

BRINE LEAS SCHOOL

An Academy

Local Governing Board Meeting

Held on Wednesday 22nd May 2019

MINUTES – PART 1

Present:	Mr D Cole	(DCE)	Headteacher Governor
	Mrs M Hennessy Jones	(MHJ)	Appointed Governor
	Dr K Jones	(KJ)	Appointed Governor
	Mr T Maclellan	(TMN)	Elected Staff Governor
	Mr T Marsden	(TM)	Appointed Governor
	Mrs M Mulliner	(MM)	Appointed Governor
	Mrs S Turner	(ST)	Elected Parent Governor (Chair)
	Mrs D Varley	(DV)	Elected Parent Governor

In Attendance: Mrs J Furber (Chair of MAT Trustees) and Mrs E Fletcher (Clerk)

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

Tim Marsden Chaired this meeting due to the late arrival (with apologies) of Mrs S Turner.

1. Apologies

Apologies were received from Cllr P Groves, Mrs K Salisbury and Mrs J Thomas. Apologies were considered carefully and governors agreed to accept them for this meeting. In addition, late apologies were received from Mrs S Turner.

Outcome: Governors accepted apologies from Cllr P Groves, Mrs K Salisbury and Mrs J Thomas.

Outcome: Governors accepted late apologies from Mrs S Turner.

2. Declarations of Interest

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

3. Minutes from Previous Meeting

The minutes from the Part 1 meeting held on Wednesday 27th February 2019 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 2019 as a true and accurate record

Minutes Approved by Chair of Governors Date:

4. Matters Arising

There were no matters arising that were not already covered by this meeting's agenda.

5. Business Sub-Committee Feedback

A copy of the paperwork for the sub-committee was provided to all governors in advance of the meeting.

Performance Management

- The sub-committee confirmed that the PM process is on track, including new staff or staff returning from maternity leave part way through the cycle.

Site & Finance

- The Sub-Committee confirmed that they had discussed the site development plan and were satisfied with the progress being made. **MHJ queried penalty fees relating to the build delays**; however, the sub-committee confirmed that there would be no benefits for the school. Governors were informed that whilst there are clauses, the penalties would go back to the LA and would be offset by other costs incurred.
- The sub-committee informed governors that the budget position is better than thought at this point, however, highlighted that this is still an ongoing concern. Supply and cover costs were discussed, and the sub-committee informed the LGB that work has been done by the school to dig into these costs. Governors were informed that income has been boosted earlier than thought due to the funding for teachers pay award being received already. The sub-committee also confirmed that it was satisfied that satisfactory budget monitoring was taking place.
- Governors were informed that the budget forecast was not available for this meeting but highlighted that a forecast will be shared with governors shortly.
- The sub-committee informed governors that it was disappointed with the CIF bid outcome, however, outlined that an appeal has been lodged. Governors were informed that feedback on the bid was positive so there is hope of success next year.
- The sub-committee confirmed that the roof project is complete and the ceilings are due for completion by the end of summer holidays. Governors were informed that the boiler project is also complete, however the D Block and Technology toilets are behind schedule.
- The sub-committee informed governors that the Budget Outturn report was submitted on time.
- The Sub-committee confirmed that it approved the new Administration of Medication Policy.
- The Sub-committee confirmed that it approved the new combined BL6 Bursary and Travel Fund Policy, from a finance perspective only and remains subject to approval from the Students' Sub-Committee.

Outcome: The Sub-committee confirmed that satisfactory budget monitoring was taking place.

Action: Mrs Bradshaw to share the budget forecast with governors when available.

Outcome: The new Administration of Medication Policy was approved.

Outcome: The new combined BL6 Bursary & Travel Fund Policy was approved from a finance perspective only.

Whole School IT and Projects

- The Sub-committee informed governors that more income being generated from primary IT services provision and this is looking likely to expand further.

- Governors were informed that more MCAS logins have been achieved but the school hasn't reached 100%
- The Sub-committee confirmed that it approved the updated Educational Visits Policy.

Outcome: The updated Educational Visits Policy was approved.

CPD

- The Sub-committee informed governors that CPD is being done more efficiently, in-house, and mirrors the Ofsted foci. **MHJ asked if this would link with the supply budget and have a positive impact.** DCE shared that this will not have a significant impact on the supply budget.

Personnel

- The Sub-committee confirmed that all staffing changes were accepted.
- Governors were informed that updated information on the NJC payscales was tabled and the Sub-committee shared that it was recommending the proposal for Trustees approval.
- Sub-committee informed governors that it accepted the staffing policies recently approved by the Trust.

Outcome: The staffing changes contained within the personnel Sub-committee report were approved.

Outcome: The Disciplinary Policy, Grievance Policy, Parental Leave Policy, Redundancy Policy, Restructuring and Re-organisation Policy and Shared Parental Leave Policy were all accepted.

5. Students' Sub-Committee Feedback

A copy of paperwork for the sub-committee was provided to all governors in advance of the meeting.

BL6

- The Sub-committee informed governors that BL6 has currently received 229 applications for September, of which 67 are external and 5 are SEN.
- The Sub-committee confirmed that it accepted the trust programme as outlined in the BL6 sub-committee report.
- Governors were informed that all students in receipt of a Bursary Fund payment are being monitored and supported if need dictates.
- The Sub-committee confirmed that it discussed the update on numbers in receipt of the Bursary and Travel Fund.
- The Sub-committee confirmed that, taking into account the Business Sub-committee's approval from a finance perspective, it approved the new combined BL6 Bursary and Travel Fund Policy. Governors were informed that this means moving to means testing for both strands of funding.

Outcome: The new combined BL6 Bursary and Travel Fund Policy was approved.

Teaching & Learning

- The Sub-committee shared that streamlining the classroom was discussed and highlighted that the Metacognitive Learning Strategy was also explained.

- **Governors shared that they were still concerned about setting in English applying to other subjects and asked if this could be reviewed.** DCE shared that this is reviewed every year and the way that BLS approaches setting is an affordable way to timetable. DCE explained that in order to keep all subjects but with less teachers in the timetable, they need to group subjects together. DCE shared that if they were to timetable iCreate on its own for example, it would result in halving the amount of lesson time at KS3. DCE shared that they need to balance the impact on subjects and choose the best fit for the majority.
- The Sub-committee highlighted that they did enquire about the use of student voice and Miss Bentley had informed them that this is done via performance management but has to be measured.
- The Sub-Committee informed governors that the results of streamlined classroom would be available in August.

Curriculum

- Breadth of curriculum was discussed and the sub-committee shared that, at KS5, 36 subjects were offered and 31 are being run.
- Governors were informed that 16 students are currently on reduced hours and the school is looking at vocational options for some students.
- The sub-committee highlighted that the curriculum on offer at BLS is huge compared to some schools.
- The Sub-committee confirmed that it spent some time discussing Think Reading and governors were informed that whilst some SEN students are finding this difficult, they are being supported. **The LGB asked about rolling this out to other Year groups.** It was highlighted that cost is the issue with rolling the programme out further. **Governors all agreed that they would champion the Think Reading programme being rolled out further, should budgets allow.**
- The Sub-Committee confirmed that it approved the new Curriculum Policy.

Outcome: The new Curriculum Policy was approved.

Pastoral

- The sub-committee confirmed that the safeguarding report was discussed and highlighted that the report is based around a very small number of students. **Governors queried how much more the school can cope with in terms of LAC/PLAC numbers.** DCE shared that BLS has the largest number of LAC/PLAC children and is coping well although there is significant concern around the amount of meetings required. **Governors asked whether this situation had arisen in order to support the LA.** DCE agreed that there was an element of this, however, the school does have a duty to support its children. DCE informed governors that the school is ensuring it only automatically takes the lead on cases where there are school related issues are the key and is being extremely hesitant at doing this for those cases where school related issues are not the key issue. **MHJ highlighted that schools are often the people that see children the most and this is why they are asked to lead.** DCE shared that there is huge investment in the LA to deal with the issues around the area, there is a backlog of EHCPs and they are also looking at increasing safeguarding teams. DCE highlighted that it will take time to see the benefit of this. MM said that she did contact the lead of the Harbour Project regarding mental health first aid and she is keen to work with schools to see if a project could be done across the area. It was agreed that ST would arrange to meet with her in the first instance.
- The sub-committee confirmed that it discussed attendance within their meeting, and informed the LGB that the strategies in place are making an impact.
- Safeguarding development plan – the sub-committee noted that there are several red areas on the plan and have discussed progress in detail.
- The sub-committee informed governors that the gap between disadvantaged and non-disadvantaged is still closing but against a backdrop of increased numbers of disadvantaged.
- The Sub-committee confirmed that it approved the updated Exclusion Policy
- The Sub-Committee confirmed that it approved the updated Homeschool Agreement Policy.

- The Sub-committee confirmed that it approved the updated Homeschool Partnership Policy.
 - The Sub-committee confirmed that it approved the updated Student Behaviour (Positive Schooling) Policy.
- Action:** MM to arrange for the lead of the Harbour Project to meet with ST.
- Outcome:** The updated Exclusion Policy was approved
- Outcome:** The updated Homeschool Agreement was approved.
- Outcome:** The updated Homeschool Partnership Policy was approved.
- Outcome:** The updated Student Behaviour (Positive Schooling) Policy was approved.

5. ARR Sub-Committee Feedback

A copy of the minutes of the meeting held on Tuesday 29th January 2019 was provided to all governors prior to the meeting.

MHJ informed the LGB that this is only the second meeting of the ARR Sub-committee but highlighted that it has been very positive and included discussion about the viability of courses and the gender gap.

6. Head's Report

A copy of the report was provided to governors prior to the meeting. The following was highlighted for attention, or was raised for discussion at the meeting:-

- Admissions and mobility – DCE shared that the data provided within the report gives no concern. Governors were informed that the majority of leavers are due to moving area or going on to private education. DCE highlighted that Year 7 is full for next year Year 12 numbers are growing daily.
- Attendance – DCE shared that the attendance levels are increasing but highlighted that the data does not reflect this fully, due to the week of illness earlier in the year. DCE informed governors that the school lost the equivalent of 1% and highlighted that 95.7% is still good and this has increased from 94.6% over the last year.
- LAC/PLAC – DCE shared that numbers are high at BLS, higher than other schools in Cheshire East. **Governors asked why this was, whether it is because people choose BLS over other schools?** DCE shared that this was mostly likely due to the number of foster families in the close area.
- Progress 8 – DCE shared that this is hard to predict but work has been done on this and this will be reported to governors.
- Funding – DCE confirmed that the funding to offset against the teachers' pension contribution increase has now been received. Governors were informed that minimum funding guarantee is still an issue and DCE will continue to bring this to governors' attention. DCE shared that he went to a meeting recently with Director of Children's Services and the outcome from the meeting is for the group to get a paper together for Cheshire East MPs to consider. KJ asked whether records of the decision the making process are made available and suggested that, if not, this could be requested.

- CIF Bid – DCE reminded governors that the school had been unsuccessful with its recent CIF bid but highlighted that this is being appealed. DCE informed governors that the white mobile is in a particularly decrepit state, although it has been assessed and it is structurally safe. Despite this, DCE does not see it continuing to be a usable space beyond 21 months.
- HMI Inspection Team Visit – DCE informed governors that this visit was around the new framework and how they will implement this. DCE shared that they had a very good conversation at the end of the visit but no gradings or feedback was provided. The visit involved Maths and Humanities. DCE informed governors that he feels the new system allows schools to show what they do well. **Governors asked whether this visits is likely to push back the likelihood of an early Ofsted inspection.** DCE said that this is possible as it does show on the record, but he wasn't certain of this as it wasn't a formal inspection visit.
- Progress on partnerships and alliances across the areas was highlighted. DCE shared that the partnership work is powerful.
- Parental engagement – DCE informed governors that this is a feature in the School Improvement Plan and continues to be a focus. **Governors noted that the gap between disadvantaged and non-disadvantaged parents is pleasing. MHJ stated that she was pleased the school recognised that parental engagement is not just about attending parents' evening but includes other avenues of interaction too.** DCE confirmed that he would keep focusing on improving parental engagement.
- Ofsted – DCE shared that there was no current update but just wanted to keep governors aware of this topic. DCE confirmed that he is happy with progress on all the areas of focus from the last inspection.

7. Pupil Premium

No separate report was provided at this meeting. DCE highlighted that all appropriate data/discussions took place in the sub-committee meetings.

8. Policy Approval

- Safeguarding – Governors were asked to consider the policy, which was put forward for recommendation to the Trust for approval. DCE confirmed that the LA model has been used as the base for the BLS version. Governors were informed that the LA model has become more comprehensive and therefore the school has chosen to adopt this. KJ confirmed that he has now done the designated link governor safeguarding training as agreed at the last meeting. All governors agreed to recommend the policy to Trustees for approval.
- Schools Admission Policy 2021/22 – DCE reminded governors that consultation was carried out for the 2020/21 policy and the version presented for 2021/22 is based on this consultation process. Governors were asked to consider the over subscription criteria carefully before making its recommendation to Trustees. Governors confirmed they were satisfied with the over-subscription criteria as presented and therefore agreed to put the policy forward for Trustee approval.

Outcome: The updated Safeguarding Policy to be put forward to Trustees for approval.

Outcome: The Admissions Policy for 2021/22 to be put forward to Trustees for approval.

Action: Clerk to present the above two policies to Trustees for approval

9. School Term Dates

The draft term dates for 2020/21 were provided to Governors prior to the meeting and with a recommendation that they consider these for approval.

Governors noted that the draft should read Friday 2nd April not Friday 1st April (start of Spring Break Holiday).

Governors approved the term dates subject to this change.

Outcome: Term dates for 2020/21 were approved subject to the amendment outlined above.

10. Trust Matters

Janet Furber informed governors that finance is key area for Trustees and there will be an additional meeting each year to ensure they receive the appropriate number of budget reports. Governors were informed that the ESFA finance support visit will take place soon and it is expected that this take two days. Janet highlighted that this is following the benchmarking correspondence that was received recently.

Janet informed governors that another focus is growing the MAT and a brief update on the current situation was provided to governors. Governors were informed that the Trust have given the CEO the remit to approach secondary schools as well as primary schools.

11. Governance

Governance Handbook

- Governors accepted the new version of the Governance Handbook, which is also available via Governorhub.

Link Governors

- No link governor reports were submitted for this meeting. Governors were informed that visits would be organised towards the end of this term, after the external exams. KJ shared that he met the safeguarding ambassadors recently and they will come to July to speak to the governors about what they do.
- A full review of link governors will be done in July. In the meantime, KS will do BITE alongside PP.

LGB Membership

- Governors were informed that membership is as per last meeting but that DCE and ST are due to meet a potential governor just after half term. ST highlighted that this potential governor has strong SEN links and this is a current gap.

Dates of Meetings 2019-20

- Governors were provided with two models prior to the meeting and were asked to consider the options. Model A will follow this year's pattern and Model B will separate sub-committee meetings from the same days as the LGB.
- Governors agreed to pursue Model B but put ARR in a different week to the others so that governors who are in two sub-committees do not have two meetings in the same week. The clerk will work on this model and bring back to governors.

Action: Clerk to continue to work on Model B for the dates of meetings for 2019-20 and bring back to governors for consideration and agreement.

Governor Training

- KJ has done his advanced safeguarding training for safeguarding link governors.
- Basic safeguarding training has been organised for all governors. The clerk will confirm the date as soon as notification has been received from the SCiES team.

Action: Clerk to notified governors of the date/time of the safeguarding training as soon as possible.

11. Director’s Report

A copy of the Directors Report was provided to governors in advance of the meeting.

In particular, sections 1 and 13 for were highlighted for governors’ attention along with the section on Elective Home Education and the GDPR guidelines.

13. Future Meetings

- Wednesday 10th July 2018 ~ Visioning at 3.45 pm and LGB at 5.15 pm

It was agreed that a tour of the school would be offered to all governors interested in a tour at 2.15 pm prior to the July LGB meeting.

Action: The Clerk to organise a tour of the school for all governors at 2.15pm on Wednesday 10th July 2018.

End of Meeting

Decision /Action Log

Date of Decision	Action, Outcome or Impact Review	Decision Made / Action Required	Review/Action	
			When	By Who