

BRINE LEAS SCHOOL
An Academy

Full Governors' Meeting

Held on Wednesday 1st March 2017 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
	Mr T Court	(TCT)	Appointed Governor
	Ms M Hennessy Jones	(MHJ)	Appointed Governor
	Dr K Jones	(KJ)	Elected Parent Governor
	Mr A Martin	(AMN)	Appointed Governor
	Mrs S Okell	(SO)	Appointed Governor
	Mrs S Turner	(ST)	Elected Parent Governor

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

APOLOGIES

Apologies were received from Mr T Coxhill and Mr A Moran. It was noted that Mr Moran had attended the committee meeting prior to FGB but had to leave due to other commitments. After careful consideration, it was agreed that these apologies should be accepted.

Governors noted the non-attendance of Mr T Marsden.

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

DECLARATIONS OF INTEREST

No declarations of interest were raised in relation to any items on the agenda.

MINUTES OF THE PREVIOUS MEETING

A copy of the minutes from the Part 1 meeting on Wednesday 14th December 2016 was provided to governors in advance of the meeting and it was proposed that these are accepted as a true and accurate record.

Outcome: The minutes from the Part 1 meeting on Wednesday 14th December 2016 were accepted as a true and accurate record.

MATTERS ARISING

There were no matters arising that were not already covered elsewhere in the agenda.

COMMITTEE FEEDBACK – STUDENTS COMMITTEE

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:-

ARR

- The committee discussed the data reports.

BL6

- The updated Work Experience Policy was approved by the committee.
- The SES document was received and discussed.

Outcome: The updated Work Experience Policy was approved

Curriculum

- The committee confirmed their decision that a Collective Worship Policy was not needed now that it is no longer a statutory requirement. Governors queried what would happen if a faith school joined the MAT and it was highlighted that the school would follow the model for schools with a religious character.

Outcome: Governors agreed that a Collective Worship Policy was not required for Brine Leas School

Student Services

- The DDP was received and discussed by the committee.
- The updated Attendance Policy and the updated Transgender Policies were approved subject to a minor change. The updated SEN Local Offer, Disability Policy and Anti-Bullying Policy were all approved.
- A safeguarding link visit has taken place prior to the meeting and a report on this will be provided to governors at the next meeting. Verbal feedback was provided by Dr K Jones, link governor.

Outcome: Governors approved the updated Attendance Policy subject to a minor change.

Outcome: Governors approved the updated Transgender Policy subject to one change.

Outcome: The updated SEN Local Offer was approved.

Outcome: The updated Disability Policy was approved.

Outcome: The updated Anti-Bullying Policy was approved.

T&L

- The new Learning Policy was approved by the committee.

Outcome: Governors approved the new Learning Policy

COMMITTEE FEEDBACK – SITE, FINANCE, STAFFING & PROJECTS COMMITTEE

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:-

- The Committee informed governors that TCT was elected as the new Committee Chair.

HR

- The committee accepted the staffing changes contained within the report.
- The committee approved the new Redundancy Policy, the new Restructuring Policy, the updated Parental Leave Policy and the updated Shared Parental Leave Policy.

Outcome: Governors approved the new Redundancy Policy

Outcome: Governors approved the new Restructuring Policy

Outcome: Governors approved the updated Parental Leave Policy

Outcome: Governors approved the updated Shared Parental Leave Policy

Site & Finance

- The committee accepted the accident report and noted that there were no emerging patterns.
- The Management Accounts were discussed within the committee and a summary of the discussion was provided to governors. The committee confirmed that it was satisfied that budget monitoring was satisfactory
- The committee confirmed that the 2017/18 budget was discussed along with the three spending cut scenarios that had been prepared by KB. It was highlighted that none of these will enable the school to present a balanced budget so further cuts will be necessary. A summary of the committee's discussion was provided and governors informed that an interim finance meeting will be required. The committee highlighted that the school's position is consistent with a lot of other schools in the area.
- The NFF was not discussed in detail as this will be covered elsewhere.
- The proposed H&S policy was put forward for committee discussion and this will be brought back at a later meeting for approval.

Staffing

- The committee accepted and discussed the Staffing DDP including the link between CPD and outcomes.
- The new Dress Presentation Code and the updated Staff Code of Conduct Policy were approved by the committee.

Outcome: Governors approved the new Dress Presentation Code

Outcome: Governors approved the updated Staff Code of Conduct Policy

Whole School IT & Projects

- The Whole School IT & Projects DDP was accepted by the committee and discussed.
- Several initiatives are being pursued to generate income.
- If any governor is interested in joining the evaluation of one of the school's main software packages then please let the Clerk know.

Action: Any governor interested in assisting the review of the school's software packages should let the Clerk know.

HEADTEACHER'S REPORT

A copy of the Headteacher's Report was provided to governors in advance of the meeting. The following items were discussed in more detail and/or require governor approval:-

Funding

- Cheshire East LA and Heads have done a lot of work in getting the message out and there was a rally in Nantwich recently. The big push is to get the funding back to where it was.
- It was highlighted that the push is not intended to stop schools in deprived areas having additional funding, it is about ensuring that the basic funding will enable schools to function. £4.8k per student is needed as a minimum to run a school; this hasn't been considered when calculating the formula.
- Governors were urged to fill in the consultation if they haven't already.

Policies

- In line with the Scheme of Delegation, the Admissions Policy needs to be approved by Trustees. In future, the LGB must look at it in May so they can have an influence on the policy which is then passed to Trustees so that there is time for consultation, if necessary. Governors were informed that the 2018-19 Admissions Policy was presented straight to Trustees in order to meet the LA's deadline and the policy was approved.
- The proposed Workload Impact Policy Statement was put forward for approval. ACE highlighted that this comes as best practice from unions. It is suggested that this should be added to policies from now on, when they are written or reviewed. Governors agreed to include this on all future policies.
- The updated Community Cohesion Policy was put forward for approval. ACE shared that some slight amendments have been made to the previously agreed version. Governors approved this policy.
- The updated Sex Education Policy was put forward for approval. This policy was discussed and governors asked for the proposed policy to be double checked against the new statutory requirements and to ensure it complements the Transgender Policy. Governors also questioned the process for withdrawing a student; DCE shared that parents can withdraw from certain elements of the programme and he manages this, if and when a child is withdrawn. Currently there are no opt-outs. It was agreed that DCE will consider the policy as requested and report back to governors.

Outcome: The LGB to look at the 2019/20 Admissions Policy in May 2017

Outcome: Governors agreed to include the Workload Impact Statement on all future policies.

Outcome: The updated Community Cohesion Policy was approved.

Action: DCE to review the Sex Education Policy in line with the governor discussion and report back to governors.

SDP/SES

- Governors were asked to comment on the new style document. It was felt that it was much easier to read, however, more consistency was recommended in terms of hard/soft data. Any other comments to be passed to ACE via the Clerk.

Action: LGB to make any further comments on the new style SDP/SES via the Clerk

Action: ACE to reviews references to data to ensure consistency.

Lionhearts

- ACE shared that he was proud of the children involved in this group.
- Governors suggested there could be a link with this group and the low numbers of LGBT Bullying.

Monitoring and Summary of School Progress

- Governors were informed that reporting this year will be different and could be anything from 20% lower than previously achieved. This will be a national picture.

- Governors suggested that staff need to be educated as well as parents. It was felt that it is important that comparisons against national and local results are also presented.
- Governors suggested local papers are prepared for the change to avoid negative headlines.

China Trip

- ACE shared that he leaves for the trip to China next week as part of an inspection team looking at a franchise of a UK college based in Tianjin. This will generate income of £3k for the school.

Mobile Phones

- A copy of the proposed updated Mobile Phone Policy was provided to governors prior to the meeting.
- Governors were informed that the previously agreed policy hasn't been enforced within school but this starts next week. It was suggested that the updated policy, if approved, could be implemented after Year 11 have left.
- ACE shared that a lot of schools have gone further than the proposed policy outlines, and bans students from bring phones into school at all. However, ACE highlighted that they are useful when students are on a trip and need to inform parents when they are arriving back.
- ACE shared his view that children should not have their phones out in the day at all as they are affecting education in the broadest sense.
- It was felt that all staff need to be fully engaged with this policy which may require constant reminders.
- A governor raised query with regards to the policy for staff. ACE shared that this is covered by the Code of Conduct Policy.
- ACE shared that the main concerns so far had been around being able to contact child/parents however, this resolved by contact being made through the office.
- KJ highlighted the issue with Apple watches (or similar) and suggested that this is incorporated into the policy.
- It was agreed that repeat offenders would require parents to collect confiscated items and over time this could be changed to the first offence.
- It was suggested that the word 'electrical' on the footnote should be changed to 'digital'.

Action: ACE to updated the policy to ensure that Apple watches and equivalent are covered by the policy and to change the footnote as agreed above.

Outcome: Governors approved the policy for implements after the Whit half term, subject to the minor changes outlined above.

NEP

- ACE expressed thanks to Hazel Brown, Headteacher at St Anne's, for preparing the report.
- Tim Marsden is BLS' link governor.
- The future of NEP given MAT's was queried. ACE shared that that this was possible and that it was good to see partnership working making an impact.

NATIONAL FUNDING FORMULA

This item was discussed fully in other items on the agenda.

PUPIL PREMIUM

- The current picture for current Year 10 and 11 is that the gap will be a lot smaller than it was last year. Governors queried if this is due to the cohort or interventions that are working well. ACE shared that the group of particularly difficult cases aren't present in these year groups.
- The Maths prediction was highlighted and governors were informed that if this is accurate, it will be a significant step forward.
- Each PP student has a leadership mentor and Mr Oakes is also working closely with departments on PP progress.
- Governors requested that an annotation of this better picture is included in the SES.

Action: ACE to include information on the positive position regarding the gap to be included in the SES.

MAT DELEGATED POWERS

- The original document was prepared as part of the MAT working group and has been updated further.
- It was noted that the Academy Admissions Policy should be prepared by the LGB on the MAT model.
- The LGB scheme of delegation document needs to be reviewed in line with this document.
- The appointment of Chair of LGB was discussed and it was felt that Trustees are not going to object to the election of a governor unless there are specific reasons. The Trustees need this specific responsibility in the case of a school that is not performing or there is concern around the performance of the Chair.
- It was highlighted that it will take a while, but changes will be made as the MAT develops.
- Trustees would have responsibility for approval of Trust wide policies.
- The delegated power of point 15 was queried. It was shared that the Trust needs to have an overview of all their governors. Governors queried who sets up the register – is the school and the Trust has a copy or is it the Trust, i.e. will it end up that two lists are kept?
- Governors queried what would happen if there is a disagreement between the Trustees and LGB, who would win?
- Governors were reminded to look at the Terms of Reference also, as these give more information.

GOVERNANCE

- ST suggested that the LGB needs to review how it functions and whether there could be improvements.
- Governors were informed that the agenda setting process has changed to include chairs of committees.
- ST informed governors that the Competency Framework has been issued by the government and the LGB needs to check that it is compliant with this.
- It was agreed that a sub-group should be formed to look at the governance structure and delegated powers.
- Governors questioned the connection between the LGB and the Trustees. ST shared that there is a HT and Chair of Governor group which would meet with Trustees to bring issues forward. This group could attend Trustees meetings initially, whilst it is small, which would give an opportunity to interface directly with the Trustees rather than through the CEO. This group hasn't met yet because there is only one school.

- Governors raised concern that the work of the LGB in finance related areas may be devalued and therefore suggested that there is a need for a close relationship with the Trustees. ST shared that the LGB will be responsible for developing and setting a balanced budget within a set of guidelines.
- It was suggested that consideration of overlaps between the committees need considering, i.e. the students' committee may discuss things which have a financial implication.

Outcome: Governors to review the LGB structure and review the delegated powers document with a view to raising any queries with the Trustees.

Action: Clerk to email governors for members to form a working group and arrange a date for a meeting.

GOVERNOR TRAINING

ABR has ABR completed modules one and two of the Introduction to the Governor Framework

DIRECTOR'S REPORT

A copy of the Director's report was provided prior to the meeting. No questions were raised by the LGB.

DATES OF FUTURE MEETINGS

- Wednesday 24th May 2017 (Committees at 5.30 pm followed by FGB at 6.45 pm)
- Wednesday 12th July 2017 (Committees at 5.30 pm followed by FGB at 6.45 pm)

End of Meeting (Part 1)