

BRINE LEAS SCHOOL

An Academy

Local Governing Board Meeting

Held on Wednesday 28th February 2018 at 6.45 pm

MINUTES – PART 1

Present:	Ms K Batten	(KBN)	Appointed Governor
	Mrs A Beecher	(ABR)	Elected Staff Governor
	Mr A Cliffe	(ACE)	Headteacher Governor
	Mrs M Hennessy Jones	(MHJ)	Appointed Governor
	Dr K Jones	(KJ)	Elected Parent Governor
	Mr A Martin	(AMa)	Appointed Governor
	Mrs S Okell	(SO)	Appointed Governor
	Mrs S Turner	(ST)	Parent Governor (Chair of Governors)

In Attendance: Mrs K Bradshaw (KB, Business Manager), Mr D Cole (DCE, Deputy Headteacher), Mrs L Darling (LDG, up to and inc PP agenda item only) and Mrs E Fletcher (Clerk)

Please note – orange/brown text shows governor challenge/questions.

Apologies

Apologies were received from Mr T Court and Cllr A Moran. After careful consideration of the reasons for absence and previous absence records, all apologies were accepted.

Absence without apologies was noted in respect of Mr T Marsden.

Outcome: Governors accepted apologies from Mr T Court and Cllr A Moran.

Outcome: Absence without apologies was noted in respect of Mr T Marsden

Declaration of Interests

No declarations of interest were raised in relation to the agenda for this meeting.

Minutes from Previous Meeting

The minutes from the meeting held on Wednesday 29th November 2017 were provided prior to the meeting and were put forward for approval as a true and accurate record of the meeting. All governors present approved the minutes.

Governors' attention was drawn to the new actions and outcomes list at the back of the minutes to keep track of decisions made and when they need to be reviewed.

Minutes Approved by Chair of Governors Date:

Outcome: Governors accepted the minutes from the meeting held on Wednesday 29th November 2017 as a true and accurate record

Matters Arising

There were no matters arising that were not already included in the agenda for this meeting.

Sub-Committee Feedback – Students

ARR

- The sub-committee confirmed they had discussed the ARR report within the committee, but no governor action was required and that governors were satisfied with progress being made.
- The sub-committee wanted to highlight the complexities of the Progress 8 measure.
- The sub-committee approved the updated Examination Policy as presented.
- The sub-committee approved the updated Examination Contingency Policy as presented.
- The sub-committee approved the new Exams Lockdown Policy as presented.

Outcome: The sub-committee approved the updated Examination Policy

Outcome: The sub-committee approved the updated Examination Policy

Outcome: The sub-committee approved the new Exams Lockdown Policy

BL6

- The sub-committee confirmed they had discussed the BL6 report within the committee, but no governor action was required and that governors were satisfied with progress being made.
- The sub-committee highlighted that they had queried the advice and guidance given to students regarding post-16 providers and were satisfied that the school shows no bias in this respect.

CURRICULUM

- The sub-committee confirmed they had discussed the Curriculum report within the committee and that governors were satisfied with progress being made.
- The sub-committee approved the new Provider Access Policy as presented.

Outcome: The sub-committee approved the new Provider Access Policy

PASTORAL

- The sub-committee confirmed that they had accepted the pastoral development plan.
- The sub-committee noted that attendance had improved. Governors queried whether the school felt the positive feedback being sent home regarding attendance at attributed to the improvement and LDG felt that this was the case.
- The sub-committee confirmed that they discussed behaviour and outlined that the school is raising standards across the school and as a result, SLT feel the school is calmer with less call-outs happening.
- The sub-committee confirmed that they accepted the updated Cared for Children Policy as presented.

- The sub-committee confirmed that they approved the updated Exclusions Policy subject to one minor typing correction.
- The sub-committee approved the updated Student Pregnancy Policy as presented.
- The sub-committee approved the updated Safeguarding Policy subject to some minor amendments requested by governors.
- The sub-committee approved the updated Attendance Policy subject to some minor amendments.

Outcome: The sub-committee approved the updated Cared for Children Policy

Outcome: The sub-committee approved the updated Exclusion Policy subject to a minor typing correction.

Outcome: The sub-committee approved the updated Student Pregnancy Policy

Outcome: The sub-committee approved the updated Safeguarding Policy subject to some minor amendments.

Outcome: The sub-committee approved the updated Attendance Policy subject to some minor amendments

T&L

- The sub-committee confirmed they had discussed the T&L report within the committee, but no governor action was required and that governors were satisfied with progress being made.

Sub-Committee Feedback – Business

CPD

- The sub-committee confirmed they had discussed the CPD report within the committee, but no governor action was required and that governors were satisfied with progress being made.

HR

- The sub-committee confirmed that they had accepted all staffing changes contained within the HR report.
- The sub-committee approved the updated Grievance Policy as presented.
- The sub-committee approved the updated Disciplinary Policy as presented.
- The sub-committee approved the updated Staff Code of Conduct Policy as presented. Governors suggested that this policy will need updated in due course in line with GDPR. KB shared that this could be done when the Privacy Notice has been accepted. It was highlighted that some more changes to this document are planned in line with GDPR and that this will apply to other policies also.

Outcome: The sub-committee approved the updated Disciplinary Policy

Outcome: The sub-committee approved the updated Disciplinary Policy

Outcome: The sub-committee approved the updated Staff Code of Conduct Policy

PM

- The sub-committee confirmed they had discussed the Performance Management report within the committee, but no governor action was required and that governors were satisfied with progress being made.

SITE AND FINANCE

- The sub-committee confirmed they discussed the update on the current year in detail and, at the request of the sub-committee, KB is looking into the supply expenditure in more detail.
- The sub-committee shared that significant cuts are needed in order to set a balanced budget next year. Governors were informed that ACE/DCE/KB and TC have already met and agreed some initial cuts which have been incorporated into the report to the sub-committee. Work on further cuts is ongoing.
- The sub-committee approved the updated Whole School Food Policy.
- The sub-committee confirmed that it agreed for KB and a group of 5 schools to come up with a preferred catering contractor along with a reserve. Governors were informed that the whole group does not have to go with the same preferred supplier, but this is the desired outcome.

Outcome: The sub-committee approved the updated Whole School Food Policy.

Outcome: The sub-committee gave approval for KB to, in conjunction with other CHG schools, draw up a preferred supplier and a reserve.

WHOLE SCHOOL IT & PROJECTS

- The sub-committee confirmed that they had accepted the pastoral development plan.
- Governors were informed that BLS is on Bromcom steering group which will come with benefits to the school
- The sub-committee informed governors that the school will be GDPR compliant. It was agreed that any other governor questions regarding GDPR should be forwarded to Mr Whitehead (via the Clerk) so that a response can be prepared for discussion at the next meeting.

Outcome: Governors to submit any GDPR queries via the Clerk

Headteacher's Report

Governors were provided with a copy of the Headteacher's Report prior to the meeting and the following was raised for governor attention/discussion:

- **Governors asked ACE to outline what topics were raised by parents at the focus group meetings.** ACE shared that this was included in the newsletter but the following points were of particular note:
 - There was a query on challenge in Year 7. ACE informed governors that the NEP cluster group is looking at this next week.
 - There was a query over science and whether it is difficult enough in Year 7.
 - Transition arrangements – ACE shared that DCE and Mrs Brown (Year 7 Progress Manager) are looking specifically at transition package.
- Mobile Phone Policy – ACE shared that this will need formal governor review but, from the school's perspective, has a significant impact. It was agreed that this will be considered in more detail at the May meeting. In the meantime, governors asked that the school gets the student voice with regard to the policy, so it can be brought for consideration at the next meeting.

Outcome: Governors to review the Mobile Phone Policy at the May LGB meeting.

Action: ACE to organise for student views on the Mobile Phone Policy prior to the discussion at the May LGB meeting.

- New build – ACE informed governors that the LA feel that the school should go to consultation to increase PAN formally in order to process the funding. The aim is to confirm this is for the 2019 intake. ACE shared that the next meeting has been arranged for 2½ weeks' time and this will be the last one joint with Malbank. ACE highlighted that building could start in June at the earliest now, once exams move into the main hall. This would mean a build would be ready for Christmas.
- **Governors asked ACE to provide more information on mental health issues.** ST to liaise with LDG regarding a potential external speaker. **A governor shared concern about preparing students for university and queried.** DCE shared that the school does have representatives from several universities that come into school to share details on university life etc., and therefore, he feels the school covers this area quite well.

Outcome: ST to liaise with LDG regarding potential external speaker on mental health issues.

Pupil Premium / Narrowing the Gap

- Thanks to KBN who was in post as PP lead until recently and has made a significant difference since September.
- LDG highlighted that there is still a difference between attendance of PP and non-PP students.
- The merit count for PP students is extremely positive.
- LDG shared that the challenge level is increasing and therefore resilience work will be extremely useful for this. LDG shared that wrap around support is still required whilst this beds in.
- Governors were informed that a large proportion of the total number of excluded days can be accounted to 1 boy and 1 girl.
- **Governors queried number of PP students in school.** It was confirmed that there are 171 in main school.
- LDG shared that improving engagement of PP students in the life of the school has been a focus. Governors were informed that some events are compulsory in order to assist with this.
- LDG shared that a new PP lead is being appointed and interviews should be held shortly.
- DCE shared that it is difficult to get global progress figure with current system as it doesn't recognise the secondary school ready scores.
- **A governor queried why the targets are so much lower than non-pp students.** DCE shared that this is because it is based on KS2 scores.
- DCE shared that the progress data for KS4 is straight forward as the system can cope with the Levels. Governors were informed that the data suggests the school will get a positive attainment 8 score which is a massive stride forward despite the fact that there will still a gap between PP and non-PP progress; the gap is less than current years.
- **Governors queried what Ofsted would be looking at in terms of PP data.** DCE shared that PP will be compared against our own non-PP but also will be compared to national PP data.

- A governor queried the overlap of PP students within the sub groups. ACE shared that he is looking forward to being able to drill down more. The governor suggested that if there is a student in all sub groups, these could be temporarily removed from the data to see if, without them, there is an improvement.
- PP reporting to governors will in future include how pp funding is being used. This information is on the website and detailed records are kept which could be prepared for governor meetings.
- Governors agreed that the ARR group could look into the date in more detail.

SDP and SES

- ST shared that the chair of the Business Sub-Committee had requested more links with key targets. ACE suggests that this could be done via the SES and SDP. ST suggested that although these documents do contain the information it would still be ideal for a one-page summary for governors. A governor suggested that governors should be prepared to look through these documents in order to get the information required and therefore did not see that a summary was necessary. ACE to liaise with TCT and ST about this

SDP

- HTPM targets are included in the SDP.
- Governors discussed the decision not to buy into a new literacy programme due to cost. A governor suggested that there may be a cost to not purchasing it. i.e. this is an area that the school needs to focus on and therefore the school cannot afford to ignore it. This will be discussed in more detail at the next Students Sub-Committee meeting.

SES

- It was highlighted that outcomes still need to be a 2.
- Governors suggested that leadership and management should be changed to a 2.
- ACE highlighted the 2nd para of Quality of Teaching - the 6 core principles links to leadership and management via PM.
- ACE drew attention to the table at the end. ACE suggested that if data continues as per this pattern, it will be excellent news. A sixth form grid will be added.

Action: ACE to liaise with ST and TCT regarding a summary of key targets.

Outcome: Governors to discuss the decision not to purchase a new literacy package at the next Students Sub-Committee

Performance Management (Teaching Staff)

Governors were provided with a summary of the outcomes of the PM process. ACE highlighted that the process had gone smoothly and there were no appeals this year.

Governance

GOVERNOR CODE OF CONDUCT

A proposed Governor Code of Conduct was shared with governors prior to the meeting.

ST shared that this follows the NGA template. Queried were invited. **One governor queried whether there would be GDPR issues.** It was agreed that all policies will need to be reviewed in line with GDPR in due course. In the meantime, all agreed with the proposed policy.

Outcome: All governors present were happy to accept the proposed Governor Code of Conduct Policy.

Action: Clerk to follow up via Trustees and then arrange for all governors to sign a copy of the code.

• **LINK GOVERNOR VISITS**

- A formal report from the latest safeguarding link visit was provided to governors. A verbal report was given at the last meeting. KJ reported that 4 staff recently attended the suicide prevention training.
- A science link visit has taken place, but no written report has been submitted as yet.

• **LINK GOVERNOR ROLES**

The outstanding link roles were shared with governors and the following updates were agreed:

- SO will continue in the SEN role.
- KBN will be linked to Humanities and PP.
- The Key Stage links should be reviewed in light of decision to have an ARR committee.
- Transition will now be moved to the Students' committee to replace ARR.

Outcome: Link roles agreed as outlined above.

Action: Clerk to update the link governor grid.

• **GOVERNOR VACANCIES**

AMa's term of office is due to expire in June which will mean there will be three governor vacancies. It was agreed that the school should advertise.

Action: ST and EFR to work together to advertise governor vacancies.

• **GOVERNOR TRAINING (undertaken since the previous meeting)**

- MHJ has undertaken PP training
- KJ has undertaken official trade secrets training.

Director's Report

A copy of the Director's Report was provided to governors prior to the meeting and the following was highlighted for governor attention:

- Highlighted changes to short inspections.
- Missing child guidelines.
- Reporting violence and aggression – ACE shared that he did not realise this should be reported on PRIME. Staff have been informed that they should log incident with aggressive parents. Governors queried whether the school has a policy with regard to this. ACE confirmed that he would look into this.

Action: ACE to look into a potential policy around incidents with aggressive parents

Dates of Future Meetings
Wednesday 23 rd May 2018 – Committees at 5.30 pm and Full LGB at 6.45 pm Wednesday 11 th July 2018 – Full LGB only at 3.45 pm

End of Meeting

Decision /Action Log

Date of Decision	Action or Outcome	Decision Made / Action Required	Review/Action	
			When	By Who
16/03/2018	Action	Governors to forward any GDPR queries to the Clerk	May-18	LGB
16/03/2018	Impact	Governors to review the Mobile Phone Policy	May-18	LGB
16/03/2018	Action	ACE to get student voice regarding Mobile Phone Policy	Apr-18	ACE
16/03/2018	Action	ST to liaise with Lucy Darling regarding a potential external speaker about mental health issues.	May-18	ST
16/03/2018	Action	ACE to liaise with ST and TC regarding a summary of key targets	May-18	ACE/ST/TC
16/03/2018	Action	Governors to discuss the Literacy Programme in more detail	May-18	Students Committee
16/03/2018	Action	Clerk to put proposed Code of Conduct Policy through Trustees	Mar-18	Clerk
16/03/2018	Action	Clerk to get signed copies of Code of Conduct Policy after Trustee approval	May-18	Clerk
16/03/2018	Action	Clerk to update the Link Governor Grid as agreed at February 2018 meeting	May-18	Clerk
16/03/2018	Action	ST and Clerk to advertise vacancy governor positions	Jul-18	ST/Clerk
16/03/2018	Action	ACE to look into a potential policy for dealing with aggressive parents	May-18	ACE