

# BRINE LEAS SCHOOL

## An Academy

### Local Governing Board Meeting

Held on Wednesday 24<sup>th</sup> May 2017 at 6.45 pm

#### MINUTES – PART 1

<b>Present:</b>	Ms K Batten	(KBN)	Appointed Governor
	Mrs A Beecher	(ABR)	Elected Staff Governor
	Mr A Cliffe	(ACE)	Headteacher Governor
	Mr T Court	(TC)	Appointed Governor
	Mrs M Hennessy Jones	(MHJ)	Appointed Governor
	Dr K Jones	(KJ)	Elected Parent Governor
	Mr T Marsden	(TM)	Appointed Governor
	Mr A Martin	(AMN)	Appointed Governor
Mrs S Turner	(ST)	Elected Parent Governor	

**In Attendance:** Mrs K Bradshaw (KB), Mrs E Fletcher (Clerk) and Mr P Whitehead (PWD)

#### Apologies

Apologies were received from Mrs S Okell and Mr A Moran. It was noted that Mr Moran had been present at the committee meeting prior to the full LGB meeting.

**Outcome:** Governors accepted apologies from Mrs S Okell and Mr A Moran

#### Minutes from Previous Meeting

The minutes from the meeting held on 1<sup>st</sup> March 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.

**Outcome:** Governors accepted the minutes from the meeting held on Wednesday 1<sup>st</sup> March 2017 as a true and accurate record

#### Committee Feedback ~ Business Committee

##### Site & Finance

- The committee shared that they reviewed a previous decision regarding the cleaning contract. After considering updated information, the committee agreed to award the contract to A&M rather than Mitie.

Minutes Approved by Chair of Governors ..... Date: .....

- The committee shared that they had spent a long time discussing the 2017/18 budget at the interim meeting held in April and also the meeting prior to the LGB. Governors were informed that the committee requested that no overall deficit was to be put forward. The committee shared that the future years have been discussed, however, it was agreed to hold off until after the outcome of the election was known. The committee shared that there are some areas to be updated, however, the committee have agreed some flexibility to the in-year deficit amount, provided that the overall outcome is a balanced budget. The recommendation of the committee is that the budget forecast for 2017/18 is accepted and put forward to the MAT for approval.

**Outcome:** Governors agreed with the recommendation of the committee to accept the budget forecast for 2017/18 and put this forward for MAT approval.

- The committee shared that they approved the new H&S Policy subject to some minor amendments and the additional of an appendix listing staff names for posts mentioned within the policy

**Outcome:** The committee approved the new Health and Safety Policy subject to minor amendments and the addition of an appendix.

- The committee reported to governors that in between the April and May committee meetings they approved the contractor for the food technology room renovation. The committee confirmed that Innova had been appointed and that work would commence over the half term holiday.

## HR

- The committee shared that all staffing changes contained within the report were accepted. The committee also highlighted that several more internal appointments have been made since the report was produced and although these were discussed and accepted at this meeting, they will be formally reported on the next report to governors.

## Whole School IT & Projects

- IT projects were highlighted for LGB attention. The committee shared that the school is working with Audlem and potentially other primary school for IT provision.

## Staffing & PM

- The committee accepted the Development which shows appropriate progress without any areas for concern.

## Committee Feedback ~ Students' Committee

### Student Services

- The committee shared that attendance was discussed in detail. The school is not fully benefitting from the strategies being put into place; attendance is slightly down from last year but there is an improving picture looking forward.
- The committee reported that the safeguarding report was discussed and confirmed that the number of reported issues is down on last year.
- The committee reported that behavior in lessons is better and less leadership interventions, internal exclusions and other sanctions are required.

- The PP report was discussed within the committee and governors were informed that Year 9 and 10 are making good progress and the gap is slowly diminishing.
- KJ queried the plans for safeguarding training for staff as the online training contract runs out shortly. KB shared the three-year renewal for the whole staff is due and that funding for this is contained within the CPD budget. Governors were satisfied that training would be provided and accepted that the method for doing this is under review.

### Teaching & Learning

- The committee shared that the T&L development plan was discussed and progress is looking promising. Home learning is going well.
- Governors were informed that the Able and Talented development was discussed and highlighted key activities/programme for this group. The committee also highlighted that coaching for staff to recognise A&T students is taking place.
- The committee confirmed that they approved the Learning Policy appendices.

**Outcome:** The committee approved the appendices for the recently approved Learning Policy.

### Post-16

- The committee reported that the BL6 Cambridge qualification is not going to happen this year, otherwise progress is on track.
- The committee discussed the EPQ and agreed to continue with this qualification in 2017/18.

**Outcome:** The committee agreed to continue with the EPQ qualification in 2017/18

- The committee approved the updated BL6 Code of Conduct Policy, the BL6 Travel Fund Policy and the BL6 Bursary Fund Policy.

**Outcome:** The committee approved the updated BL6 Code of Conduct Policy

**Outcome:** The committee approved the updated BL6 Travel Fund Conduct Policy

**Outcome:** The committee approved the updated BL6 Travel Fund Conduct Policy

### ARR

- The committee shared that they discussed looking at the annual full written report and considered whether the school should stop producing these on a trial basis. The committee informed governors that, after consideration, they agreed to the trial cessation. TC queried whether this will be for all Year groups and the committee confirmed that this was the case, on the grounds that they take a considerable amount of time to produce. TC requested that the evaluation on the benefit or non-benefit is done formally and that the LGB have a part in this. The committee agreed to this request and also highlighted that the school is steering parents to look in books and at teacher comments throughout the year.

**Outcome:** There will be a formal evaluation of the benefit (or non-benefit) of the cessation of written reports trial, and this will be fed back to the full LGB for consideration.

## Curriculum

- The information on MFL was discussed and the committee informed the LGB of their commitment to this subject and agreed that the school should increase the emphasis on MFL. It was highlighted that the outcomes will not be known for another 4 years.
- The committee informed the LGB that it discussed the proposal to remove 1-2 hours per fortnight from PE to concentrate on Science, Maths and English and approved this. A query was raised regarding whether the school would still be meeting its statutory requirements for PE if this change is made. The committee confirmed that the statutory requirement would still be met.

**Outcome:** The committee approved the proposal to remove 1-2 hours per fortnight from PE to concentrate on Science, Maths and English

## Headteacher's Report

- ACE confirmed that attendance is a concern but reassured governors that this is a key area of focus for the school.
- ACE provided an NEP update and informed governors that there will be no financial commitment from any school to the NEP in future, meaning that the contract with Visyon for the Outreach Worker has been terminated along with the SENDCO. ACE shared that there is money set aside for redundancy for the SENDCO and there is an agreement that all schools will contribute to anything over and above this amount. For BLS, the maximum obligation would be £2K. ACE informed governors that all NEP heads are committed to continuing with the cluster work. Governors asked how this has been received considering the situation has arisen primarily from the secondary schools decision not to contribute. ACE felt that all Heads accepted the decision given that all schools are in a similar position financially. MHJ expressed a wish that the shared ethos and professional development of the NEP continues in the future and ACE shared that he also has this hope. Governors queried what the new focus of the NEP will be and ACE shared that this will be around school improvement, school to school support, transition and benchmarking. Governors queried if the current level of collaboration would have happened without the NEP. ACE felt that the NEP became the vehicle for this although there may have been several smaller collaborations. MHJ shared her view that the NEP brought equality to the children across Nantwich and it would be a shame if the group didn't continue to work together in some capacity.

## Ofsted

- ACE shared that some work has been done on the Ofsted recommendations and a document outlining this was provided prior to the governors meeting.
- ACE shared that he was pleased with the Ofsted report overall. Governors also expressed that the report was positive and some had received positive comments from parents. The report shows that the school is a very very good school.
- ACE informed governors that the leadership group have reflected on the report and feel the school has treated children as individuals. The Ofsted approach is to put children into types and look for trends. The school will change current practice and will also look at groups and sub-groups to look for patterns. ACE highlighted the number of EHCP children, for example, which is such a small group it isn't possible to identify a trend.

- ACE shared that he has only two areas of regret:
  1. Not asking whether the Ofsted is a snapshot of where it was in September 2016 or whether it is a review of where the school is now. Governors were informed that the SES did outline the areas highlighted and the work being done. ACE shared that the school was working on them and therefore Leadership and Management should be outstanding.
  2. Not responding to the comment by one inspector regarding MFL; he said that everything should be done in the target language which ACE does not feel is not the case.
- ACE and DCE confirmed that their feedback of observations did match with Ofsted's view even though this wasn't what is normally seen around school.
- Governors were informed that there are rumours that a free school is being set up in Cheshire East. ACE shared that this is believed to be a school that will cater for children who would not suit a large school, with a bespoke curriculum based on the Fermaine Academy model in Macclesfield.
- ACE informed governors that gained time will be used to enable staff to get to know the groups they will teach in September, i.e. understanding SEN needs etc.
- ACE shared that the document is not complete and will be updated, particularly after the staff meeting in June. It was agreed that there needs to be a governance column on the document.
- Governors wished to express their view that staff have worked really hard to get a good report. Governors also expressed a wish to celebrate the areas for particular comment - ethos, BL6 and safeguarding.
- ACE shared that he has spoken to staff and children to say how well they have done.
- This document will be brought to governors again and used as a format for the governance strategies.

**Action:** ACE to add a governance column to the Ofsted response document.

**Action:** Governors to review the updated Ofsted response document at the July meeting and use it as a format to agree governance focus/strategies.

### Admissions Policy 2019/20

- A copy of the proposed policy was provided to governors prior to the meeting.
- ACE shared that the main changes are around information on BL6. The legal advice was that the school was at risk of having two policies. How the information is presented has been changed and the policy is now a complete 11-18 Admissions Policy.

**Outcome:** Governors accepted the proposed 2019/20 Admissions Policy and recommended this is passed to Trustees for approval.

### Appointment of the SIP 2017/18

- Governors were informed that the appointment was made late in the academic year and therefore the current SIP hasn't been in place for long.

- ACE recommended that governors approve the appointment of Neil Finlay into 2017/18.
- ACE shared his view that HT PM targets should be done in July in future.

**Outcome:** Governors agreed to contract Neil Finlay as SIP for academic year 2017/18

### Timings of the School Day

- A copy of the proposed timings was provided to governors prior to the meeting and ACE shared that feedback from children has been positive. From staff it has been largely positive, with some concern about the ability to continue to run lunch time clubs.
- Governors raised the following queries:
  - Will there be an impact around the exam period as other schools have had to revert back to old timings? DCE shared that this is different, they have done a more radical approach with four morning lessons and one afternoon lesson. The proposed BLS timings will work throughout the exam period with minimum disruption.
  - Are there any other external blockers? Both ACE and DCE confirmed that there aren't any.
  - Why we are doing this? ACE shared that boredom at lunch is the biggest factor. Behaviour is an issue but not the deciding factor. Fixtures after school are currently problematic as other schools finish earlier so BLS students have to leave lessons in order to take part. ACE confirmed that lunch time clubs is an issue and will need to be reviewed.
  - What parental views have been put forward? ACE shared that it has been put in the newsletter with no complaints.
  - Will Year 11 still be allowed off site? ACE confirmed that they will although it does stops the distance they can walk.
  - Will the buses be an issue? KB shared that she is checking with bus companies to ensure that there won't be a problem, it may be beneficial since Malbank shortened their day. KB has spoken to them initially and is waiting for an official decision but no issue is expected.
  - Can all the children be fed within the proposed lunch period? KB and ACE confirmed that there should be problem with this, there is a grab and go system which would be used more by those in lunch clubs, plus break time is extended so some children will choose to eat them. In addition, KB shared that there will be another till in place which will have an impact on speed of service.
  - Is there an expected impact on income from catering? KB felt that this wouldn't be the case, the serving is largely over by 1.10 pm currently.
  - Will there be an issue over registration and period 4 registers not being accurate given that that this will become the official register? DCE acknowledged that there may be issues around this and it will be a focus for improvement.
- Governors felt that if the timings were agreed, they could be reviewed and the school could revert back if felt appropriate.
- All happy to support the change with effect from September 2017.

**Outcome:** The proposed timings of the school day were approved with effect from 1/9/2017

### Pupil Premium

This item was not discussed at this meeting as it has been discussed in depth in conjunction with Ofsted discussions.

### Term Dates 2018/19

- A copy of the proposed term dates for 2018/19 was provided prior to the meeting.
- ACE shared that his model has been approved by NEP and is largely following Cheshire West model.
- The major difference between the proposed model and the Cheshire East model is October half term. The proposed dates will see October half term go into November again.

**Outcome:** All governors approved the proposed term dates for 2018/19

### Governance

- ST shared that she, MJH and KJ met to look at how the LGB could focus on its strategic role.
- It was proposed that the July meeting is a vision and development session to look at challenges looking forward and how governors and the school will work towards this. The October meeting will be used to finalise the work of the governors, look at results and link roles.
- Governors queried more detail on the meeting focus. ST shared that this will be to look at the development plan, governance plan, looking at what strategic support governors need to put into place. It will give the opportunity to develop a governance plan based on the needs of the school. This will also give opportunity to hold the school and governors to account.
- The proposed structure of meetings will enable the governors to actively look to fill the two vacancies and key areas of need.

**Outcome:** Governors agreed to try trial the proposed LGB meeting model and review.

### Governor Training

Since the last meeting, the following governors have undertaken relevant training:

- KJ has completed preventing bullying and child neglect training.
- MHJ has undertaken critical incident training and holding the school into account training.

### Director's Report

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

- Safeguarding Files – it is recommended that safeguarding records are not destroyed on a child's 25<sup>th</sup> birthday.
- School Visits – the LA recommendation is to get on with trips if it is felt that they are acceptable and safe. This was discussed and it was felt that parents will have the prerogative to remove their child from a trip if they do not feel it is suitable. It was proposed that governors support trips going ahead rather than stopping educational visits taking place. Governors were in agreement with this.

ACE shared that the Leadership group have considered the cost of buying into the LA school trip service, Evolve, and felt that this service was value for money and was essential. It was accepted that you cannot safeguard against terrorists but children do need to know what to do in the event of something going wrong and this service provides security that arrangements are acceptable.

**Outcome:** Governors were in agreement to continue to buy into the Local Authority Evolve service for school trips.

**Outcome:** Governors agreed to continue to run educational visits despite the current security concerns subject to revised risk assessments.

- Apprenticeship levy – KB confirmed that the school does pay the levy and has recently appointed an admin apprentice who starts after the exam period. This will offset against the levy.

### Dates of Future Meetings

A copy of the proposed meeting schedule for 2017/18 was provided prior to the meeting and governors were asked to consider this.

**Outcome:** Governors approved the proposed schedule of meetings for 2017/18

### End of Meeting