

BRINE LEAS SCHOOL

An Academy

Governors' Meeting

Held on Wednesday 13th July 2016 at 6.45 pm

MINUTES – PART 1

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

In Attendance: Mrs K Bradshaw, Mr D Cole and Mrs E Fletcher (Clerk)

1.	<p><u>APOLOGIES</u></p> <p>Apologies were received from Ms K Batten and Mrs P Lockett. After careful consideration, it was agreed that these apologies should be accepted.</p> <p>Outcome: Governors accepted apologies from Ms K Batten and Mrs P Lockett</p>
2.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>No declarations of interest were raised.</p>
3.	<p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>A copy of the minutes from the Part 1 meeting on Wednesday 18th May 2016 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 18th May 2016 were accepted as a true and accurate record.</p>
4.	<p><u>MATTERS ARISING</u></p> <p>Following the discussion at the May meeting, a report document was forwarded to governors regarding the Year 7 T&L review visit. Mr Cliffe highlighted that this report includes areas for improvement and the school's responses to these. Governors were informed that benchmarking is an issue and Mr Cliffe shared that CAT testing will be carried out again this year with the new Year 7's, although highlighted that it is hoped this will only need to be done for another year or two. Mr Cliffe also informed governors that staff have been doing training in connection to benchmarking and have been involved in primary moderation.</p>

Minutes Approved by Chair of Governors Date:

	<p>Mr Cole share that he has looked at the initial data and this shows that the intake remains above national average, with 69% of students passing all three exams, although interpreting the data is proving difficult at the current time.</p>
5	<p><u>PUPIL PREMIUM / NARROWING</u></p> <p>Governors were informed that the headline predicted grades for Year 11 is positive.</p> <p>Progress 8 shows a significant gap as some students haven't been entered for the full basket of qualifications for various reasons; this includes students undertaking work experience or coming out of option subjects to concentrate more on Maths and English. Mr Cliffe highlighted that these are internal calculations and need to be compared to national benchmarking. Governors asked whether a record is kept of the reasons why a student wasn't entered for all the subjects and also records of the liaison with parents on this. Mr Cliffe and Mr Cole confirmed that this record is kept and shared that approximately 17 students have a modified curriculum with parents involved in the process.</p> <p>Governors queried the gender gap and Mr Cliffe confirmed that this isn't showing as significant.</p>
6.	<p><u>PAY POLICY</u></p> <p>Mr Cliffe informed governors that he and Mrs Furber met with union regional representatives last week who expressed dissatisfaction with the Pay policy and how the Teachers' Pay Award in 2015/16 was processed. Mr Cliffe also shared that the union representatives were also unhappy with their view that the school had stretched the pay spine.</p> <p>The unions would like a response by Friday as to what the school intends to do with regard to their requests. Mr Cliffe shared that the requests do need careful consideration and a decision made.</p> <p>This will be discussed further under the Part 2 agenda.</p>
7.	<p><u>BUDGET APPROVAL</u></p> <p>The committee informed governors that they had discussed the draft budget in detail and confirmed that this has been updated following the committee's request to reduce the in-year deficit to £300k. Mr Coxhill, Chair of the Finance Committee, confirmed that the committee was happy with the changes made.</p> <p>It was highlighted that the pay award discussion will have an impact on the budget and this cannot therefore be finally approved until the pay policy discussion under Part 2. In the meantime, it was proposed that governors approve the budget in principal subject to the part two discussion.</p> <p>Proposal: That governors approve the budget as presented subject to any alterations agreed under the Part 2 discussion regarding the Pay Policy.</p> <p>Outcome: Governors approved the budget as presented in principal, subject to the outcome of the Part Two discussion around the pay issues outlined in item 6.</p> <p>Mr Court provided feedback to governors on the recent IT tender process, which he was part of, and shared that the outcome was that the current provider, Novus, were the best equipped to provide the continued service required by the school. It was agreed that a contract on three year basis with Novus would be entered into. It was highlighted that the cost of this is included in the budget; there will be a slight overlap on the broadband costs – these will be slightly higher this year but lower next year.</p>

Mr Court shared he was happy that the process was fair and equitable and satisfied with the outcome. Governors were informed that a governor from a local primary school was also involved in the process in order to give a view from a primary perspective. Governors were informed that there is potential for savings in the future if schools within the MAT join the same service provider. It was proposed that governors accept the recommendation to enter a contract with Novus.

Proposal: That governors confirm they are happy with the outcome of the IT tender process and agree to enter a three year contract with Novus.

Outcome: Governors accepted the proposal and agreed to enter a three year contract with Novus.

Governors' attention was drawn to the new Business Continuity Plan. It was highlighted that this is a new document which is in the early stages of being developed for BLS. Governors were asked to look through the draft document and pass any comments to the Clerk by 31st August 2016.

Outcome: Governors to look through the draft Business Continuity Plan and pass any comments onto the Clerk by 31st August 2016

8. **SDP & VISION**

Documents were shared with governors prior to the meeting. The following areas were highlighted and discussed in more detail:-

Vision Document

Safeguarding - Mr Cliffe highlighted his vision on safeguarding and outlined the increased cases in mental health related issues. Governors were informed that the school is putting a significant amount in to this area including funding a Family Support Worker through the NEP. Governors asked for data on the number of cases and intervention. Mr Cliffe shared that there is a small number of students for whom there is a real concern and this is taking up a lot of school time. It was highlighted that 39 referrals to CAMHS are made every day and they can take on just 6 cases. This is just within Cheshire East area. Visyon, a counselling service for mental health related cases, have closed their waiting list for a temporary period of time whilst they clear the backlog. Mr Cliffe highlighted that although this is on the vision, it shouldn't need to be included; there should be services available to deal with these situations. Governors were also informed that Cheshire East is currently using foster carers from other areas due to the shortage locally. Mr Cliffe also informed governors about the Thrive Model which schools will be trained in and are expected to follow, however, it was highlighted that this is significantly different than the model that has been in place previously and will not come with additional funding. It was suggested that this is being put on schools because they will pick this up rather than avoid it. Governor discussed including additional staffing for this into the budget, however, after consideration agreed that this was not sustainable. Governors queried whether there was something more political that could be done and also questioned what CEASH and CHA were doing about the situation as it was felt that if these groups collectively pick up on this issue, it will be the best way forward. Mr Cliffe shared that CEASH and CHA are looking at going down a more political route. It was also suggested that schools could write to the Authority to highlight the amount of expenditure it already puts into this area and outline the amount it would require in order to develop its current provision to meet the Thrive Model.

- Curriculum**
- Mr Cliffe highlighted to governors that Technology, Arts and Ebac are the key areas to watch.
 - Governors were informed that the school continues to offer courses across the breadth of the curriculum along with Ebac qualifications.
 - It was highlighted that a student who appears to have full curriculum may actually be following a number of courses that do not count in the data that the school is judged on externally. Mr Cliffe shared that governors need to consider whether the school continues to offer courses that students want to take despite the impact on headline figures which could be viewed externally that the school is deteriorated. Governors understood that this issue is relevant for performance tables only as it won't affect employers. It was felt that if the school doesn't offer art courses then it will be penalising those students who wish to study subjects such as art at university. Governors felt that they would like to know the figures of students that would be affected over the next couple of years to aid their decision making process. Mr Cliffe also shared that if governors decide to follow the ebac route they need to be aware of the consequences and the impact it will have on the long term vision. It was agreed that Mr Cole will model the impact of both routes and calculate the expected number of non-ebac students. Governors all agreed that they were equally concerned about the impact on results as they were about ensuring the each child has an opportunity to the curriculum.
 - Governors queried whether reducing the curriculum offer would result in savings that could be used to meet the costs needed for safeguarding. Mr Cliffe shared that there would be cost savings to be made through this and in addition, the school may reach the point where it has to make a decision not to run a course at GCSE due to low numbers.

Assessment – It was agreed to change 'may be changed' to 'will be changed'.

MAT – Governors were informed that planning permission was not granted for the land at the back of the school. It was felt that Free Schools and Sponsor Schools will need consideration over time. Governors agreed that the schools in the area need to do something to meet the demands of the local community and Brine Leas should take a lead in this.

Governors will return to this document at a future meeting and it was felt that a brainstorming session may be beneficial.

Outcome: Governors accepted the vision document subject to the change discussed under Assessment.

SDP

The updated SDP was accepted although it was agreed that a separate line in item 14 was required for the LGB.

Outcome: Governors agreed that an additional line reflecting the LGB was required in item 14.

Outcome: Governors accepted the updated SDP subject to the above change.

9. **MAT UPDATE**

Mrs Furber informed governors that we have received confirmation from the EFA that the Charities Commission has approved the Articles.

Governors were therefore informed that a number of resolutions need to be passed in order to move forward with the conversion to MAT status. Some resolutions were relevant for the Members only and in this case, only the Members voted.

At the commencement of this section of the meeting, the following were Members of Brine Leas School:-

Mr T Court
Mr T Coxhill
Mrs J Furber
Mr A Martin
Mr A Moran
Mrs P Lockett (not present)

1. Name Change

The FGB put forward a proposal to all Members present that a Special Resolution is passed to change the company name to Brine Multi Academy Trust.

Proposal: That a special resolution be passed to change the company name to Brine Multi Academy Trust.

Outcome: All five members present were in agreement with the proposal. This vote represented over 75% of Members and therefore the Special Resolution was passed.

2. MAT Articles

The FGB put forward a proposal to all Members present that a Special Resolution be passed to adopt the new MAT Articles as approved by the EFA and the Charities Commission.

Proposal: That a special resolution be passed to adopt the new MAT Articles.

Outcome: All five members present were in agreement with the proposal. This vote represented over 75% of Members and therefore the Special Resolution was passed.

3. Funding Agreement

Governors were reminded that they have been through the funding agreement previously and variants have been highlighted; this is largely around the carry forward regulations and healthy schools. It was proposed to the FGB that an agreement is reached to enter into the Deed of Variation to vary the Brine Leas' Funding Agreement to take the form of a Master and Supplementary Funding Agreement.

Proposal: That governors agree to enter a Deed of Variation to the Brine Leas' Funding Agreement as outlined above.

Outcome: All eleven governors present at the meeting were in agreement with the proposal and the Deed of Variation was signed accordingly.

4. Terms of Reference

A proposal was made to the FGB to adopt the new LGB Terms of Reference for the Brine Leas School Local Governing Body.

Proposal: That governors adopt the new LGB Terms of Reference

Outcome: All eleven governors present at the meeting were in agreement with the proposal.

5. LGB Structure

The proposed structure of the LGB was shared prior to the meeting and It was highlighted that under this structure there will no longer be an LA governor. In addition, the number of elected parent governors will reduce to two and the number of elected staff governors will reduce to one. These were all discussed separately:-

- Mr Martin shared that he would be happy to move to an appointment governor position but would like to discuss his term of office with the Members before it is agreed.
- It was agreed that one randomly selected parent governor will become an appointed governor for the duration of their current term of office. This will be done by Trustees at their next meeting.
- It was agreed that one randomly selected staff governor will become an appointed governor for the duration of their current term of office. This will be done by Trustees at their next meeting.
- It was highlighted that in the future, the number of governors who are parents will need to be considered. The Body is currently parent heavy as some appointed and staff governors are also parents of children at the school. In addition, it was also felt that the gender balance needs considering when making appointments in the future.

Outcome: All governors accepted the new LGB Structure and the changes to appointments as outlined above.

6. Resignations from the FGB

Resignations from the LGB were received. One was from Mrs Furber who was present at the meeting and the other from Mrs P Lockett who was not present but had tendered her resignation via the Chair prior to the meeting.

Proposal: That Members accept the resignations from the LGB from Mrs Janet Furber and Mrs Pat Lockett.

Outcome: All four Members present (excluding Mrs Furber) accepted the resignations.

7. Member Resignation

In accordance with the agreed structure for the MAT, the following put forward their resignation as a Member:-

Mr T Court
Mr A Moran
Mr A Martin

Proposal: That the remaining Members accept the resignations from the above.

Outcome: Both remaining Members present at the meeting accepted the resignations and confirmed that they will undertake to appoint to the remaining Member positions within the MAT structure.

	<p>Mr Coxhill and Mrs Furber, along with Mrs P Lockett, who are the remaining Members will meet with the proposed Members and Trustees in the near future and will report back to the LGB.</p> <p>Governors asked for an update on the position of local schools showing an interest in the MAT and this was provided by Mr Cliffe.</p> <p>Governors queried meeting structure under the MAT and it was confirmed that this hasn't been agreed as yet, however, it was agreed that Trustees will meet once per term.</p>
10.	<p><u>FEASIBILITY UPDATE</u></p> <p>Governors were informed that no major update was available. Mr Cliffe shared that an extension to the decision making programme has been requested and there has been no adverse objections raised as far as the school is aware.</p> <p>Design tweaks are being worked on and costings are being drawn up.</p>
11.	<p><u>SCHOOL CALENDAR 2016/17</u></p> <p>Governors were asked to approve the school calendar for 2016/17 and all trips contained within it.</p> <p>Mr Marsden shared that just prior to the FGB meeting, he attended a training course on educational visits for governors. His main understanding from this training is that a wider number of people should be involved in the analysis of trips; it was felt that a number of staff should be involved in the drawing up of risk assessments.</p> <p>Governors queried whether holiday dates are synchronised with local primaries. Mr Cliffe confirmed that they are where possible; some schools have had to follow other schools outside the NEP, i.e. faith schools have to follow diocese.</p> <p>Outcome: Governors approved the school calendar for 2016/17 including the trips contained within it.</p>
12.	<p><u>GOVERNOR TRAINING</u></p> <ul style="list-style-type: none"> • Dr K Jones has now completed Level 2 Safeguarding. • A number of governors attended the recent appeals panel training. • An updated training grid is to be uploaded onto Governorhub. <p>Outcome: Mrs Furber to upload an up-to-date training grid onto Governorhub.</p>
13.	<p><u>MEMBERSHIP</u></p> <p>Membership was discussed under MAT update. No further updates were discussed.</p>
15.	<p><u>CORRESPONDENCE</u></p> <p>N/A</p>

15.	<p><u>DATE OF FUTURE MEETINGS</u></p> <p>A set of proposed dates for 2016/17 were provided to governors in advance of the meeting and it was proposed that these are accepted.</p> <p>Outcome: The proposed calendar of meetings of the LGB for 2016/17 was accepted.</p>
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End of Meeting (Part 1)