

BRINE LEAS SCHOOL

An Academy

Local Governing Board Meeting

Held on Wednesday 28th November 2018

MINUTES – PART 1

Present:	Mr A Cliffe	(ACE)	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 S Okell	(SO)	Appointed Governor
	Mrs K Salisbury	(KS)	Appointed Governor

In Attendance: Mrs K Bradshaw (KB, Business Manager), Mr D Cole (DCE, Deputy Headteacher), Mrs E Fletcher (Clerk) and Mrs J Furber (JF, Chair of Trustees)

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

1. Apologies

Apologies were received from Mrs S Turner. Apologies were considered carefully and governors agreed to accept them for this meeting.

Absence without apologies was recorded in the case of Mr T Court.

Outcome: Governors accepted apologies from Mrs S Turner.

Outcome: Absence without apologies was noted in respect of Mr T Court

2. Declarations of Interest

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

Annual Declarations of Interest were provided to governors in advance of the meeting. Governors to ensure that any outstanding forms are returned to the Clerk as soon as possible.

Action: Governors to ensure that any outstanding declaration of interests forms are returned to the clerk prior to the next governors' meeting.

3. Minutes from Previous Meeting

The minutes from the Part 1 meeting held on Wednesday 26th September 2018 were provided prior to the meeting and were put forward for approval as a true and accurate record of the meeting.

Minutes Approved by Chair of Governors Date:

All governors present approved the minutes.

Outcome: Governors accepted the Part 1 minutes from the meeting held on Wednesday 26th September 2018 as a true and accurate record

4. Matters Arising

- As a follow up to a discussion at the previous meeting, ACE informed governors that 24 unconditional university offers were made; 4 of these were declined, 17 firmly accepted and the remainder were insurance offers. ACE pointed out that there is a trend of decline in those that have been given unconditional offers.
- Destinations of BL6 students were included in the students' committee report.
- Governors were informed that new starters (staff) is agenda item for the leadership team; they do check on new starters and pick up any issues.
- The staff governor election process has now concluded and governors welcomed Mr Tim Maclellan to his first meeting.
- The clerk confirmed that the parent governor election is underway and the outcome will be available prior to the next meeting.

There were no other matters arising.

5. Appointment of Vice-Chair

The Clerk informed governors that one nomination had been received prior to the meeting, in respect of Mr Tim Marsden.

The Clerk invited any other nominations at the meeting, but none were submitted. Tim Marsden accepted the nomination which was seconded at the meeting and all governors present agreed to appoint him as Vice Chair for a one-year period.

Outcome: Mr T Marsden was appointed as Vice-Chair for a one-year period.

6. Students' Sub-Committee Feedback

- The Terms of Reference were accepted by the Students' Sub-committee.

Curriculum

- The sub-committee agreed that the school should carry on the pathway of History, Geography and Computer Science as compulsory options.
- The sub-committee agreed to adopt the Think Reading policy.
- The sub-committee accepted the careers plan.

- The sub-committee approved the updated Provider Access Policy.

Outcome: The school should continue on its pathway towards compulsory History/Geography/Computer Science.

Outcome: The Think Reading policy is to be adopted.

Outcome: The updated Provider Access Policy was approved.

Pastoral

- The sub-committee reported that the recent SCiES safeguarding review was positive; governors expressed thanks to Lucy Darling and KJ for their input into this.
- The Sub-committee noted that PP results are up and the gap is closing.
- The Sub-committee highlighted that they accepted the Behaviour Plan and noted that staff are being more proactive.
- The Sub-committee confirmed that the merit report was accepted.
- The Sub-committee confirmed that the House report was accepted.
- The Sub-committee confirmed that they approved the updated Student Behaviour (Positive Schooling) Policy.
- The Sub-committee confirmed that they were happy with the new Absconding Policy and agreed to adopt this subject to MAT Trustees approval.

Outcome: The updated Student Behaviour (Positive Schooling Handbook) Policy was approved.

Outcome: The new Absconding Policy was accepted, subject to it being approved by Trustees.

BL6

- The Sub-committee highlighted that BL6 attendance has improved.
- Governors' attention was drawn to the destination information provided prior to the meeting and the sub-committee shared that more Russell Group university places have been offered this year, which is encouraging. A small number of unknown destinations is being looked at.

Teaching & Learning

- The Sub-committee confirmed that it was satisfied with progress being made.
- The Sub-committee confirmed that it approved the new Teaching & Learning Policy

Outcome: The new Teaching & Learning Policy was approved.

6. Business Sub-Committee Feedback

- The Terms of Reference were accepted by the Business Sub-committee.

CPD

- The Sub-committee confirmed that it accepted CPD development plan and was satisfied with progress being made.
- The Sub-committee confirmed that it approved the updated CPD policy.

Outcome: The updated CPD Policy was approved.

Personnel

- The Sub-committee confirmed that all staffing changes were accepted.
- The Sub-committee confirmed that it considered the proposed Pay Policy and recommends that Trustees approve this at their next meeting on 10th December 2018.
- The Sub-committee confirmed that it discussed the updated Lone Working Policy and accepted this subject to Trustee approval. Governors were informed that the sub-committee requested that staff attention is drawn to this policy so they are aware of it.
- The Sub-committee confirmed that it discussed the updated Staff Code of Conduct and informed governor that they have requested that section 2.5 is reviewed (and updated if the school feels it appropriate) before it is passed to Trustees for approval.
- The Sub-committee confirmed that it discussed and approved the updated NQT Induction Policy, the Support Staff Induction Policy and also the Teaching Staff Induction Policy (subject to the addition of the evaluation form that is included on the back of the support staff version).

Outcome: The Pay Policy was recommended for Trustees approval.

Outcome: The updated Lone Working Policy was accepted subject to Trustee approval.

Action: ACE to ensure that the Lone Working Policy is brought to staff attention.

Outcome: Section 2.5 of the Staff Code of Conduct is to be reviewed and updated if necessary before it is submitted to Trustees for approval.

Action: ACE to ensure that Section 2.5 of the proposed Staff Code of Conduct is reviewed and updated if necessary.

Outcome: The updated NQT Induction Policy was approved.

Outcome: The updated Support Staff Induction Policy was approved.

Outcome: The updated Teaching Staff Induction Policy was approved subject to the addition of an evaluation form (as per the support staff policy).

Site & Finance

- The Sub-committee confirmed that it accepted the accident report and noted that the process and recording procedures for RIDDOR reportable accidents are being reviewed.
- Governors were informed that the Annual accounts were discussed and accepted. These will be put forward for Trustee and Member approval at their meeting on 10th December 2018.

- The Sub-committee confirmed that the budget monitoring report was accepted and governors were satisfied with the monitoring taking place.
- The Sub-committee confirmed that the budget report 2018-2021 was accepted and asked governors to note that based on current information, there will be a deficit in the years ahead and the school has modelled up various routes of addressing this.
- The Sub-committee confirmed that the updated Charging and Remissions Policy was approved.
- The Sub-committee reported that it considered the proposed Scheme of Delegation and have made a recommendation to Trustees that the limits are reviewed to take into account the increasing costs. The Sub-committee feel that limits should be increased.
- The Sub-committee confirmed that the updated Business Continuity Plan was approved.
- The confidential reporting policy was not approved and needs to be reviewed in light of safeguarding review and then go to Trustees for approval; a recommendation has been to limit this to the Headteacher or chair. The safeguarding review took place after the policy had been reviewed.

Outcome: The Annual Accounts are recommended for Trustee/Member approval.

Outcome: The updated Charging and Remissions Policy was approved.

Outcome: It is recommended that the Trustees revise the limits contained within the Scheme of Delegation at their next meeting.

Outcome: The the updated Business Continuity Plan was approved.

Outcome: The Confidential Reporting (Whistleblowing) Policy is to be reviewed in light of the recent safeguarding review before it is presented to Trustees for approval.

Whole School IT and Projects

- The Sub-Committee confirmed that the development plan discussed at length and informed governors that a working group linked to PM targets has been set up to look specifically at bids to generate income.
- The sub-committee confirmed that it approved the updated GDPR policy. KJ suggested that consideration needs to be given to including the word 'living' as GDPR does not apply to the deceased.

Outcome: The Sub-Committee approved the updated GDPR Policy subject to the school considering the comment made above before publication.

7. Annual Accounts

- A copy of all documents were provided to governors prior to the meeting and questions invited. Governors were informed that the draft document had already been made available to Trustees for initial changes and the one provided was after their amends had been made.
- KB highlighted that the surplus was as around that predicted.

- Governors were informed that an amount is included for CIF money, for the roof and boiler, which was received at the end of last year but for expenditure this year. KB shared that there is a note to explain this in the annual accounts.
- KB shared that pensions is the biggest issue but this is in a better position than it was last year and JF confirmed that she felt there were no issues or concerns around this.
- Governors were informed that lobbying is still taking place regarding funding and it is unknown what impact this may have.
- **Governors queried MAT status going forward if funding does not increase.** ACE shared that the staffing structure being put into place with effect from January would not be sustainable. ACE confirmed that he will be looking to recruit schools after Christmas.
- **Concern was raised about how long it will be until a school crashes due to the funding cuts and highlighted that small rural schools are particularly at risk of closing or creating federations.** ACE shared that some schools are reducing the school day already to save money.
- **Governors queried whether doing Options in Year 9 is more cost effective, as other schools in the area do this.** DCE confirmed that this is more expensive as it requires smaller teaching groups.
- KB feels the report and the school's position is quite positive despite the current financial situation.
- **Governors queried whether the UTC had an impact with students leaving in Year 9.** DCE confirmed that this has not had a significant impact for BLS but across the county, it is having an impact.

Outcome: Governors were satisfied with the report presented and were happy for this to be put forward for approval at the next Trustees meeting in December.

8. Headteacher's Report

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

- **Re-marks**

ACE shared that a review of moderation and an appeal about Art, Textiles and Graphics has taken place and there has been no change. The Board have cited a leniency in internal marking. ACE shared that the school is looking at other boards. Governors were informed that the English Literature A Level re-marks should be back before Christmas. ACE shared that consideration has been given to a Board change for this subject, but isn't likely in the short term.

- **Numbers on Roll**

ACE shared that the school should be at PAN in Year 7 in September 2018. Governors were also reminded that the large current Year 10 would need to be replaced with a similar sized cohort as they leave Year 11.

- **Policies**

Work on adding a rationale to all policies will commence in the New Year. This will include the core purpose, which is children.

Governors queried whether all policies will become MAT policies eventually. ACE shared that there is a core of MAT policies, but the MAT does celebrate diversity, which allows some schools to have personalised versions. It was felt that if there is a core principle then it would allow the actual policy element will be shorter.

- **ARR**

ACE shared that the information provided in the report is just a summary based on current information. The position looks healthy. The new ARR group will start to meet through the remainder of this academic year.

- **PP**

ACE informed governors that there are 36 PP students in current Year 7. ACR highlighted that both sub-committees have received reports on PP in terms of expenditure and intervention. Governors were informed that a lot of work is going on with disadvantaged students. The new PP lead has got a new impetus but the school needs to be mindful of the impact this has on staff workload.

- **Year 7 Residential**

ACE shared that the school is currently looking at an alternative to Menai for future Year 7 residential and explained that the experience this year was not as expected and the standards were not satisfactory. ACE shared that the school has found a centre on Lake Windermere run by the YMCA, which has the capacity for our numbers. A package is being looked at which includes the same principles but building in more outdoor activities and value for money. ACE shared that this decision hasn't been taken lightly as the school has 30 years of ties with the Conwy Centre.

Governors queried subsidies from Conwy Centre and whether this will make the other option more costly. KB confirmed that the subsidisation no longer happens, and has not for some time, so this isn't going to have an impact on costing. Governors queried whether the YMCA centre is used for primaries as this may result in a duplicate experience for some students. DCE felt that this won't be the case. Governors queried whether Miss Brown, as Head of Year 7, has been involved in this decision and the research into a new centre. DCE confirmed that she is one of the driving forces behind this. Governors also queried whether other centres had been considered. DCE shared that not many centres can accommodate the school when it has a large year group but this centre can. Governors asked for confirmation that that the school is ensuring it is considering the centre against what the school wants to get out of the visit. DCE confirmed that this is the case; they have considered if the visit still needs to be done and it is felt that it does for a number of reasons - there is an expectation, transition, bonding and reinforcing the house system. Governors asked how many traditionally drop out of the trip. DCE confirmed that there is not many – this year it was 3. DCE also highlighted that PP funding ensures that PP students can attend and the school tries to get as many new staff there as possible too.

- **Pride of Britain**

ACE highlighted that a BLS student, Joe Rowlands (Year 10), has been nominated for a Pride of Britain award.

- **Parents Evenings**

Governors were informed that the school now has an online parents' evening appointment system. Evenings are held in BL6. ACE highlighted that the biggest controversy was with the online appointment system because there isn't any cushion time to stop appointments running into each other.

Governors asked if consideration could be given to holding parents' evenings over two nights instead. ACE shared that he felt this wouldn't be a feasible. Governors queried whether cushioning could be built into the online system. ACE shared that this isn't possible, as some staff will need the whole evening of appointments due to having a large group. Governors asked whether the school manages to get the right parents to attend. ACE confirmed that work is done for this and offers to meet at other times/ways are offered to these families. ACE shared that he is aware there are a few vulnerable families that they still aren't getting to. It was suggested that the school could consider a web-based consultation, which may improve time keeping, or doing podcasting if all is fine, as this would ensure time isn't wasted. Governors did note that, on occasion, a teacher may only allow specific students to make appointments first (those that they need to see) and felt that this could be done more often. After discussion, it was felt that lower school parents particularly value face-to-face contact. TMN shared that it is useful to see a student's family sometimes as it can provide information that isn't normally available. Governors were all in agreement, in principle, to continuing with parents' evenings subject to some tweaks and suggested that the coffee shop could be opened, or have coffee and tea available. ACE shared that this has been done but parents didn't purchase drinks. Governors suggested asking parents for views. ACE shared that this has been done with the T&L working group and they valued the parents' evening. Governors felt that this was the answer and therefore they should continue.

Outcome: Governors agreed that Parents Evenings should continue subject to some tweaks to improve the event.

- **SES**

ACE shared that Trustees discussed revisiting the SES gradings and ACE felt that this can be done but would need to consider the gap. ACE confirmed that the school is continuing to close the gap. ACE highlighted that Leadership and Management can't be a 1 if outputs aren't good enough, but shared that BLS results put the school into the above average category. ACE shared his view that there is the potential to increase the gradings with some caveats. Governors suggested that you would not get pushed up to a 1 if you have put 2 and therefore if you can evidence your pathway and timeline to get to 1 then you could achieve a 1 at inspection. ACE will benchmark the SES in future. ACE agrees that there is potential for 1's throughout the document, it just needs some storyboards/explanation on disadvantaged with a timeline of what we are doing to get there and when by.

Action: ACE to change gradings to a 1 throughout and prepare storyboards/explanations for relevant areas.

- **Ofsted**

Governors queried whether there is a fee attached to inviting Ofsted in to carry out an inspection. ACE confirmed that that there is sizeable fee attached to this. Governors queried whether it was still possible to get outstanding with a 2 in any area. ACE confirmed that it is possible to achieve outstanding with one grade 2. Governors suggested that it might be beneficial for ACE to train as an Ofsted inspector to ensure he is fully knowledgeable about the processes. ACE highlighted the GAP improvements and projection for 2019, and informed governors that attendance has improved with data being provided to the students' committee. Governors queried whether Ofsted will still come when there is a new head in post. ACE shared that a visit is expected within two years and this fits with when we would be due anyway.

Action: ACE to consider undertaking Ofsted Inspector training

- **Reflection**

ACE shared that the school now needs to look at mobile devices for sixth formers since the impact has been so positive in main school, although highlighted that this needs to be balanced with the potential impact on numbers on roll.

ACE thanked governors for everything they have done for the school during his time as Headteacher.

9. Pupil Premium

This item was discussed under the Headteacher's Report section of the meeting.

10. Policy Approval

- A Copy of the updated SEN Policy was provided to governors prior to the meeting and it was proposed that this is accepted by the LGB, subject to its approval at the Trustees meeting in December.

Outcome: The proposed SEN Policy was accepted, subject to its approval by Trustees.

- A copy of the updated Safeguarding Policy was provided to governors and it was recommended that this is accepted by the LGB subject to its approval by Trustees at their meeting in December. KJ, Safeguarding Link Governor, recommended a full review of the policy in light of the recent SCiES safeguarding review. ACE shared that this will be done, but felt that this version needed to be accepted in the short term.

Outcome: The proposed Safeguarding Policy was accepted, subject to its approval by Trustees and on the basis that a large-scale review is undertaken this academic year.

Action: DCE to ensure that a large-scale review is carried out on the Safeguarding Policy this academic year.

11. Director's Report

A copy of the Autumn Term Director's Report was provided to governors prior to the meeting.

Recommended for particular note were sections on:

- Admissions
- Future funding
- Ofsted update
- Curriculum
- Safeguarding changes – ACE shared that we have made changes to practices based on this.
- Decoupling of AS and A levels – **governors queried whether this will have a big impact on BLS.** ACE confirmed that if it does have an impact, it should be small numbers.

12. Governance

Link Governors Visits

Visits have commenced. Maths, English and iCreate have taken place already and reports will be available at the next meeting.

Link Governor Roles

KS was appointed as PP link governor and MHJ is to be added to the ARR committee.

Action: Clerk to update the link governor grid based on the above appointments.

Membership

The Clerk confirmed that the parent governor election is underway and will be completed on 7th December 2018.

TM highlighted that this is ACE's last meeting as a governor of BLS. Thanks were expressed to Andrew for all 12 years' service as Headteacher; he has been the face of BLS with a strong ethos and, as a result, the school finds itself in an enviable position. ACE thanked governors for their support over the years.

Training

Since the last meeting, the following training has been undertaken:-

- TM, SO and MHJ have completed the safer recruitment training.
- MHJ has completed Prevent training.

It was Recommended KJ did the Designated Safeguarding Officer training to support his role as Safeguarding link governor.

Action: KJ to consider undertaking Designated Safeguarding Officer training

13. Future Meetings

- 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

Decision /Action Log

Date of Decision	Action, Outcome or Impact Review	Decision Made / Action Required	Review/Action	
			When	By Who
28/11/2018	Impact	To continue on the proposed pathway towards compulsory History/Geography/Computer Science	May-19	Students Sub-Committee
28/11/2018	Impact	To adopt the Think Reading policy	May-19	Students Sub-Committee
28/11/2018	Action	To review section 2.5 of the Staff Code of Conduct	Dec-18	ACE
28/11/2018	Action	Recommend Lone Working Policy for Trustee approval	Dec-18	ACE/Clerk
28/11/2018	Action	Recommend Absconding Policy for Trustee approval	Dec-18	ACE/Clerk
28/11/2018	Action	To ensure that the Lone Working Policy is brought to the attention of staff	Dec-18	ACE
28/11/2018	Action	Recommendation for Scheme of Delegations limits to be reviewed by Trustees	Dec-18	ACE/Clerk
28/11/2018	Action	Review the Whistleblowing Policy before Trustees are asked to approve it.	Dec-18	ACE
28/11/2018	Action	To review the GDPR Policy taking into consideration governor comments	Dec-18	ACE
28/11/2018	Action	Recommendation for Annual Accounts approval by Trustees	Dec-18	ACE/Clerk
28/11/2018	Outcome	Parents Evenings to continue as per the current arrangement but with some adjustments to organisation.	May-19	ACE
28/11/2018	Outcome	All gradings on the SES to be updated to 1's	May-19	LGB
28/11/2018	Action	Update all gradings on the SES and produce storyboards to support the grading.	Feb-19	ACE/DCE
28/11/2018	Action	ACE to consider Ofsted Inspection training	May-19	ACE
28/11/2018	Action	Recommend the SEN policy for Trustee approval	Dec-19	ACE/Clerk
28/11/2018	Action	Recommend the Safeguarding Policy for trustee approval subject to a large-scale review on the policy this academic year	Dec-19	ACE/Clerk
28/11/2018	Action	Conduct a full review on the Safeguarding Policy	May-19	ACE/DCE
28/11/2018	Action	Update the link governor grid with latest appointments	Dec-19	Clerk
28/11/2018	Action	KJ to consider undertaking designated officer training for safeguarding link governor role	May-19	Karl Jones