

BRINE LEAS SCHOOL

An Academy

Local Governing Board Meeting

Held on Wednesday 11th July 2018

MINUTES – PART 1

Present:	Mrs A Beecher	(ABR)	Elected Staff Governor
	Mr A Cliffe	(ACE)	Headteacher Governor
	Mr T Court	(TC)	Appointed Governor
	Dr K Jones	(KJ)	Elected Parent Governor
	Mr T Marsden	(TM)	Appointed Governor
	Mrs S Okell	(SO)	Appointed Governor
	Ms K Salisbury	(KS)	Appointed Governor
	Mrs S Turner	(ST)	Parent Governor (Chair of Governors)

In Attendance: Mr D Cole (Deputy Headteacher), Mrs E Fletcher (Clerk) and Mrs J Furber (Chair of Trustees)

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

Apologies

Apologies were received from Ms K Batten, Mr A Cliffe, Mrs M Hennessy Jones and Cllr A Moran. All apologies were considered carefully and governors accepted them for this meeting. Late apologies were also received from Mr A Cliffe.

Outcome: Governors accepted apologies from Ms K Batten, Mr A Cliffe, Mrs M Hennessy Jones and Cllr A Moran. Governors also accepted the apologies from Mr A Cliffe who will arrive after the vision section of the meeting.

Declarations of Interest

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

Vision

HOCA's HOD's and SLT joined governors to look at the vision for the future, and focused on the following:

Using the matrix produced from last year's exercise, to consider whether there are still challenges and how we could work more effectively to address them. In particular, the focus was on:

- *Is this still a priority for the coming year?*
- *What action has been taken?*

- *What more needs to be done?*
- *Are there new challenges that we need to add in?*
- *Is there anything that we could do differently to reduce workload, what efficiencies are there?*

A report from the Chair of Governors will be provided separately.

ST welcomed Ms K Salisbury to her first meeting as an appointed governor and Mr A Cliffe joined the meeting from this point.

Minutes from Previous Meeting

The minutes from the Part 1 meeting held on Wednesday 22nd May 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 22nd May 2018 as a true and accurate record

Matters Arising

There were no matters arising

SDP and SES

A copy of the proposed SDP and SES were provided to governors prior to the meeting and it was highlighted that these are starting points and will be updated further to reflect any areas raised by the vision exercise.

SDP

ACE highlighted that, in response to requests made at a previous meeting, a sheet has been added to the front of SDP with key 8 points. Governors were asked to look and see if these meet their needs.

It was highlighted that the governor section has been started but needs completing by governors. ACE highlighted that governor training remains an issue.

Governor queries were invited.

- It was highlighted that Modern Governor is the key tool for training.
- **Governors highlighted that they talked about branding and role of school in the community at the vision session and therefore felt the key 8 points at the start of the document should form the stories for the school and governors. These should then be used as a starting point for all work.**
- **It was suggested that a working group needs to take the outcomes of the vision session to ensure this is woven into the SDP and SES. ST and KJ will form the group and will meet over the next 10 days.**
- It was suggested all governors get involved in one House event in the year.

- Literacy highlighted and shared that the current strand in the SDP relating to this is as a direct result of governor challenge around the proposed cuts in literacy.
- **Governors asked whether there should be an overall attainment target.** ACE shared that there is one and it can be put into the document. ACE highlighted that 54% is the Attainment 8 target and 0 or positive is the Progress 8 target. ACE also highlighted that the attendance target is 96%. **Governors asked whether absence is split into reported and non-reported absences.** ACE confirmed that this is split into categories.
- **A governor raised concern about targets which are out of their control, and the suitability of including this in a document such as the SDP. It was suggested that this could be used against the school.** ACE agreed with this and suggested using words such as in line with or above national average rather than specific targets.

SES

- ACE shared that this is the July update and will be reviewed following the vision session if necessary.
- ACE highlighted that the document focuses on Ofsted strands. A few changes have been made and these are highlighted.
- ACE informed governors that he is waiting on last data drop before updating the tables.
- **SO queried quality 1st teaching** and it was agreed that ACE will look into this. **SO felt that this may be worth referencing in the document.**

Key Areas of Leadership Focus

Governors were provided with the planned key areas for the leadership DDP's prior to the meeting.

- ACE shared that most of the key areas should be contained within the SDP and this needs checking through by ACE before they are set. It was highlighted that the themes will also need to be checked against those raised in the vision session.
- Site issues will be around the challenge of maintaining the school as normal during the build project.
- Governors were informed that changes to working practice may be needed following the vision session. ACE shared that the new IT systems seem to have changed the way staff do things and this has had a significant improvement.

Governance

ST shared that measuring value is a key area of focus and this will be reflected in notes from vision session.

Governors discussed the use of the word 'measure' and whilst some felt that this was difficult to show as it can be quite prescriptive, others were more comfortable with its use. ST shared her understand that this relates to whether we have made a difference. ACE highlighted that he feels he can report that governors have made a difference.

School Calendar

A copy of the proposed calendar was provided to governors prior to the meeting and ACE highlighted that the proposal is that governors approve this calendar along with all the trips and events contained within it.

- It was highlighted that the term dates have been agreed by governors some time ago and it was pointed out that Easter is the most potentially problematic time, as schools are following different calendar dates.
- ACE pointed out that the dates of Exchange trips are flexible as they are dependent on the other school involved.
- KJ queried the exchange trips and whether the school needed to change its practice regarding the safeguarding elements. ACE shared that this is being looked into by Mr Whitehead and the EVC but they will wait until September to see what the guidelines state before finalising our practice. ACE highlighted that France and Spain will have their own guidelines which we will not be in control of. KJ asked if there were families that have indicated they will not be willing to host as a result of the changes. ACE shared that a survey hasn't been done but highlighted that some schools have pulled their Exchange trips already. Governors queried the cost of a DBS and whether this would be prohibitive. ACE shared that they would be voluntary ones so free of charge but it wasn't known yet whether this will be necessary.
- ACE informed governors that Parents' Evenings are included in the calendar and the Vision exercise highlighted a recommendation that governors are visible at these events. It was felt that if this were to happen, it would need to be an interactive role rather than just having a desk for people to visit. A governor queried whether companies are invited to these events to have a stall to promote their company as a future employer etc. ACE shared that this is not done, but there is a careers event where this happens. ACE also highlighted that the Careers Advisor is available at parents evening but parents rarely take the opportunity to see her at these events.
- All governors were happy to approve the calendar including the trips and events.

Outcome: Governors approved the school calendar 2018-19 including all trips and events contained within it.

School Admissions Policy

A copy of the previously agreed Admissions Policy for governors was provided to governors prior to the meeting with a view to discussing potential recommendations for the 2020-21.

- Governors were asked their view on flipping the oversubscription criteria ii and iii around. ACE shared that at the moment Year 7 is being filled on criteria i-iv and going into v. ACE informed governors that, at the moment, all children in catchment are getting into school.
- ST highlighted that the bulge year, current Year 9, is due to the number of siblings and, had we cut off at the normal 215, this would have meant that not all of iii would have got in.
- ST raised concern that there is potential for children in catchment not to get in due to siblings.
- DCE outlined that the issue is around siblings who are out of catchment and over time this issue will settle down, however, pointed out that the school is currently at the point where the feeder school category is the becoming the cut off for the year group.

- **Governors queried the numbers in each year group and whether there were plans to change this.** ACE shared that this is set to increase in line with the expansion bid, but this is at phase 2.
- **Governors queried whether there was a standard order for oversubscription criteria.** DCE shared that there isn't a standard order any longer and that after the statutory criteria i), schools have varying orders.
- **Concern was raised by governors about parents having children at different schools if the criteria changes, resulting in two drop offs.**
- DCE shared that some schools they are facing situations where, due to their oversubscription criteria order, children who live across the road are not getting into a school but children that live outside the area are getting in as a sibling and this is a problem for them.
- DCE highlighted that if the school cut off part way through the 'in catchment' criteria then it would be decided by a random allocation.
- **The general feeling amongst governors was that siblings should become criteria iii. However, it felt it does need noting that phase 2 of the feasibility may well be on the way by the time the policy came into force. Governors felt that parents should have to acknowledge that there is a risk when you choose to have a child educated out of catchment in that their subsequent children may not get a place.** ST shared that Parents would get an opportunity to respond to the consultation should there be any proposed changes to the criteria order.
- **Governors felt that moving the sibling link criteria would be welcomed by feeder schools.**
- **It was suggested that consideration could be given to prioritising criteria v, however, governors felt that this would give priority to out of catchment children again.**

Outcome: Governors agreed that they would support a change of criteria order ii and iii by swapping them over.

Link Governor Reports

- A copy of the Maths link visit report was provided to governors.
- A copy of the safeguarding link visit report was provided to governors and KJ shared that the recommendation to put key contact numbers on the back of timetables will be done.

Future Meetings

- Wednesday 26th September 2018 ~ No sub-committees, LGB at 6.00 pm
- Wednesday 28th November 2018 ~ Sub-committees at 5.30 pm and LGB at 6.45 pm
- Wednesday 27th February 2018 ~ Sub-committees at 5.30 pm and LGB at 6.45 pm
- Wednesday 22nd May 2018 ~ Sub-committees at 5.30 pm and LGB at 6.45 pm
- Wednesday 10th July 2018 ~ Visioning at 3.45 pm and LGB at 5.15 pm

End of Meeting