff Learning and Teaching group that has been set up and best practice will be shared. DF asked if the peer observations just picked out strengths. SR confirmed that was correct in order for colleagues to learn what works well and not to look at where improvements could be made. SR advised that staff have been asked to look at their own practices in terms of what they feel they can improve. DF asked if those teachers who require improvement have been involved in the peer review. MM clarified that those requiring improvement previously have now made significant changes (mostly in their roles within school) with one still working to make improvements. SR noted that some temporary improvements were made but these are inconsistent. SR continues to monitor teaching and provide support to this teacher. DF was glad that those staff who needed to improve have found a pragmatic solution which is the best resolution. MM advised that there is evidence to support the new teachers because SR has monitored some lessons and the school are optimistic about their practices. DF thought the leadership in the school were encouraging reflective practice and pragmatic solutions which is positive.</p>		
3/3.3	<p>Behaviour & Welfare</p> <p>Behaviour had been difficult in the last half term and this has taken its toll on the staff. CM has been more visible recently in the Secondary Unit and will be implementing some of the systems used in the Primary Unit to help reduce incidents. VW asked if having CM downstairs has had a positive impact. DJ advised that it had only been for one week so far but they are seeing the signs of potential. DJ noted that the school have made a good recovery after last half term going from 29 serious incidents to 19 and this is largely due to a drive from staff to protect pupils’ rights to learn. There has been a greater sense of control since applying this theory.</p>		
3/4.1	<p>SRE Policy</p> <p>MM advised that a new draft SRE policy was available on the school website. The Committee agreed to approve this policy if SR thought it was fit for purpose.</p>		
3/4.2	<p>Collective Worship</p> <p>It was agreed that as this is no longer a statutory policy the school would no longer wish to retain this since they do not actually hold collective worship, however they do share a religious ethos.</p>		
3/4.3	<p>Use of Reasonable Force</p> <p>It was agreed that this guidance should be used as a minimum requirement by the school. VW noted that the school need to cross check the guidance with the Behaviour policy and the wording used as there is some odd language used on page 5 of the Behaviour policy</p>		

	in relation to sanctions and reasonable force. MM advised that he has revisited the policy recently and made some changes. The word sanction has been removed from and substituted with consequence. This policy will come to next meeting for approval.	MM	10/05/17
	Meeting Closed: 19.35		

Next Meeting:			
Date / Time:	10 th May 2017 at 17.00	Location:	Barley Lane School