

BRINE LEAS SCHOOL

An Academy

Governors' Meeting

Held on Wednesday 24th February 2016 at 6.45 pm

MINUTES – PART 1

Present: Ms K Batten, Mrs A Beecher, Mr A Cliffe, Mr T Coxhill, Mr T Court, Mrs J Furber (Chair), Dr K Jones, Mr T Marsden, Cllr A Martin (late), Mr A Moran 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 a change of order to the agenda, so that the PP Presentation was moved to item 1. Governors agreed this change to the order.

1.	<p><u>PP Presentation</u></p> <p>Governors welcomed Mr P Whitehead for this section of the meeting. A copy of the presentation was provided to governors and the following was highlighted or discussed in more detail:-</p> <ul style="list-style-type: none">• Cared for Child criteria has changed. This used to be children who spent a specified amount of time in care; it now applies to all children who have spent any number of days in care.• Strategies being used currently were highlighted. New strategies being trialled were also highlighted.• Parental engagement was highlighted as key area to improve. Governors were informed that the school has trialed using a TA rather than a teacher to phone PP parents who were not due to be attending Year 9 parents evening and this had a 100% success rate. The same will be done for Year 10 parents evening to see if it is successful again.• Two online teaching trials are taking place, one with Tute and the other with Nisai Learning. It was highlighted that both are very expensive but are being trialed to review their effectiveness. Governors were informed that Tute sessions started a couple of weeks before February half term; students are attending and are also indicating that they would welcome sessions in other subjects which is a positive initial response. The cost was highlighted to governors – TUTE approx. £4k and Nisai Learning approx. £10k. The reviews from other schools on TUTE are mixed so this will be reviewed internally at the end of the programme. Governors also requested that feedback on TUTE is provided to them at the next meeting.
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	<ul style="list-style-type: none"> • Governors queried what difference the new assessment was having on closing the gap. It was highlighted that this new system (LEGO) was difficult to compare, however, it was highlighted that Year 11 in particular was looking positive against national figures. English is particularly strong, the weakest area is low ability Maths PP students although it was highlighted that the expected figures are in line with national data. <p>Outcome: Governors to receive feedback on TUTE at the May Governors' Meeting</p>
2.	<p><u>APOLOGIES</u></p> <p>Apologies were received from Mrs P Lockett and Mr H Robb. After careful consideration, it was agreed that these apologies should be accepted.</p> <p>It was also noted that Mr Robb's apologies extended to the meeting scheduled for May 2016, due to him being out of the country. Governors considered the additional contributions to the governing body made by Mr Robb outside the FGB meetings and it was agreed by all that this input was greatly valued and appreciated, therefore all governors were happy to accept apologies for May meeting also.</p> <p>Late apologies were received from Cllr Andrew Martin. These were accepted and Cllr Martin joined the meeting shortly after the start.</p> <p>Outcome: Governors accepted apologies from Mrs P Lockett and Mr H Robb. Late apologies were accepted from Cllr A Martin.</p> <p>Outcome: Governors accepted apologies in advance from Mr H Robb for the May 2016 meeting.</p>
3.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>No declarations of interest were made.</p>
4.	<p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>A copy of the minutes from the Part 1 meeting on Wednesday 9th December 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 9th December 2015 were accepted as a true and accurate record.</p>
5.	<p><u>MATTERS ARISING</u></p> <p>There were no matters arising that were not already included in the main agenda.</p>

6. **SITE AND FINANCE COMMITTEE REPORT**

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

Site & Finance

- The committee confirmed that it accepted the health and safety report and highlighted that there were no accidents to note or cause for concern.
- Governors were informed that an appeal has been lodged with regard to the land at the back of school, however there is no timescale for this process.
- The committee confirmed that the statutory accounts have been submitted within the deadline.
- Governors were informed that a quarterly audit has not taken place as yet. This is due to the timing of the meeting. One has been arranged and will be reported in due course.
- The committee confirmed that the management accounts report was discussed and accepted.
- Governors were informed that the committee had discussed the proposed 1% pay increase to the Music Tutor and Adult Education agreed that this should be implemented.
- The new cash flow document was discussed within the committee who agreed that it will be a useful tool going forward.
- The committee confirmed that it gave approval to go ahead with absence insurance including the wellbeing package which will be reviewed in a year's time.
- The updated H&S Policy and Lettings Policy were considered and approved by the committee
- The new Whole School Food Policy was discussed and subject to a satisfactory response from Aspens Catering with regard to Halal meat, the policy was approved.
- The committee confirmed that it discussed the feasibility study in detail and the feedback will be incorporated into the discussion under the main agenda.

Outcome: Governors approved a 1% increase to the Adult Tutor and Peripatetic Music Tutor Rate

Outcome: Governors agreed to purchase absence insurance to include the package for staff wellbeing which is to be reviewed after a period of one year

Outcome: Governors approved the updated Health and Safety Policy

Outcome: Governors approved the updated Lettings Policy

Outcome: The new Whole School Food Policy was approved subject to a satisfactory response to the query regarding Halal meat.

Staffing

- The committee confirmed that all staffing changes contained within the policy were accepted.
- The updated Grievance Policy and Pay Policy were considered and approved by the committee.

Outcome: Governors approved the updated Grievance Policy

Outcome: Governors approved the updated Pay Policy

Training & Performance Management

- The committee accepted and discussed the report which was for information only but drew governors' attention to the NQT programme which is going well, the NEP Shared Inset Day which took place on Monday, the ITT programme and also the PM process update.

STUDENTS COMMITTEE REPORT

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

Link Governor Visits

- The committee confirmed that they had received all reports from recent link governor visits.

Student Services

- Student progress was discussed at length within the committee. There are still some issues with PP students but discussed the new monitoring system which is broadly going in the expected direction. The changes to internal exclusion had also been discussed in detail as was the Twista project, which is a Police run programme around behavioural issues.
- The committee highlighted the positive parental response to reporting through My Child at School.
- Safeguarding was discussed in detail and governors were informed that there has been one radicalisation issue and one substance abuse issue this term although both have been dealt with appropriately by the school. The number of CAFs is down which is positive.
- The attendance and exclusion report was accepted by the committee and governors attention was drawn to the number of exclusions which has increased slightly during this reporting period, however, the committee were satisfied that these were all for appropriate reasons.
- The updated Exclusions Policy and Cared for Children Policy was considered and approved by the committee.
- The new Student Pregnancy Policy was not approved. Governors suggested some additional updates and review. This will be re-presented to the committee in due course.

Outcome: Governors approved the updated Exclusions Policy
Outcome: Governors approved the updated Cared for Children Policy
Outcome: The Student Pregnancy Policy will be updated and reviewed then re-presented for committee approval.

ARR

- The committee shared that they had discussed and accepted the report.
- The committee confirmed they had considered the following new policies:- Examinations Contingency Plan, Examinations Policy, External Appeals, GCSE and A Level Assessment Decisions Policy, Fire and Emergency Evacuation during Exams Policy.

Subject to some minor changes, all policies were approved by the committee. The committee also highlighted their request that, due to the nature of the information contained within the Evacuation During Exams Policy, this document is not to be accessible by the public but is to be used as an internal policy only.

- Outcome:** Governors approved the new Exam Contingency Plan subject to some minor updates
- Outcome:** Governors approved the new Examinations Policy subject to some minor updates
- Outcome:** Governors approved the new External Appeals Policy (Examinations) subject to some minor updates
- Outcome:** Governors approved the new GCSE and A Level Assessment Decisions Policy
- Outcome:** Governors approved the new Fire and Emergency Evacuation During Exams Policy subject to some minor updates and on the basis that this is not placed in a publicly accessible area.

Curriculum

- The committee confirmed that it discussed and accepted the report presented.
- Governors’ attention was drawn to the curriculum changes, especially with regard to BL6.

Post 16

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

T&L

- This report was for information only but was received and discussed by the committee. It was highlighted that TAP marking, triads and best practice are all going well.

7. **HEADTEACHER’S REPORT**

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:-

- NEP cluster group visit has taken place. Formal feedback hasn’t been received yet although initial feedback is positive. Feedback has mainly focused on the fact that children didn’t understand questions around British Values, however, when they were questioned in a different format, students were able to show what they are learning on this topic. Differentiation was also shown to be an area for review. Governors queried how the school was planning on addressing this and Mr Cliffe shared that it will be explored through the Teaching and Learning group, using morning briefings and more examples of different practices.
- Predicted grades were highlighted and governors informed that headlines are likely to be around 72% A*-C inc English and Maths. It was highlighted that some of children have incredibly difficult home situations so the fact that they are coming into school is a huge success despite the fact that they aren’t actually going to benefit the headlines. Governors requested that case studies are done to show that the best has been done for students falling into this category.

- RONI – Risk of Neet (not in employment or education) Indicator was highlighted and Mr Cliffe shared that BLS is using this with Year 9, as a trial, to see if a difference can be seen.
- The NEP was raised for discussion. Governors were reminded that contributions to the NEP are £18 per child (Year 7-11) and BLS is the single biggest contributor to it, given that it is the largest school. Governors were asked to consider their views on this:-
 - Mr Cliffe shared his view that there was still a long term need for the NEP, even with the progress of MATs across the area. It was highlighted that an Outreach Worker or SENDCO would not be viable across a small number of schools but it is across the NEP and, in his opinion, there was a need for both roles.
 - Governors highlighted that the children in primary schools will eventually come to an NEP secondary and therefore benefits will be seen through early input.
 - Governors asked Mr Cliffe to do some research into the number of cases that the outreach worker is involved with at BLS.
 - It was acknowledged that some of the work undertaken by the outreach worker does not have a value attached to it and may not improve headline results, i.e. saving a child from permanent exclusion or increasing attendance.
 - Governors asked how the school could use the £20k if it wasn't on the NEP and its services. It was suggested that some services would still be required and this money would therefore be used to buy into external services.
 - Governors agreed that as the school indicates that it benefits from being part of the NEP we should continue to pay the contributions. However, it was also agreed that this was something to come back to and review.

Outcome: Governors agreed to continue to remain a member of the NEP but that this would be reviewed.

- A copy of the updated SDP was provided to governors prior to the meeting. The report was accepted by governors and discussed.
 - Governors queried how uniform cards are used. It was agreed that uniform within school has improved significantly since the introduction of these cards. At the moment, the area for improvement is the jumpers being worn by students under blazers on their way to school.
 - Low level disruption was discussed. Mr Cliffe shared that the SIP has queried if this should be included in the document, however, Mr Cliffe felt that this should be included, particularly for new staff. Governors agreed with this.
 - The Prevent Agenda training was highlighted by governors and queried whether this should be marked up red as it has been covered. It was agreed that this should be changed to reflect the work that has been done already.
 - Governors' attention was drawn to section 14 which relates to governance. A discussion took place around whether this needed additional layers to reflect the MAT status, however, it was felt that the SDP is a document for the LGB's and therefore was appropriate as written.
 - Governors queried how often the SDP was updated and Mr Cliffe shared that this is done every half term.

- Governors were informed that due to the retirement of Mrs Thomas-Garratt, the leadership structure will need to be updated. Mr Cliffe will draw up some models and share with governors.

Outcome: Mr Cliffe to draft some model leadership structures and bring back to governors for discussion.

- Transition was highlighted as this is linked to the Headteacher's PM. Mr Cliffe shared that work on this is partly done.
- Governors were provided a discussion paper regarding reporting home prior to the meeting. Mr Cliffe shared that reporting home is being discussed at the upcoming staff meeting and it was put forwarded to governors that the purpose of formal reporting home should be reviewed.
 - Mr Cliffe highlighted that formal written reporting is something that the school has always done, however, it hasn't been reviewed despite increasing data reporting.
 - Governors asked for more detail about the reasoning behind the suggestion to alter the current practice. Mr Cliffe shared that there is a culture of ongoing communication with parents when there are issues. In addition, the school has increased the data collection points over time from once per year to six per year. It was highlighted that staff spend hours producing formal reports and that some consideration to the amount of time they are spending on reporting home does need to be given; more and more is being asked of them. A more detailed curriculum model would provide parents with some of the information included in the report.
 - Governors suggested that formal reports home is one method of communication that could reach the group of parents that are hard to engage.
 - One member of staff has suggested that they would prefer to do an extra parents' evening and provide the information through this format rather than produce reports.
 - Governors suggested that a written report can help parents put their child's development into context with their own perception. In addition, all parents receive the information compared to the group of parents that access My Child at School. It was suggested that the dialogue is important; how the whole child is developing rather than just academically. It was acknowledged that this could be achieved through a parents evening.
 - One governor suggested that consideration is given to less data collection points but still maintain the report. It was highlighted that, staff would still need to provide this information for internal purposes, so wouldn't have an impact on workload.
 - It was suggested that a reduced report could be considered, to enable parents to see how a child is doing and progressing but one that is less time consuming for staff to produce. This could be achieved by using a statement bank. Another option could be that one member of staff makes a statement about a child and other staff that teaches the student could indicate whether they support the statement or alternatively add their own comments.
 - It was suggested that it could be more damaging to remove the report without having some alternative commentary.
 - It was highlighted that if someone is getting a blue card with a less than expected on a report and that this is a surprise, then a phone call home would be made. Governors suggested that unless the school can guarantee this will happen, reports should be maintained.

	<p>Governors were asked for approval to investigate removing the final report. Governors agreed to investigation and requested that this is brought back to them for discussion.</p> <p>Outcome: Governors agreed for Mr Cliffe to investigate removing the annual report and bring back models for discussion.</p>
<p>8.</p>	<p><u>ADMISSIONS POLICY</u></p> <p>Governors queried whether the sibling category is appropriately placed given the fact that this has caused problems for the last two admissions processes. It was agreed that this couldn't be discussed and agreed in time for the deadline for the 2017/18 but would be discussed in time for the following year.</p> <p>In the meantime it was suggested that a survey of Year 7 students is conducted to see what younger sibling links they have.</p> <p>It was highlighted that Wyche Primary School needs to be changed to the Nantwich Primary Academy.</p> <p>Outcome: Governors approved the Admissions Policy 2017/18 subject to the minor change above</p>
<p>9.</p>	<p><u>STUDENT REPORTS</u></p> <p>Discussed under the Headteacher's Report (item 7).</p>
<p>10.</p>	<p><u>MAT UPDATE</u></p> <p>There is no formal update as yet. Stone King has chased the EFA regarding the approval of the Articles and they have confirmed that they are looking into this currently.</p> <p>Governors were informed that some of the primary schools named in the application have had a visit from EFA.</p> <p>The FGB will be required to meet again once we have received feedback from the EFA regarding the Articles.</p> <p>Outcome: FGB to be notified when the EFA have responded to the proposed Articles for Brine MAT</p>
<p>11.</p>	<p><u>FEASIBILITY STUDY UPDATE</u></p> <ul style="list-style-type: none"> • The Site, Finance and Staffing Committee have agreed to the expenditure outlined in the Finance Report in order to get the project to phase 1 planning. This is for an extension to the D Block.

	<ul style="list-style-type: none"> The Committee also agreed to look into the possibility of applying for a loan from the EFA for the extension to the D Block which will form part of the overall bid. <p>Outcome: Governors approved the proposal to fund the feasibility project to phase 1 planning for the extension to the D Block.</p> <p>Outcome: Governors agreed for the school to approach the EFA with regard to a loan for the remaining project.</p>
12.	<p><u>GOVERNOR TRAINING</u></p> <p>The governor training grid had been emailed out to governors earlier in the day.</p> <p>Dr K Jones reported that he had attended RAISEonline training at Malbank.</p> <p>Outcome: Governors were asked to check the record and advise Mrs Furber of any updates.</p>
13.	<p><u>MEMBERSHIP</u></p> <p>There were no changes to the membership of the FGB since the previous meeting.</p>
14.	<p><u>DATE OF FUTURE MEETINGS</u></p> <ul style="list-style-type: none"> 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)

End of Meeting (Part 1)