

BRINE LEAS SCHOOL
An Academy

Governors' Meeting

Held on Wednesday 9th December 2015 at 6.45 pm

MINUTES – PART 1

Present: Ms K Batten, Mrs A Beecher, Mr A Cliffe, Mr T Coxhill, Mrs J Furber (Chair), Mrs P Lockett, Mr T Marsden, Cllr A Martin, Mr A Moran, Mr H Robb and Mrs S Turner

In Attendance: Mrs K Bradshaw, Mr R Oakes (Item 1) and Mrs E Fletcher (Clerk)

Prior to the meeting, Mrs Furber requested that governors accept an additional agenda item, Prevent Agenda, which would be presented by Mr R Oakes as item 1. Governors agreed to this additional item on the agenda.

1.	<p><u>PREVENT AGENDA</u></p> <ul style="list-style-type: none">• Governors were informed that Prevent has been very much on the government and Ofsted's agenda this academic year.• This is something we cannot say won't happen at BLS even though the school is technically in the lowest area of risk.• Duties of the school were highlighted to governors:-<ul style="list-style-type: none">○ To protect children from the normalisation of extreme views which make children and young people vulnerable to manipulation and exploitation.○ To look for the signs of radicalisation.• Mr Oakes confirmed that he is keeping up to date with what is happening with regard to the Prevent Agenda.• Should the school refer a situation onto the Local Authority, a group of different agencies will look at the situation and determine the best course of action.• Mr Oakes shared that he is working with the BLS' PHSCE Co-ordinator and RE department to look at how more can be delivered through the curriculum.• The Police have a programme called 'Choices' which has the approval of Ofsted and Mr Oakes is currently looking into this.
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	<ul style="list-style-type: none"> • Governors asked whether the school has any students at risk and Mr Oakes confirmed in the recent past the school has had a student that would have been dealt with under the Prevent Agenda, had it been in place at the time, due to risky online activity. • Governors queried whether children are made aware of the Prevent Agenda. Mr Oakes shared that it was more subtle than informing them; it's about promoting open discussions, encouraging balanced views and promoting tolerance. Mr Cliffe shared that work was done straight away with form groups following the incidents in Paris and Leadership visited classrooms around the school to ensure that this was taking place. • Governors agreed that a fine balance was required and there would be no wish to promote this too heavily and it having a negative impact. • A web link was shared by Janet and governors were asked to ensure they looked at this (http://course.ncalt.com/Channel_General_Awareness/01/index.html). <p>Outcome: Governors agreed that the school was doing all appropriate measures with regard to the Prevent Agenda.</p>
2.	<p><u>APOLOGIES</u></p> <p>Apologies were received from Mr T Court and Dr K Jones. After careful consideration, it was agreed that these apologies should be accepted.</p> <p>Outcome: Governors accepted apologies from Mr T Court and Dr K Jones</p>
3.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>No declarations of interest were made.</p>
4.	<p><u>APPOINTMENT OF VICE-CHAIR</u></p> <p>Two nominations were received prior to the meeting, both in respect of Mrs S Turner. Other nominations were invited at the meeting but none were made. Mrs Turner agreed to the nomination, which was seconded, and all governors were in agreement with the appointment for a one year period.</p> <p>Outcome: Mrs S Turner was appointed as Vice-Chair for a one year period</p>
5.	<p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>A copy of the minutes from the Part 1 meeting on Wednesday 21st October 2015 was provided to governors in advance of the meeting and it was proposed that these are accepted as a true and accurate record.</p> <p>Outcome: The minutes from the Part 1 meeting on Wednesday 21st October 2015 were accepted as a true and accurate record.</p>

6.	<p><u>MATTERS ARISING</u></p> <p>There were no matters arising that were not already included in the main agenda.</p>
7.	<p><u>SITE AND FINANCE COMMITTEE REPORT</u></p> <p>The committee confirmed that they had read all supporting documentation which was provided to the full governing body prior to the meeting. The following items were discussed in more detail and/or require governor approval:-</p> <p><u>Site & Finance</u></p> <ul style="list-style-type: none"> • A copy of the Annual Accounts was sent to all governors to the meeting. The committee confirmed that it accepted this report, which had been prepared by Afford Bond and overseen by Mrs Bradshaw and Mrs Furber. The committee recommended that this report was approved by governors so that it can be submitted to the EFA. <p>Outcome: Governors approved the Annual Accounts</p> <ul style="list-style-type: none"> • The committee shared that it approved an increase to Music tuition fees, taking them to £110 per term. • The committee shared that it considered the revised new Reserves & Investment Policy and the updated Charging & Remissions Policy, and approved both these documents. • The committee shared that after a lengthy discussion, it agreed that the school should commit £150k to conduct a feasibility study in order to submit a bid for capital funding. The rationale behind this being:- <ul style="list-style-type: none"> ○ It will use the existing footprint of the school so will preserve existing recreational space. ○ This year, 240 students were admitted against a PAN of 215. The demand is set to continue; the figures from Cheshire East show that populations are growing in the area which doesn't include some of the proposed housing planned in the area. ○ Worst case scenario is that we commit to this and the bid is unsuccessful. The best case scenario is that the bid is successful and the funding received will cover the £150k initial outlay. This would enable the school to accommodate a PAN of 240 across all year groups. ○ The proposed programme has a carefully thought through order of building works which will ensure that education can continue throughout the project. <p>Governors were informed that the budget has been adjusted to make savings across various areas in order to fund the feasibility. Governors asked whether the proposed feasibility will take into account the needs of the sixth form. Mr Cliffe confirmed that it does not include significant change to BL6 facilities, however, it would involve moving out reprographics from BL6 which would give an additional teaching space. In addition some, mezzanine areas in BL6 could be reconsidered. Mr Cliffe shared that in the new Technology block, there is scope to have multi-use rooms with dual entrances so that this could be utilised easily by both main school and sixth form students.</p>

Governors were reminded that the feedback from the original bid did accept that there was a need for the project despite the bid being rejected and Mr Cliffe confirmed that the original two-stage bid process has been removed and all schools choosing to bid need to commit school funds up front. The committee put forward the recommendation that the school carries out the feasibility study.

Outcome: All governors supported the committee’s recommendation to go ahead with a feasibility study.

Staffing

- The committee confirmed that it accepted all staffing changes contained within the staffing report.
- Governors were informed that the committee discussed payments for staff on a phased return to work payments and shared that no decision was reached at this meeting and will be considered again at the February meeting.

Training & Performance Management

- This report was discussed and accepted by the committee but was for information only.

8. **STUDENTS COMMITTEE REPORT**

The committee confirmed that they had read all supporting documentation which was provided to the full governing body prior to the meeting. The following items were discussed in more detail and/or require governor approval:-

Student Services

- The committee discussed safeguarding issues contained within the report and noted that bullying incidents have reduced. It was highlighted that this is partly due to the reporting process and also the understanding of what constitutes a recording of bullying. CAF’s were noted and governors felt that the current timescales the school was experiencing for these to be put into place by the Local Authority was unacceptable.
- The new Uniform Policy was approved by the committee.

Curriculum

- The report was for information, however, the committee spent some time discussing new courses and EBac courses.

Post 16

- The committee informed governors that BL6 is outgrowing the building and, in the near future will need to look at issues around study areas.

	<p><u>T&L</u></p> <ul style="list-style-type: none"> • The committee discussed book scrutinies, in particular how these are viewed by Ofsted. • The updated Marking Policy and the updated Homework Policy was approved by the committee.
<p>9.</p>	<p><u>HOLIDAY/TERM DATES</u></p> <ul style="list-style-type: none"> • The draft term dates, currently on the school website, were highlighted to governors and it was proposed that governors approve these subject to the addition of Inset Days. • Mr Cliffe shared that the dates are different to some schools in Cheshire East. Governors were informed that this was due to the fact that the original information provided by Cheshire East was that schools should set their own dates and were advised to consider Cheshire West dates. A short time later this changed, however, the NEP had agreed to their draft dates. Therefore, whilst the proposed dates are different to some other Cheshire East schools, they are the same as the majority of NEP primary schools including all BLS feeder schools. <p>Outcome: The Term/Holiday dates for 2016/17 were approved by governors subject to the addition of Inset Days.</p>
<p>10.</p>	<p><u>HEADTEACHER’S REPORT</u></p> <p>Governors were provided with a copy of the report and all supporting documentation prior to the meeting. The following items were discussed in more detail and/or require governor approval:-</p> <p><u>Data</u></p> <ul style="list-style-type: none"> • Data reports (Arbor, Raise, FFT) were provided to governors prior to the meeting and these were discussed at length:- <ul style="list-style-type: none"> ○ Mr Cliffe shared that the Arbor and Raise reports do not include re-marks whereas the FFT report does include unvalidated re-marks. ○ Governors were informed that all Progress 8 figures are good, despite each report giving a different result. These put BLS in the top 10% of schools that opted into Progress 8. Next year all schools join in. ○ Attainment 8 is 54.64 and this is also a good result. ○ Areas to celebrate were highlighted. Priorities to target were also highlighted. Governors noted that there are some contradictions between priorities/targets from one report to another, however, results for disadvantaged students is consistent. ○ Arbors’ prediction on an Ofsted inspection outcome has changed, indicating that the school is over 50% likely to get outstanding.

- Governors queried whether the situation is so different with regard to Ofsted that the school cannot compare where it is now to when it was last inspected. Mr Cliffe shared that his view is that standards are so significantly changed, we could not compare.
- Governors queried whether we can benchmark against other schools that have been inspected under the new framework. Mr Cliffe shared that he does comparisons on performance tables and in this respect, BLS stands up well.
- Mr Cliffe shared that he has compared what BLS does with PP funding to other schools with smaller gaps and this shows that spending is virtually identical. Therefore, the school's aim is to ensure that teachers teach as well as they possibly can and also to look at potential issues earlier before these students become disaffected. It was noted, however, that some students do just simply appear out of nowhere, with no history of issues. Governors queried if all the information around this is documented and Mr Cliffe confirmed that it is. In addition, the school is looking at tweaking the role of the pupil premium champion and the role of key workers. A suggestion from governors was to form a FSW to work with the families with a view to getting them to buy into their child's education. Mr Cliffe shared that, in his opinion, there isn't one best solution as each cohort is so different. It was highlighted that there is an expected gap with the current Year 11 but a smaller one for Year 10. Governors queried whether the gap would be smaller if the early intervention was in place. Mr Cliffe shared that work has been done with these Year groups as the early intervention commenced a few years ago but this isn't having an effect. Mr Cliffe suggested that work could be done to track further back, to primary school, with a view to ascertaining whether intervention even earlier on could have been identified.
- The SIP has indicated that the school's predictions need to improve, as there is a significant difference between the predicted GAP and the actual results. Current predictions are encouraging even factoring in the error margin from last year. Leadership on Friday's focus specifically on groups of key students; looking at what can be done differently (are they getting the right support, are their books well marked, tracking their academic progress). This is in addition to the other strategies such as PP Champion mentoring, payments for trips/uniform etc.
- Governors highlighted attendance for PP students and Mr Cliffe shared that in Years 8 and 10 attendance figures are lower, however, the school can identify the students affecting these figures. In the case of Year 8, the school is working with the families and attendance has improved.
- With regard to current tracking on life without levels, Year 8 is showing as needing to be looked into in detail. For Year 9, progress is showing as being positive for disadvantaged students.
- Mrs O'Neill is looking at data on disadvantaged students in BL6.

MAT Update

- Mr Cliffe shared that he, Mrs Bradshaw and Mrs Houghton (HR Manager) recently met with regional union representatives regarding Multi-Academy Trust status.
- Governors were informed that further to the confirmation of the successful application, we are awaiting confirmation on whether there is an obligation to have an effective start date of 1st January. It is thought that this is the earliest start date rather than a compulsory conversion date.

- The school has now received notification of the next steps in the process via Stone King, solicitors, although there is still some confusion regarding TUPE transfer; the letter from the DfE indicates that we need to prepare for TUPE transfer, Stone King have advised that we aren't required to do this.
- A meeting is being arranged with primary schools that have shown an interest. The government has brought back the grant for three or more schools joining at one time. Some of the primaries are in different stages of commitment to the MAT.
- An IT proposal has already been prepared and it is envisaged that this will save primary colleagues a considerable amount of money.
- Governors requested that a list of MAT Members and Trustees is sent out to the current FGB for information.

Outcome: Mrs Fletcher to send out information on MAT Trustees/Members

Staff Working Outside of School

- BLS has been approach by Entrust who do school improvement work with Staffordshire schools. This may include the Head, other members of leadership or colleagues from other areas within school undertaking work with Staffordshire schools.
- Mr Cliffe shared that the school's current policy states that leadership cannot receive additional payments. Whilst it was accepted, that payments for work during school hours cannot be made, governors were asked to consider allowing payments in the form of an allowance for preparation and write up time.
- Governors queried how leadership would find time to do undertake this work, although accepted that it would be beneficial for BLS as well as the schools receiving the support. Mr Cliffe shared that time and capacity is one issue to be considered when they are approached to carry out a piece of work, the other factor is the timing of the intervention, i.e. ARR support during exam periods would not be ideal or acceptable.
- Governors agreed that the work cannot impact on the education of students at BLS.
- Governors felt that a rationale on decision making would be beneficial. It was envisaged that this will be a learning tool for BLS as well as providing support to the other school.

Outcome: Governors agreed to the school undertaking school improvement work subject to criteria for acceptance.

Outcome: Governors agreed that additional payments can be made to leadership team for work outside of normal school hours as part of the school improvement work with Entrust.

Ofsted

- Governors were encouraged to look at full the full Raiseonline document. Pages particularly relevant for governors have 'G' on them.

	<p><u>Additional School Trips</u></p> <ul style="list-style-type: none"> Governors were informed that two visits, in addition to those approved in the calendar, are being put forward for governor approval:- <ul style="list-style-type: none"> A Drama residential to London as outlined in the Headteacher’s report. A Year 10 two night residential Art trip to Tattenhall which has been requested since the report was produced and is <p>Mr Cliffe shared that the risk assessment and paperwork have all been prepared for both these two trips and is all in order.</p> <p>Outcome: Governors approved the</p> <p><u>Policy Approval</u></p> <ul style="list-style-type: none"> The updated Complaints Policy was provided to governors prior to the meeting and it was proposed that this was approved. <p>Outcome: Governors approved the updated Complaints Policy</p> <ul style="list-style-type: none"> The new Data Protection Policy was provided to governors prior to the meeting and it was highlighted that this is fully revised version from the one put forward at the October meeting. It was proposed that this was approved by governors. <p>Outcome: Governors approved the new Data Protection Policy</p>
11.	<p><u>MAT UPDATE</u></p> <p>This was covered under the Headteacher’s Report agenda item.</p>
12.	<p><u>PUPIL PREMIUM UPDATE</u></p> <p>This was covered under the Headteacher’s Report agenda item.</p>
13.	<p><u>BL6 VISION</u></p> <p>Governors were asked to give their views/ideas on a BL6 vision:-</p> <ul style="list-style-type: none"> What size it was hoped BL6 would be? Do we think about increasing the PAN, do we think about expanding the building? Governors wished to note that the progress made at BL6 is very good but felt that provision needs to be made for the future. Governors queried the impact of Reaseheath’s 14-19 provision. Mr Cliffe shared that this has little impact, due to Reaseheath’s specialisms; it meets the specific needs of a group of students that BLS could not offer. Governors queried the impact of the UTC – have we thought about adjusting curriculum based around what they are offering? Mr Cliffe shared that he feels the UTC will not offer just vocational course, however, it will offer very specific courses that would not be on offer at the school.

	<ul style="list-style-type: none"> • Mr Cliffe shared that BL6 has received a large number of external applications and it was felt that word of mouth is a large factor in this. Students that come from other institutes like the ethos of BL6 and have shared this with others. • Governors were informed that some funding is going to have to be spent on BL6 as it hasn't had any significant expenditure since it opened in 2010. • Governors were informed that Mr Cole is constantly reviewing the curriculum on offer at BL6 and adjusting it accordingly. Governors queried if this is sustainable and Mr Cole shared his view that it was sustainable. • Group sizes were discussed – governors queried whether class sizes were affecting the results. It was highlighted that English for example has large class sizes and are achieving good results. We continue to offer courses that other schools and institutes have chosen to withdraw due to small numbers. • Looking at mezzanine areas is the next step to try and create additional independent study areas. This is to be brought back to governors, probably at February meeting. • It was agreed that entry requirements are to be considered on a fairly regular basis. <p>Outcome: Proposals for BL6 development to be brought to governors for consideration</p>
<p>14.</p>	<p><u>SES AND SDP</u></p> <p>Self Evaluation Summary</p> <ul style="list-style-type: none"> • A copy of the most recent SES was provided prior to the meeting and Mr Cliffe highlighted that this is the condensed version, however, he is looking at producing a document that is shorter but covers all the current position clearly. • It was highlighted that the significance of Raiseonline has gone as each cohort leaves and the document tries to reflect the current position. • Mr Cliffe outlined the grading for each area. It was agreed that the grading for outcomes, which was completed before the Raiseonline was produced, should be a 1. • It was agreed that the SES does need to take into account the gap. • Governors queried Life without Levels and Mr Cliffe shared that this is a difficult area, however, this is to be expected given that we are just starting with this. <p>Outcome: Governors accepted the SES report.</p> <p>School Development Plan</p> <ul style="list-style-type: none"> • Mr Cliffe shared that the format of this document is to be further updated to include a development section. • Governors were informed that the Safeguarding section includes the Prevent Agenda. • Disadvantaged students were highlighted. • Governors agreed that the revised format was an improvement and is more succinct. • Governors will receive more frequent reporting on Narrowing the Gap in future to allow them to provide more challenge and support in this area. • Governors requested that a section for the governing body is to be included. <p>Outcome: Mr Cliffe to further update the format of the SDP Outcome: Governors to receive more frequent reporting on Narrowing the Gap Outcome: Governors accepted the SDP report.</p>

15.	<p><u>GOVERNOR TRAINING</u></p> <p>The governor training grid is to be emailed out to governors so that recent training sessions attended can be added.</p> <p>Outcome: Mrs Furber to email the training record grid to governors</p>
16.	<p><u>MEMBERSHIP</u></p> <p>There were no changes to the membership of the FGB since the previous meeting.</p>
17.	<p><u>DATE OF FUTURE MEETINGS</u></p> <ul style="list-style-type: none"> • Wednesday 24th February 2016 (Committees at 5.30 pm followed by FGB at 6.45 pm) • Wednesday 18th May 2016 (Committees at 5.30 pm followed by FGB at 6.45 pm) • w/c 13th June 2016 (Finance Committee Only) ~ date to be agreed • Wednesday 13th July 2016 (Committees at 5.30 pm followed by FGB at 6.45 pm)

Prior to the end of the meeting, all governors were invited to the BLS Christmas Concert at St Mary’s Church on Thursday 11th December at 7.00 pm.

End of Meeting (Part 1)