

BRINE LEAS SCHOOL

An Academy

Local Governing Board Meeting

Held on Wednesday 27th February 2019

MINUTES – PART 1

Present:	Mr D Cole	(DCE)	Headteacher Governor
	Cllr P Groves	(PG)	Appointed Governor
	Mrs M Hennessy Jones	(MHJ)	Appointed Governor
	Dr K Jones	(KJ)	Appointed Governor
	Mr T Maclellan	(TMN)	Elected Staff Governor
	Mr T Marsden	(TM)	Appointed Governor
	Mrs M Mulliner	(MM)	Appointed Governor
	Mrs S Turner	(ST)	Elected Parent Governor (Chair)
	Mrs D Varley	(DV)	Elected Parent Governor

In Attendance: Mrs K Bradshaw (KB, Business Manager), Mr A Cliffe (MAT CEO) and Mrs E Fletcher (Clerk)

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

At the start of the meeting, Mrs Turner welcomed all new governors to their first meeting and provided governors with an update on new appointments/resignations (recorded formally in the governance section of these minutes).

1. Apologies

Apologies were received from Mrs K Salisbury and Mrs J Thomas. Apologies were considered carefully and governors agreed to accept them for this meeting.

Outcome: Governors accepted apologies from Mrs K Salisbury and Mrs J Thomas

2. Declarations of Interest

No declarations of interest were raised in respect of this meeting's agenda.

3. Minutes from Previous Meeting

The minutes from the Part 1 meeting held on Wednesday 28th November 2018 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.

Outcome: Governors accepted the Part 1 minutes from the meeting held on Wednesday 28th November 2018 as a true and accurate record

Minutes Approved by Chair of Governors Date:

4. Matters Arising

There were no matters arising that were not already covered by this meeting's agenda.

5. Business Sub-Committee Feedback

ST confirmed that she is acting as Chair of this sub-committee in the short term, until a new Chair is agreed.

A copy of paperwork for the sub-committee was provided to all governors in advance of the meeting.

Personnel

- The Sub-committee confirmed that all staffing changes were accepted.
- The Sub-committee informed governors that the recent bout of illness had affected staff attendance, however, this is now back on track.

Site & Finance

- The Sub-committee informed governors that the financial situation is challenging and whilst the sub-committee were presented with budget information, KB continues to work on the latest figures.
- The Sub-committee provided an update on the progress of the D Block extension and informed governors that this project is approximately 5 weeks behind schedule which will have an impact on the new Science Laboratory works. **Governors asked whether the builders would incur penalties because of the delay.** KB confirmed that they would, however, this will be offset against the additional costs for the compound during the period of the delay.
- Governors were informed that a number of bids for funding have been submitted and in addition, a working group will be set up to look at maximising income and looking at funding/sponsorship sources etc. ACE shared that currently there is no governor representative on the school's charitable trust and asked governors to consider whether they would like to be represented on this.

Outcome: A working group will be set up to look at maximising income and identifying additional funding/sponsorship links

Whole School IT and Projects

- The Sub-committee shared that five schools are currently receiving IT services through BLS and this is due to increase to 7 shortly.
- The Sub-committee informed governors that only 55 families across the whole school are not accessing My Child at School. It was stressed that whilst this is a good achievement, the school will still be digging down into the reasons why these family are not accessing the system.
- KJ made a recommendation, in his link governor capacity, that when IT changes are done, consideration is given to liaising with departments that will be significantly affected, i.e. Technology and BITE, before they are introduced. DCE shared that whilst stopping the use of USB sticks may initially have caused an issue, all students have been given an Office 365 account which should be an improvement, however, agreed that they would build this into plans in future.

Outcome: The school will build in consultation with key departments when planning future IT/Technology changes in future, where appropriate.

CPD

- The Sub-committee informed governors that the budget for CPD continues to be tight, however, the school is working within these limits and a lot of training is being delivered in-house. **MHJ stated that in her opinion in-house training is not negative as there is a lot of skills and experience among the existing staff.** DCE confirmed that he and the sub-committee discussed and agreed with that view, however, he pointed out that, ideally, staff would have more opportunity to undertake training with exam boards, however, this isn't possible with the existing budget.

5. ARR Sub-Committee Feedback

A copy of the minutes of the meeting held on Tuesday 29th January 2019 were provided to all governors prior to the meeting.

- MHJ confirmed that she was appointed Chair of this sub-committee who met recently for the first time.
- Governors were informed that the group will review the terms of reference at the next meeting and they have set out some standing agenda items.
- MHJ shared that that Mr Donald, Assistant Headteacher, provided a lot of data and was able to answer the questions the group had. The meeting gave the group an opportunity to look at small groups of data so they can understand the issues and challenges.
- Actions included in the minutes were highlighted to governors and MHJ shared that the group will specifically look at students that skew data because they don't fill all the 'pots' for the reporting categories, the Ebacc will also be considered continually and interventions will be considered for Year 13's following their mock exams. The group will also look at courses that could be considered as non-viable and this will be regularly reviewed along with courses that are not validated with points etc.
- Thanks to SDD for his support to governors who will be leaving at the end of this academic year.

5. Students' Sub-Committee Feedback

A copy of paperwork for the sub-committee was provided to all governors in advance of the meeting.

Pastoral

- The Sub-committee informed governors that LAC numbers has increased, bullying is down, two new members of safeguarding team have been appointed and safeguarding training for governors is planned. The Clerk will circulate information about the training to all governors. The Clerk will also arrange designated officer training for KJ in his link governor capacity.
- The Sub-committee confirmed that exclusions are down, attendance is up (including SEN attendance) and unauthorised absences are down – strategies are working well.
- The Sub-committee shared that PP strategies were discussed.
- The sub-committee confirmed that the new Behaviour Policy (Positive Schooling Handbook) was approved.

- The Sub-committee noted that the input of external agencies is difficult to access due to the large numbers requiring services. **Governors queried the back-up plan for this.** DCE shared that the school employs counsellors but these are not bereavement counsellors, so students have to go on a waiting list for this service. **Governors queried what other schools do.** DCE confirmed that all schools are in a similar position. MM shared that a company has contacted her employer with regard to wellbeing/mental health training that may be beneficial to the school; MM will look into possible partnership work with the school. **Governors discussed the issue in detail and agreed that it was difficult for the school to distinguish between when it has done enough whilst accepting that the wellbeing of students and staff do have an impact on a child's education.** MHJ suggested that the school could support a member of staff to do bereavement counselling training.

Outcome: All governors to undertake the safeguarding training which is to be arranged.

Action: The Clerk to organise basic safeguarding training for all governors and designated officer training for KJ.

BL6

- The Sub-committee shared that the destinations of Year 13 were discussed.
- Governors were informed that work experience has been moved to Year 12 which has been received positively.
- The Sub-committee shared that disadvantaged students were a focus on the data discussed.
- The Sub-committee confirmed that it approved the updated BL6 Work Experience Policy.
- The Sub-committee confirmed that it approved the updated BL6 Dress Code Policy.
- The Sub-committee confirmed that it approved the updated BL6 Attendance Policy.

Outcome: The updated BL6 Work Experience Policy was approved.

Outcome: The updated BL6 Dress Code Policy was approved.

Outcome: The updated BL6 Attendance Policy was approved.

Action: Clerk to publish the approved policies as appropriate.

Teaching & Learning

- The Sub-committee confirmed that the T&L practices are in the process of being embedded and the school should be able to see the results of these next year.
- The Sub-committee informed governors that the collaboration with the Chimney House Alliance continues and is positive.

Curriculum

- The Sub-committee informed governors that the school was unable to deliver some of the humanities strands of the development plan due to staffing restrictions.
- The Sub-committee confirmed that they were satisfied the curriculum on offer is broad and that the school is compliant.
- Governors were informed that the Think Reading has started and is making early progress.

6. Head's Report

A copy of the report was provided to governors prior to the meeting. The following was highlighted for attention, or was raised for discussion at the meeting:-

- **Student Mobility**

DCE shared that he had no concerns around mobility. **Governors queried why 3 students in one Year Group went to private school.** DCE shared that this was linked with relocation. The 2019 Year 7 applications were highlighted and DCE pointed out that this is a healthy number.

- **Attendance**

DCE informed governors that the school was ahead of its target until the spell of illness in January which has brought the numbers down to the same as last year's figures. DCE shared that a representative from Public Health England came out and swabbed the school and some staff because of the levels of illness but no significant concerns were raised although some staff tested positive for influenza type A. DCE highlighted that the next report to governors will include this week.

- **LAC**

DCE informed governors that BLS has the highest number in a secondary school in Cheshire East. **Governors queried if this was because the school was obliged to take these students.** DCE confirmed that this was partly the reason but stated that where possible, the LA do try to place children close to their carers.

- **Results**

DCE highlighted that a summary of last year's results are on Governorhub and shared that the picture is very positive; the school, on most measures, is in top 20% of the national picture. MFL is the subject that sticks out but this is difficult to compare against national averages because of the compulsory option factor. DCE highlighted that the school still has steps in place to improve the outcomes in MFL. DCE also shared that CEASH (Cheshire East Association of Secondary Headteachers) do have an agreement to look at languages across the area and more information on this will be available for the ARR group at their next meeting. ACE shared that information provided suggests that the private sector is currently propping up numbers for languages at university as schools/students decide that it is possible to achieve better grades in other subjects than in languages so choose to focus on those other subjects instead.

- **Teachers' Pension Agency Increases & Funding**

DCE highlighted the issues around funding of the TPA pension increases, and informed governors that there is no further update currently. DCE shared that Cheshire East went for the minimum amount however the budget information provide does not match this so clarity is required and is being sought; DCE shared that the difference between what has come through and the amount expected is approximately £60k. DCE highlighted that the introduction of the National Funding Formula has been pushed back meaning that school's do not have to receive the minimum amount yet.

- **Year 7 Residential**

DCE confirmed that the new facility has been booked; the centre is currently still being built but have bookings in June and July. DCE shared that there are plans for visits during the summer bookings to ensure that it is still what we want to do.

- **Exam Boards/Moderation/Re-Marks**

DCE shared that regardless of what the school's view is, the Boards have given advice on marking and moderation. The school is working on this advice and will consider this carefully to ensure that a similar situation doesn't occur again.

- **Parental Engagement**

DCE informed governors that there is a gap in parental engagement between disadvantaged and non-disadvantaged students. DCE highlighted that the school is looking at alternative ways of working with these families and utilising other opportunities to pass on information, i.e. tagging it onto the end of another meeting. Governors were informed that although the MCAS log in rates are extremely high, the school is still looking at ways to improve this.

- **Ofsted**

DCE highlighted the Ofsted action points from 2017 and provided an update on where the school is up to on all these points. DCE shared that there is still a gap in progress between disadvantaged and non-disadvantaged and this continues to be worked on. Attendance figures of the key groups has improved since the last meeting.

7. SES / SDP / School Improvement Plan

- DCE shared that he has made a change to the reporting style to include the Ofsted information and external factors. The rest of the document is broken up into the Ofsted criteria. DCE confirmed that the old Development Plan has been used for this.
- DCE shared that the school has to set a balanced budget and have lagged funding to take into account, which will determine what the school is able to achieve in the next year or two. ACE informed governors that he is working with DCE and KB to ensure that the school does not go into a deficit situation.
- DCE informed governors that T&L is looking strong but the red coding is to ensure that the school continues to follow the target.
- Governors were informed that Personal Development and Welfare continues to be strong and the school works to maintain this.
- Outcomes were highlighted and DCE informed governors that a focus of the school is making sure all groups perform at the same level and well. Governors were informed that the value added progress measure at KS5 is a new initiative and this is a key area of focus.
- DCE shared that the improvement plan document has been shared with staff and this will be further updated for the next governors' meeting. DCE plans to do this formally every term but in reality it is worked on more regularly.
- Governors requested a list of acronyms to look at alongside this document to improve governor understanding and DCE confirmed that he would prepare this.
- KJ asked governors if they would like a presentation from the safeguarding ambassadors in the future and all governors agreed that they would like this to happen. The Clerk will arrange an initial meeting between KJ and the ambassadors and then take this forward.

Action: DCE to prepare a list of acronyms to aid governor understanding when reading the Improvement Plan and other documents.

Action: The Clerk to arrange a meeting between KJ and the school's safeguarding ambassadors.

8. Pupil Premium

- Governors were reminded that the Business Sub-committee, the Students Sub-committee and now the ARR Sub-committee all discuss PP at length.
- DCE shared that there is an issue around students in BL6 as there isn't any funding but there is still a requirement to track their progress.
- DCE confirmed that there is a higher premium for LAC and PLAC students, this comes from the LA and needs to be applied for.

9. Performance Management

- A report from the 2017-18 performance management process for teaching staff was provided to governors.
- Governors were informed that the process went well and that there has been no appeals lodged against any of the decisions.

10. Policy Approval

- Governors were asked to consider the updated SEN Local Offer with the recommendation that this is put forward to Trustees for approval. Governors noted that there were small changes made and ACE confirmed that this policy follows the standard format. All agreed to put this forward for Trustee approval.
- Governors agreed for the outstanding policies to be left until the May meeting.

Outcome: Governors agreed to put the SEN Local Offer forward for Trustee approval at their next meeting.

Outcome: The remainder of the policies due for review in February/March are to be submitted to governors at their May meeting.

11. Director's Report

A copy of the Spring Term Director's Report was provided to governors prior to the meeting.

The following was highlighted in particular for governor attention:-

- Item 1 – School Governance Updates, in particular point 9 of this section (page 9).
- Item 2 - SEN updates. It was agreed that an SEN update to be included at the next meeting.
- Item 9 – The new Ofsted framework. MHJ felt that training/an update on the new Ofsted framework would be useful so they are in a position to support the school. DCE will ask NEP heads at their next meeting to see if some joint training could be set up/provided.

- Item 10 – Mental Health & Wellbeing. ACE shared that this is of key note for governors as this ties in with discussions around where school’s responsibility ends within schools. Governors discussed the high level of support the school already provides but there is an issue around the more a school does, the less is provided externally. **ST asked whether bridging the gap between the school and other statutory services is discussed at CEASH.** DCE confirmed that this group does discuss this and they recently held talks with the Local Authority about areas of concern. In addition, it is a topic for further discussion at a future meeting. It was suggested that the governors should discuss this and the parameters it expects the school to operate within, as the school will always go to the lengths it can do to make sure students are safe and their wellbeing is OK. **ST felt that a wider local debate is needed in order to improve the situation. PG highlighted that there is an issue in that the central government don’t acknowledge that Cheshire East has areas of deprivation. It was felt that someone needs to be appointed to take a lead on the issues being faced in the local area.** It was suggested that a two-pronged approach could be adopted – a school debate involving governors and then DCE can bring this up at the CEASH meeting and involve SCiES.

Outcome: SEN to be included on the next LGB agenda.

Action: DCE to liaise with the NEP Head’s regarding potential governor training on the new Ofsted framework.

Outcome: Governors to consider further the approach they will take with regard to mental health and wellbeing issues in the area.

12. Governance

Link Governors Visits

Link visit reports were received in respect of Maths and Technology. KJ highlighted that Technology are still recovering from the impact of the exam moderation findings.

ST shared that she had conducted a Mental Health Wellbeing link visit and the report will follow. ST shared that it was the first link visit for this area and therefore the meeting was around setting the remit for the visits. ST highlighted that since her link visit, the first staff wellbeing session has taken place.

ST also informed governors that she carried out an MFL link visit (report to follow) and highlighted the staffing challenges that the department face. DCE shared that most schools in the local area do languages in primary schools and BLS staff are involved in this. BLS offers French Spanish and German currently, so students are likely to follow through with languages taught at primary. **Governors queried the discontinuation of the carousel system and governors asked if there was the possibility of allowing free choice of language studied at Year 7 given that they don’t do the carousel.** DCE confirmed that this was not possible, as the numbers have to fit with the staffing.

Link Governor Roles

A copy of the most recent link governor grid was shared via Governorhub.

Membership

Governors welcomed Mrs D Varley as the newly appointed parent governor along with ST who was re-elected for a second term of office. Governors also welcomed the new appointed governors – Mrs M Mulliner and Cllr P Groves to their first meeting. ST highlighted that a third appointed governor was also appointed, Mrs J Thomas, but due to prior commitments, she was not able to attend this meeting.

ST informed governors that since the previous meeting Mr T Court and Mrs S Okell had resigned their positions as appointed governors and therefore there are two vacancies on the LGB. These are being addressed and governors will be informed when appointments are made.

Training

Since the last meeting, no governor training had taken place, but the following was agreed:-

Action: The Clerk will organise safeguarding training for governors.

Action: The Clerk will organise designated officer training for KJ.

Action: DCE will look into governor Ofsted framework training.

13. Future Meetings

- Wednesday 22nd May 2018 ~ Sub-committees at 5.30 pm and LGB at 6.45 pm
- Tuesday 2nd July 2018 – ARR Sub-Committee at 5.00pm
- Wednesday 10th July 2018 ~ Visioning at 3.45 pm and LGB at 5.15 pm

Action: The Clerk to organise an alternative date for the ARR Sub-committee meeting.

Action: The Clerk to organise a suitable date for a meeting of a marketing/public perception working group meeting. MM and TM are lead governors on this subject.

End of Meeting

Decision /Action Log

Date of Decision	Action, Outcome or Impact Review	Decision Made / Action Required	Review/Action	
			When	By Who
27/02/2019	Outcome	Working group to be set up to look at marketing/funding/sponsorship.	May-19	LGB
27/02/2019	Outcome	School to consult with relevant departments on future IT/Technology changes so impact can be fully assessed before implementation.	Jul-20	DCE
27/02/2019	Action	DCE to prepare a list of acronyms to be read alongside the School Development Plan	Jul-19	DCE
27/02/2019	Action	KJ to meet with the school's safeguarding ambassadors	May-19	Clerk
27/02/2019	Action	SEN Local Offer to be put forward to Trustees for Approval	Mar-19	ACE/Clerk
27/02/2019	Action	Outstanding policies due for review to be put forward for approval in May 2019	May-19	DCE
27/02/2019	Action	LGB to revisit SEN at next meeting	May-19	DCE/Chair
27/02/2019	Action	DCE to look into potential shared training with NEP for governors on Ofsted framework.	Jul-19	DCE
27/02/2019	Action	Governors to consider the stance they are planning to take with regard to provision for mental health and wellbeing issues in the area.	Jul-19	Chair
27/02/2019	Action	Safeguarding training to be organised for governors	May-19	Clerk
27/02/2019	Action	Higher level safeguarding training to be organised for KJ	May-19	Clerk
27/02/2019	Action	DCE to look into suitable Ofsted Framework training	Jul-19	DCE
27/02/2019	Action	July ARR Sub-committee meeting to be rearranged.	May-19	Clerk
27/02/2019	Action	Marketing/communication working group meeting to be arranged.	May-19	Clerk