

BRINE LEAS SCHOOL

An Academy

Local Governing Board Meeting

Held on Wednesday 23rd May 2018

MINUTES – PART 1

Present:	Ms K Batten	(KB)	Appointed Governor
	Mrs A Beecher	(ABR)	Elected Staff Governor
	Mr T Court	(TC)	Appointed Governor
	Mr A Cliffe	(ACE)	Headteacher Governor
	Mrs M Hennessy Jones	(MHJ)	Appointed Governor
	Dr K Jones	(KJ)	Elected Parent Governor
	Mr T Marsden	(TM)	Appointed Governor
	Cllr A Martin	(AMa)	Appointed governor
Mrs S Turner	(ST)	Parent Governor (Chair of Governors)	

In Attendance: Mrs K Bradshaw (Business Manager), Mr D Cole (Deputy Headteacher) and Mrs E Fletcher (Clerk), Mr P Whitehead (Assistant Headteacher, Item 1-3 only)

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

Apologies

Apologies were received from Mrs S Okell and Mr A Moran. Both apologies were considered carefully and governors accepted them for this meeting.

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

Declarations of Interest

Declarations of interest were received from Ms K Batten, Mr A Cliffe and Mr T Court in relation to discussions around the school's business case due to being spouses/partners of staff currently employed by the school.

Declarations of interest were received from Mr T Court in relation to discussions around the proposed support staff pay award due to being the partner/spouse of a member of support staff currently employed by the school.

Governors considered both sets of declarations and confirmed that they were satisfied to continue discussions on these areas.

Outcome: Governors noted the declarations of interest made regarding this agenda.

GDPR

Governors welcomed Mr Whitehead to provide an update on GDPR and the school's current position with regard to compliance. A copy of the presentation was available to governors via Governorhub.

- Framework outlined.
- Governors were informed that the school's MIS, Bromcom, doesn't use third party packages that are 'bolted on' so there have been no issues in this regard.
- **Governors queried whether there is system in place to stop a member of staff using an unacceptable piece of software.** Mr Whitehead confirmed there is a policy so staff do know, but there is nothing to physically stop them, particularly on their own devices.
- **Governors queried Mrs Bradshaw being the GDPO and whether this was appropriate.** Mrs Bradshaw shared that there will be conflicts, and care will be needed with regard to managing that. **Governors queried the previous suggestion of it being another Business Manager from another school.** ACE shared that there will be an agreement to help others out when it is felt necessary. Mr Whitehead informed governors that Cheshire East cannot provide this service. ACE felt that there will be more companies offering this service in future and the cost of this will come down.
- **Governors queried Governorhub and whether this was compliant.** Mr Whitehead shared that Governorhub is compliant, but pointed out that governors should not download documents to their own space/devices. **Governors felt they should sign a document similar to staff regarding downloading documents.**
- Mr Whitehead confirmed that he was satisfied that the school is as compliant as it can be.

Action: Mr Whitehead to draw up an agreement for governors to sign with regard to downloading documents, similar to the staff document.

Minutes from Previous Meeting

The minutes from the Part 1 meeting held on Wednesday 28th February 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 February 2018 as a true and accurate record

Matters Arising

Governors asked about the targets for Pupil Premium students and queried why the targets are different for this group of students. ACE highlighted that if the school wants to break the mould, then targets for PP students need to be higher. The analysis has also been prepared and is on Governorhub.

Sub-Committee Updates

STUDENTS COMMITTEE

T&L

- T&L development plan was discussed, and the committee confirmed it was happy with progress. It was noted that gradings has had to be removed from observations.

ARR

- The sub-committee confirmed that the ARR reports were read and discussed.
- The updated ARR policy was approved by the sub-committee subject to an amendment.

Outcome: The sub-committee approved the updated ARR policy subject to an amendment.

BL6

- The BL6 Bursary Policy was approved subject to Business Sub-Committee approval on the financial elements of the document.
- The BL6 Travel Bursary Policy was approved subject to Business Sub-Committee approval on the financial elements of the document.

Outcome: The sub-committee approved the updated BL6 Bursary Policy subject to approval on the financial elements of the document.

Outcome: The sub-committee approved the updated BL6 Travel Bursary Policy subject to approval on the financial elements of the document.

CURRICULUM

- Curriculum report was discussed within the sub-committee in detail and governors were informed that Ebacc subjects take up this year has been lower than previous years.

PASTORAL

- Pastoral report was discussed in detail and the sub-committee noted all the reporting contained within it. The sub-committee raised concern about the school's stance regarding hair styles but agreed to review this in time.
- The updated Drugs Policy was approved by the sub-committee.
- The updated Home School Agreement was approved by the sub-committee.
- The updated Home School Partnership Policy was approved by the sub-committee.
- The updated Pupil Premium Policy was approved by the sub-committee.

Outcome: The updated Drugs Policy was approved.

Outcome: The updated Home School Agreement was approved.

Outcome: The updated Home School Partnership Policy was approved.

Outcome: The updated Pupil Premium Policy was approved.

BUSINESS COMMITTEE

HR

- The sub-committee confirmed that it accepted the staffing changes contained within the HR report.
- Proposed support staff pay award was discussed by the sub-committee and governors were informed that the proposal is based on a national recommendation. The sub-committee confirmed that it discussed the principle of agreeing a two-year deal and also the affordability. Governors were informed that the pay award is included in budget for this year. The sub-committee confirmed that it supported the proposal and will recommend this to the Trustees for approval.
- The sub-committee approved the final version of the Performance Management (Support Staff) Policy following the period of staff consultation.

- Outcome:** Staffing changes contained within the HR report were approved.
- Outcome:** The proposed support staff pay award was agreed in principle.
- Action:** Clerk to put forward to Trustees the sub-committee's recommendation regarding the support staff pay award

SITE & FINANCE

- No accident report was available so reporting will be done at the next sub-committee meeting.
- The sub-committee confirmed that it received a full update one the CIF bid. The sub-committee asked to agree in principle to continue with the needs bid and enter the funding agreement associated with this via the LA. The LA have a draft agreement in place once the RSC approval has been received. The sub-committee supported this and confirmed that this will go to trustees for approval.
- Governors were informed that the sub-committee is satisfied that satisfactory budget monitoring was in place and the c/f will be approximately £40k.
- The sub-committee confirmed it agreed with the recommendation to increase music tuition fees by approx. £23 per term.
- The sub-committee ratified its decision made since the last committee meeting to go continue in a catering contract with Aspens. This decision was made following the CHA tender process.
- The sub-committee confirmed that it approved the updated Winter Weather Policy,
- The sub-committee confirmed that it approved the updated Asbestos Management Policy.
- The sub-committee agreed to continue not to means test the BL6 travel bursary although agreed that this should be renewed annually and also consider on a broader scale in terms of recruitment and the impact this has.
- The sub-committee agreed to the financial elements contained within the BL6 Bursary Policy.

- Action:** Accident reporting for this period to be included in the next sub-committee report.
- Outcome:** The sub-committee agreed to enter the LA funding agreement associated with the CIF bid and RSC application.
- Action:** The recommendation to enter into the above agreement to be put forward to Trustees for approval.
- Outcome:** The sub-committee ratified the decision to enter into a catering contract with Aspens following the catering tender process.
- Outcome:** The updated Winter Weather Policy was approved.
- Outcome:** The updated Asbestos Policy was approved.
- Outcome:** The financial elements of the BL6 Travel Bursary Policy was approved.
- Outcome:** The financial elements of the BL6 Bursary Policy was approved.

WHOLE SCHOOL PROJECTS & IT

- The Sub-committee discussed the development plan and governors were informed that a significant amount of work has been undertaken to improve Bromcom and MCAS.
- The new GDPR guidelines were accepted by the sub-committee.
- The sub-committee approved the new GDPR Policy

- Outcome:** The new GDPR guidelines were accepted.
- Outcome:** The new GDPR Policy was approved.

CPD

- The sub-committee accepted the development plan regarding CPD.
- The sub-committee confirmed that it approved the updated CPD Policy

- Outcome:** The updated CPD Policy was approved.

School's Business Case

- A copy of the phase 2 business case was provided to governors prior to the meeting. ACE confirmed that this document has gone out to all staff.
- ACE shared that the school is looking at keeping PPA at 6 per fortnight, but using the 6th hour for cover, probably done as a half hour slot.
- Natural wastage – ACE highlighted that this is an awkward issue; it does reduce costs and saves redundancy, however, this may not be from the areas that are surplus/non-core.
- ACE shared that ultimately, staffing costs are too high to sustain.
- ACE informed governors that the size of the leadership team has been reviewed as per union recommendations. This has been benchmarked and the size is about right. ACE stated that, on benchmarking data, BLS is in the middle. ACE shared his recommendation is to maintain this.
- Governors were informed that Mr Cole, in particular, has done a significant amount of work on the business case along with Mrs Bradshaw.
- ACE informed governors that at the end of the process, the difference in teaching staffing levels will be -4.2 fte. **Governors queried how much this equates to in monetary value.** ACE shared that this is equivalent to approximately £40k per each full-time teacher.
- Mrs Bradshaw highlighted that a reduction in hours for support staff has been achieved, largely, by savings in lots of small areas.
- ACE highlighted that there are no savings to be made through the MAT, however, collectively schools involved in the shared IT are achieving savings which includes BLS.
- Governors were informed that there is an expected c/f for 2018-19 based on current savings, however, ACE pointed out that there is now not a lot left to cut. ACE shared that KS3 Tech, hours at KS5, support staffing would all need to be reviewed.
- ACE reminded governors that, if and when the new build funding is received, this puts approx. £82k back into the budget for fees that have already been paid for.
- **Governors queried the art reduction.** ACE shared that it is now 1 lesson hour per fortnight at KS3. Governors were informed that all reductions in the business are per fortnight.
- **Governors suggested the school looks at selling some staff/services out to other schools to generate income.** KB shared that this is already being looked at where possible. ACE shared that this increases the urgency to get more schools to join the MAT.
- **Governors questioned whether there was data on other schools that make money.** ACE shared that this tends to be those schools with a strong alumni's and those that have theatres that can be rented out to the community. Mrs Bradshaw shared that BLS' lettings are quite good already although agreed that more time could be spent doing this. Governors shared a view that they would sooner spend time looking to increase income than look at cutting the curriculum further. **Governors suggested that the school could look at renting BL6 as a conference centre during the holidays.** Mrs Bradshaw agreed that this could be looked at although do need to balance this with running costs and fitting it around school life as buildings are still used during school holidays.

- **Governors queried whether sponsorship from local or national companies was an option.** ACE shared that this has been sought for purchases such as PE/Team kits and also to fund trips etc.
- **Governors queried whether it was possible to consider running courses in conjunction with local businesses in order to get support to run and maintain viability of courses.**
- ACE agreed that all the suggestions made could be looked into, however, pointed out that experience shows the cost of fundraising and selling staff is significant compared to the amount generated. It would need to be on a grand scale to achieve benefits.
- **Governors queried at what point does the school need to consider whether it can meet its statutory responsibilities.** ACE shared that CEASH is looking at developing a pressure group around funding and highlighted that other schools are in a far worse situation than BLS. In addition, large primary schools are also struggling to maintain their current structures with funding.
- ACE shared that if the government funded annual pay awards, this would have a significant impact.
- ACE informed governors that two schools are looking to join the MAT. **Governors queried whether the MAT should be speeding this process up.** ACE agreed with this and confirmed that this is a focus. ACE shared that, according to reports, having over 2600 students is a tipping point for significant financial benefits through a MAT.

Outcome: Governors to consider setting up a working group to focus on ideas for increasing income.

Headteacher's Report

- A copy of the headteacher's report was provided to governors prior to the meeting.
- Funding - **Governors queried whether the LA are still challenging funding?** ACE shared that CEASH certainly are and the NEP are going to put something together also.
- Royal Visit - ACE informed governors that visit went well; a lot of children got the award which was an excellent achievement.
- Year 11 and 13 leavers – ACE shared that changes have been made over the last few years in relation to what happens when these Year Groups leave. Last year, the Year 11 sat down for a meal and had an assembly. This year, Year 11 could sign shirts but had a normal day and then had photos at the end of the day. In addition, they have the prom and most don't leave BLS as they go onto BL6. Year 13 have a leavers' assembly/lunch and then a party. Governors confirmed they were satisfied with the arrangements this year.
- Exam Run-up – ACE reported that students have been calm coming up to the exams. **Governors queried exam predictions** and ACE confirmed that these are just over 53% for Attainment 8 and Progress 8 is expected to be positive. ACE shared that this is based on the last data drop.
- School visits – all agreed that visits should take place. ACE shared that significant trips such as residentials are all on the calendar and approved by governors. ACE shared that sometimes trips for a certain year group are offered out to other year groups if they don't fill initially, and this is having an impact on other trips which haven't taken place such as Picardie. ACE shared that the school is going to try and ring fence trips to appropriate year groups. **MHJ suggested that there should be a clear learning outcome so it is hard to see how this could be achieved with many year groups.**

- SDP – the updated document was provided prior to the meeting and questions were invited.
 - A query was raised in relation to the MAT section which was ragged red. ACE shared that work has been done on this and the situation is improving but it cannot be changed to yellow until we are closer to getting another school join.
 - It was agreed that governors should be responsible for populating the governance section of the SDP.
 - Governors asked if it would be better for some commentary in the impact column. It was agreed that ACE will do this in the future but accepting that this will be hard sometimes depending on the section. Governors will review whether this is too time consuming a task and review.
 - It was felt by one governor that the goals for each strand are not necessarily clear. ST shared that the strands within the SDP link to the HTPM and although these may not have routinely shared with LGB previously, they will be in future. It was agreed that this would make the SDP clearer.
 - A question was raised about whether there was an overall strategic plan; a few clear goals for the school and the SDP outlines how to reach these. It was suggested that this may not in place. ST shared that the July and October meetings are in place to set these key targets/goals and organising this so it works effectively for governance. ACE shared that there is a vision and there are clear goals and these are shown in the SDP and the data available. It was suggested that the governors themselves may not be clear about this. ST felt that recognising the need for the ARR committee is important so that governors across sub-committees can understand data, and the July meeting includes all senior staff to look at vision and targets which in future, will become more embedded. ST provided an example of how this worked last year as attendance was identified as an issue for governor focus. A request was made for a single piece of paper with 5 or so statements/targets that the school is working to, however, another governor felt that the LGB role was strategic direction with the ability to dig down at any time it is needed and that this is available to them. It was suggested that governors need to be sure that if, after taking out extreme cases, the data is on track and the school is doing what it needs to be doing. ST felt that another document is not required, the information is there and it can be manipulated so it meets all needs.
- SES – an updated document was provided to governors prior to the meeting and comments were invited. ACE shared that this documents outlines what the school wants to do, what it's doing to get there and how close it is to doing that. ACE shared that high to middle ability children are not doing as well as they should be because of entry levels and how difficult it is to put progress onto this. ACE informed governors that there is a difference between the reading age on entry and the reading score from KS2 which continues to cause problems. One governor raised concern about using phrase 'average' school. ACE agreed with this and shared that this just relates to data.

Pupil Premium / Narrowing the Gap

- Governors were informed that the spending analysis for PP is on Governorhub.
- ACE shared that the school is stretching the targets for PP students to narrow the gap.
- ACE shared that as a school they have to keep coming back to PP as it's difficult to move some of these children on.
- Governors queried what the school can do further? ACE shared that there is still more to do on intervention and there are some children who we are not getting the money for but should. The funding that comes from the LA has not been the full amount.
- ACE shared that the school need to address issues over the next few months.

- ACE shared that the new PP lead is currently looking at all PP expenditure and linking it to outcomes, i.e. if money is spent on music lessons, should this be used as a tool to improve other areas that need improvements for example behavior/attitude. In addition, a PEP is being drawn up for every pupil premium child

In-Year Admissions

- ACE shared highlighted the information on Governorhub and outlined that this has been prepared by a solicitor.
- Mr Cole explained to governors that the current system for dealing with appeals is now a robust system that is fair and follows the code.
- Governors were informed that the recommendation is that we don't consider the highest number that the year group has been to previously when making decisions, and instead, talk about prejudice of admitting that child. Mr Cole shared that this will involve looking at numbers in classes etc.
- Mr Cole highlighted that this does mean that numbers may drop so for Year 9, for example, it could make up to £100k difference in funding.
- Governors present all agreed to expressly revoke the decision made at the May 2016 Full Governors meeting regarding in-year admissions and the panel will make decisions based on prejudice to the school and the child if the school for applications when the school has reached its PAN.

Outcome: Governors were all in agreement to revoke the decision made at the May 2016 Full Governors Meeting regarding in-year admissions.

Policy Approval

- **Accessibility Plan**

ACE shared that there is a query around some of the comments with regard to toilet facilities. **A governor suggested this means that a whistleblowing / safeguarding poster should be in all toilets.** ACE shared that this is an ongoing plan which addresses issues and is reviewed every couple of years and informed governors that most comments were already starting to be addressed which is positive. Governors queried how far back the re-issuing of awards is done for students which different. ACE shared this is being done for those in school.

Outcome: Governors accepted the Accessibility Plan

- **Mobile Phone Policy Review**

This review was carried forward from last meeting at the request of governors. ACE shared that he feels this has had a positive impact. Governors were informed that since the policy started, tariffs have increased and there is now a detention if a student is found to have their phone out – ACE shared that this has seen a further improvement. ACE highlighted that phones are still used for trips and as soon as they can be used at the end of the school day. Governors were informed that children are talking at lunch time and break times. Governors suggested that the school considers other items such as Fitbits and iWatches.

Outcome: Governors agreed to continue with the policy and will review again under the normal cycle.

School Term Dates

2018/19

- Governors agreed the amended Inset dates for 2018/19.

2019/20

- **Governors asked for the number of days to be double checked as it is a leap year.**
- Governors agreed the draft dates subject to the above.
- Governors agreed school can set the final inset.

Outcome: Governors approved the amended Inset days for 2018/19

Outcome: Governors approved the 2019/20 subject to a final check on the total number of school days and a final Inset date to be determined by the school.

Governance

Governor Code of Conduct

- The updated Code of Conduct was provided prior to the meeting. The Clerk confirmed that this had been through Trustees who had made some changes which were highlighted. Governors agreed to accept the new policy and requested that the Clerk sorts out copies for all governors to sign.

Outcome: Governors accepted the updated Code of Conduct Policy.

Action: Clerk to sort out copies of the policy for all governors to sign.

Link Governors

- Link visits will start up again now that exams are taking place.

Membership & Vacancies

- ST shared that there are currently 2 vacancies on the LGB and one person has been interviewed.
- Any non-parent recommendations to be forwarded to the Clerk or he Chair. It was highlighted that a skills audit needs to be re-done although it is known that HR, Legal and buildings are key areas of need. Parent elections will take place early in the next academic year.
- Governors acknowledged that this is the last meeting for Cllr Andrew Martin, who's term of office ends. ST expressed thanks for the 10 years that he has been a governor at BLS.
- ACE shared that he has received notification from the RSC that it will not be possible for him to continue being CEO and a governor.

Committee Structure

- The new ARR Committee will comprise of ACE, ST, KJ, MHJ and TM.

Meeting Schedule 2018/19

- The draft meeting schedule was provided to governors prior to the meeting and governors were asked to let clerk know of any major concern with dates. These will be put forward for Trustees approval at their next meeting.

Scheme of Delegation

- Concern was raised around point 7 – It was suggested that both LGB and Trustees could remove governors. it was therefore recommended that B is included in the level 2 column.

Action: Clerk to put forward the governors recommendation to Trustees

Training

- KJ has done GDPR training and safeguarding refresher.
- KB has done safeguarding training
- MHJ has completed GDPR training, primary ASP and an NGA governor chair course.
- ST has done GDPR training.

Directors Report

A copy of the Summer Term Director's Report was provided to governors prior to the meeting. The following was recommended for governor attention in particular:

- Section 1
- Home Elective Education
- Governance storage of documents

Future Meetings

- Wednesday 11th July 2018 (no committees, LGB at 3.45 pm)

End of Meeting