

BRINE LEAS SCHOOL

An Academy

Governors' Meeting

Held on Wednesday 26th October 2016 at 6.30 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 Coxhill	(TC)	Appointed Governor
	Dr K Jones	(KJ)	Elected Parent Governor
	Mr T Marsden	(TM)	Appointed Governor
	Mr A Martin	(AM)	Appointed Governor
	Mr H Robb	(HR)	Appointed Governor
	Mrs S Turner	(ST)	Elected Parent Governor

In Attendance: Mrs K Bradshaw (KB), Mr D Cole (DCE), Mrs E Fletcher (Clerk) and Mr P Whitehead (PWD, Agenda Item 1)

1. **RESULTS PRESENTATION**

A copy of the presentation on results following the 2016 external examinations was provided to governors prior to the meeting and DCE also went through the content at the meeting. The following were highlighted for governors' attention and/or discussed further:-

- DCE highlighted that the Progress 8 score changed for the better quite recently.
- Headline results have changed recently due to English Literature re-marks.
- Governors queried which results will be looked at by Ofsted; it was highlighted that the results are unvalidated at present but Ofsted would still look at these.
- Governors queried whether storyboarding has been done about specific cases resulting in lowering the results. DCE confirmed that this has been done.
- DCE highlighted that the school needs to push four levels of progress to achieve a positive score on Progress 8.
- BL6 have been focusing on ensuring students continue with the correct courses and this has had an effect on retention. Governors queried the school view on being just below national average. It was felt that this is where the school is at the moment and needs to look forward.
- Governors queried whether there were any re-marks expected for BL6 and whether this will impact on the results. DCE confirmed that a small number of papers have been sent for re-marks but no significant changes are expected.

- The characteristics of learners was highlighted and governors noted that the gap is closing very slowly. Governors queried low numbers of SEN and asked whether this was due to the new EHCP process. DCE confirmed that this was the case although there are a number of students still requiring support.
- English – at GCSE has seen a slight increase and have a positive residual. A2 results are positive.
- Maths – at GCSE progress was slightly lower than English but attainment is not far behind. The early entry GCSE course is no longer done. At A2, Further Maths did very well.
- Science – the number of courses at GCSE will reduce next year with the exam reform. Residuals at A2 are slightly down in Biology, up in Chemistry, and more significantly down in Physics.
- MFL – German and Spanish have increasing numbers at GCSE and results are an improvement. There are low numbers at A2.
- Humanities – seen good results across the subjects at GCSE. Geography is a little down but there have been staffing issues.
- Social Science – there are small numbers in some groups. Governors queried the Law results and DCE shared that numbers were smaller than previous years but results have been fairly static.
- BITE – GCSE were affected by the changes in IT qualifications; students started a course that no longer continued. Computer Science was a big improvement but had lower numbers taking the course. Some schools used ECDL to plug a gap in this subject area, however, BLS didn't do this and selected students that needed this course. More will be taking this course in 2016/17 which will generally be students that wouldn't have a full curriculum otherwise for various reasons. At A2, numbers were small.
- Technology – at GCSE there is still between 70-80% of students taking these subjects and results are improving. Students will need guidance on courses in Technology as there have been significant reforms. At A2 there are small groups so it is difficult to compare percentages.
- Creative Arts – At GCSE all departments performed well. They have struggled to recruit to music courses at A2 and only one course is being offered this year.
- Extra-curricular – EPQ results have been very good, for some BL6 students this has made the difference between getting into university or not.
- Celebrations were highlighted and governors informed that the school has 3 Oxbridge students this year which is a big change for BLS.
- Early Entry - governors were informed that this is the last year of Core Science. Latin results couldn't have been better and Astronomy continues to be offered outside the curriculum.
- Pupil Premium Overview:-
 - Leanne Peters has a focused role and a new structure to work within; during meetings with students she talks about achievement and how they were getting on in lessons. She is doing this with PP students in all year groups.
 - Leanne also follows up on all PP students whose parents haven't managed to attend Parents' Evenings, either by phone or meets with them.

- Data analysis sheets are done automatically.
- Significant work has been done with representatives from each curriculum area, looking at intervention specific to each child.
- Interventions are reviewed to see if they have been successful.
- The most vulnerable children are tracked and emails sent immediately when they don't register in lessons – this has had a huge impact on both this group of students and other students.
- Two trials were done with electronic learning tools (Tute and Nisai Learning). Initial feedback was good, but students did not continue to remain engaged. The trails were extremely expensive. Feedback from children involved in TUTE was that they would actually prefer to have one of their own teachers in front of them doing the teaching. The school is not continuing with either of these programmes.
- The Lexia Reading Programme is particularly successful and some dramatic results have been seen. The Kindle reader programme has also been successful.
- At KS3 a PP review was undertaken by Kevin Harrison from Cheshire East LA. He highlighted that feedback was an area for improvement and the T&L Group are looking at this.
- The management of PP is being done differently this year; each Assistant Head is looking after a year group and PP will form part of their fortnightly meetings with Progress Managers. Governors queried whether non-pp students are also discussed during these meetings and PWD confirmed that this is the case.
- Governors queried whether the school keeps a record of PP funding and the use of this funding. PWD confirmed that this is done.

2. **SAFEGUARDING UPDATE / POLICY APPROVAL**

- Mr Oakes was not present due to being on the Year 7 Menai residential. Therefore the safeguarding presentation will take place at the December meeting.
- Outcome:** Safeguarding Presentation to be included on the December meeting agenda
- The new draft Safeguarding Policy was provided to governors prior to the meeting and DCE highlighted that this draft policy follows the national document. The following queries were raised:-
 - Governors queried whether BLS uses the Tootoot system mentioned in the Directors Report. DCE confirmed that the school does not use this system.
 - Statutory Duties – it was agreed that the word 'radicalised' should be removed from this paragraph.
 - Page 7, final paragraph – a governor queried whether it should say 'endeavour to speak to parents' rather than 'will speak'. It was highlighted that if the school attempted to speak to Social Care they won't progress unless the parents have been spoken to.
 - Governors asked if there could be an acronyms page. This is to be prepared and added as an appendix in due course.
 - Page 11 – sexual behaviour toolkit appendix is not attached. This is to be added and it was accepted that this is not part of the policy so would not affect approval.
 - Page 15 – a governor questioned whether the word 'tolerance' could be replaced with 'acceptance'. It was highlighted that tolerance is an accepted phrase in this type of document.
 - Page 9 – it mentions that there are four distinct categories of abuse but then outlines 6. The wording of this section will be updated.
 - Page 20 item b) should state 'case conference/strategy meeting', not just case conference.
 - Governors queried whether obesity is classed as neglect. It was confirmed that it would come under care or lack of care rather than neglect.

	<ul style="list-style-type: none"> ○ Governors asked that the document is checked in terms of consistency with regard to children/students/pupils. <p>Outcome: Statutory duties section to be updated as per the discussion.</p> <p>Outcome: Acronyms page to be added in due course.</p> <p>Outcome: The sexual behaviour toolkit to be added as an appendix.</p> <p>Outcome: Types of abuse section to be updated as per the discussion.</p> <p>Outcome: Page 20, item b) to be updated as per the discussion.</p> <p>Outcome: Governors approved the Safeguarding subject to the amendments outlined above.</p>
3.	<p><u>APOLOGIES</u></p> <p>Apologies were received from Mr T Court and Mr A Moran. It was noted that both governors had good attendance during 2015/16 and after careful consideration, it was agreed that these apologies should be accepted.</p> <p>Outcome: Governors accepted apologies from Mr T Court and Mr A Moran.</p>
4.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>The annual declarations of interest forms were handed out to governors for completion. All forms should be returned to the Clerk as soon as possible.</p> <p>No declarations of interest were raised in relation to any items on the agenda.</p>
5.	<p><u>APPOINTMENT OF CHAIR / VICE CHAIR</u></p> <p>Two nominations were received prior to the meeting in respect of Mr T Coxhill and Mrs S Turner. No other nominations were made at the meeting.</p> <p>Both nominees provided a written statement for governors to consider when making their decision. Ballot papers were distributed to governors by the Clerk and governors were requested to vote and return the paper to the Clerk. In addition, two votes were registered with the Clerk from Mr T Court and Mr A Moran who were not present at the meeting, and these were included in the count. The votes were counted by the Clerk; 6 votes were made in favour of Mrs S Turner and 5 in favour of Mr T Coxhill. Mrs S Turner was therefore duly elected to the position of Chair of Governor for a one year period.</p> <p>Outcome: With a majority vote, Mrs S Turner was appointed as Chair of Governors for a one year period</p> <p>Prior to the election of Chair, ST had fulfilled the role of Vice-Chair of the LGB. Therefore, as per the agenda, nominations were invited for the vice-chair role. Mrs Fletcher confirmed that one nomination had been received prior to the meeting in respect of Mr T Marsden. No other nominations were made at the meeting and the nomination for Mr Marsden was seconded and all governors were in agreement with the appointment of Mr Marsden as Vice Chair. It was also agreed that this would be an appointment until December 2017 to allow staggered elections for the Chair and Vice Chair roles.</p> <p>Outcome: Governors appointed Mr T Marsden as Vice Chair of the LGB until December 2017</p>

<p>6.</p>	<p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>A copy of the minutes from the Part 1 meeting on Wednesday 12th July 2016 was provided to governors in advance of the meeting and it was proposed that these are accepted as a true and accurate record.</p> <p>It was noted that Mr A Martin was present at the meeting and the minutes will be updated accordingly.</p> <p>Outcome: The minutes from the Part 1 meeting on Wednesday 18th May 2016 were accepted as a true and accurate record subject to the amendment with regard to the attendees.</p>
<p>7.</p>	<p><u>MATTERS ARISING</u></p> <ul style="list-style-type: none"> • Page 4, SDP – it was noted that the minutes state that an additional line will be added to this document in relation to the LGB and this isn't reflected in the document being presented at the meeting. This will be discussed further under the main agenda item for SDP, however, it was agreed that the SDP will need to be updated to include this. <p>Outcome: SDP to be updated to include sentence on LGB under governance.</p> <ul style="list-style-type: none"> • Page 6 – it was highlighted that the issue of the LGB being very parent heavy is significant and any appointment needs to be considered carefully and must be without any parental connection. This will be discussed further under membership. • Governors were informed that the term dates for 2017/18 will be put forward for approval in December. <p>Outcome: 2017/18 Term Dates to be put forward for approval at the December meeting.</p> <ul style="list-style-type: none"> • ST shared that she experienced a matters arising section where governors look at evaluating the impact on decisions made at the previous meeting. It was agreed to trial this at the December meeting. <p>Outcome: Impact of decisions made to be reviewed under Matters Arising at the December meeting.</p> <ul style="list-style-type: none"> • There were no other matters arising.
<p>8.</p>	<p><u>MEMBERSHIP</u></p> <ul style="list-style-type: none"> • It was highlighted that the link governor grid had been shared on Governorhub prior to the meeting and it was suggested that it could be beneficial to rotate roles, provided that there is sufficient knowledge. • It was agreed that membership of the Student Committee and Site & Finance Committee would remain the same. <p>Outcome: Committee membership to remain unchanged</p>

	<ul style="list-style-type: none"> It was agreed to keep the scheduling of committee meetings as they were for the time being. This will be reviewed. <p>Outcome: Committee meeting schedule to remain unchanged, subject to review.</p> <ul style="list-style-type: none"> TC felt that priority should be given to appointing to the vacant Appointed Governor roles and recommended that governors look into the one nomination that has been put forward for consideration. It was agreed that there is a need to fill these vacancies soon but that specific skills shortages should be considered first. Governors with any other recommendations were asked to forward these to the Clerk. <p>Outcome: Governors to look to fill existing vacancies. The existing nomination from TC to be looked at initially.</p> <p>Outcome: Other recommendations for governor vacancies to be forwarded to the Clerk.</p> <ul style="list-style-type: none"> The Directors' report article on collecting information for governors was discussed and concern was raised about what is being requested and for what purposes. It was highlighted that there are existing link role shortages for SEND and Hums. It was agreed that the SEND role needs urgent attention and should be used as a criteria for one of the governor vacancies. In the meantime it was agreed that ST will take this role on an interim basis. <p>Outcome: ST to become interim SEND link governor pending the appointment of a new governor to this position.</p>
9.	<p><u>PUPIL PREMIUM / NARROWING THE GAP UPDTE</u></p> <p>This item was covered under item 1, Exams Results.</p>
10.	<p><u>COMMITTEE FEEDBACK</u></p> <p>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:-</p> <p><u>Students</u></p> <p>ARR</p> <ul style="list-style-type: none"> The committee confirmed that examination results were discussed in detail. The committee discussed changes to data collection procedures and was satisfied with the process in place. The committee discussed changes to KS5 reporting and again was satisfied with the procedures in place. <p>BL6</p> <ul style="list-style-type: none"> Governors were informed that BL6 have changed courses on offer to make them more relevant and are also looking to further support disadvantage students during the transition process. The committee confirmed that they had considered the proposed BL6 Dress Code and this policy was approved. <p>Outcome: The updated BL6 Dress Code was approved</p>

- The committee confirmed that they had considered the proposed BL6 Travel Fund Policy and subject to a change to the distance referred to within the document, this policy was approved.
Outcome: The updated BL6 Travel Fund Policy was approved subject to the change outlined above.
- The committee confirmed that they had considered and approved the proposed BL6 Bursary Fund Policy.
Outcome: The updated BL6 Bursary Fund Policy was approved

Curriculum

- The Curriculum Development Plan was discussed and the Committee noted that there may be some change to the curriculum offer in future.

Student Services

- Attendance was discussed and governors were asked to note that overall attendance is slightly down on previous years.
- The committee discussed the safeguarding update provided within the report.
- The committee also discussed behaviour and PP sections of the report.

T&L

- The committee confirmed that they accepted the new T&L Development Plan.
- The committee confirmed that they had considered the proposed Able and Talented Policy and subject to some minor changes, this policy was approved.
Outcome: The new Able & Talented Policy was approved subject to minor amendments agreed within the committee meeting.

Site, Finance & Staffing

Site & Finance

- The Committee reported the difficulties currently being experienced reporting accidents and highlighted that they have been assured there is nothing significant. A full report will be shared with governors in due course. The committee highlighted that the Annual H&S audit has taken place with no issues.
- The committee highlighted that at present there is no official update on the land transfer.
- Governors were informed that the Feasibility Study moves forward and costs currently stand at approximately £150k. It was highlighted that if the bid is successful about £80k of this will be recovered.
- The committee informed governors that a decision is still needed with regard to whether to go ahead with the D Block extension only, The Tech Block project only, or both. The committee highlighted that the best way forward will be clearer by the December meeting.
- The Committee confirmed that it has instructed the school to put the cleaning contract out to formal tender. It was highlighted that based on current quotes, a change to move to one of the other contractors will be cost neutral. Governors queried whether the school was at the end of the contract with the current service provider. It was confirmed that this isn't the case, however, the school has been informed that it can terminate the contract due to being unhappy with the management. Governors asked whether the contractors accept that their management is not adequate. KB stated that there have been several opportunities to improve the situation but the company have not followed this up adequately.
- The committee confirmed that they discussed the budget monitoring report in detail. Governors were informed that there is a slight downturn but this is not significant. The current worst case prediction is a deficit of approximately £183k in 2018/19. It was highlighted that there is time for this situation to change but it needs to be under continuous review. The committee reminded governors that the school has been utilising the accumulated c/f. Governors queried the initial plan to deal with the deficit and ACE confirmed that salaries will be the first thing to be reviewed. ACE also confirmed that he and the leadership team are looking at teacher loadings, natural wastage and curriculum changes.

- The committee informed governors that they approved the new Travel Plan which has been submitted to the Local Authority as part of the planning application.
Outcome: The new Travel Plan was approved
- The new Business Continuity Plan was approved by the committee.
Outcome: The new Business Continuity Plan was approved

HR

- Staffing updates were noted by the committee.
- The Committee confirmed that the Allegations Against Staff Policy, the Covering Staff Absence Policy, the Flexible Working Policy, Pay Policy and Work Life Balance Policy were all discussed during the committee meeting and all approved.
Outcome: The updated Allegations Against Staff Policy was approved
Outcome: The updated Covering Staff Absence Policy was approved
Outcome: The updated Flexible Working Policy was approved
Outcome: The updated Pay Policy was approved subject to it reflecting the decision made with regard to the Teacher’s Pay Award
Outcome: The updated Work Life Balance Policy was approved

Staffing

- The staffing development plan was accepted by the committee.
- The updated Performance Management Policy was approved as was the new Code of Conduct Policy.
Outcome: The updated Performance Management Policy was approved
Outcome: The new Code of Conduct Policy was approved
- The committee confirmed that they discussed the draft presentation code and contributed to the consultation process.

Whole School IT & Projects

- Whole School IT development plan was accepted and discussed and the committee informed governors that there is income to be made by selling services to other schools. This could potentially save primary schools a significant amount of money.
- Governors were informed that there is the opportunity for BLS to get into the residential market for internet services.

11.

HEADTEACHER’S REPORT

- A number of governors attended the recent Academy Awards event and ACE highlighted that this event becomes more significant each year. ACE feels that students value staff noticing the Academy Award star badges which are presented on the evening. ACE also informed governors that the GCSE Certificate Evening has, over the last couple of years, been removed from the school calendar. Governors were informed that attendance became increasingly poor since the opening of the sixth form and it was felt that this event was not valued significantly by either students or parents. Governors were asked to confirm that they were happy for this to be excluded from the school calendar in future years. Governors queried whether there has been any parental reaction to this and ACE confirmed that there hasn’t been any.
Outcome: Governors agreed that the GCSE Certificate Evening should be removed from the calendar for future years
- ACE informed governors that the impact of changes to English Literature results following re-marks has been significant. Governors queried whether more papers should have been put in for re-marks. ACE shared that cost is a limiting factor with this but highlighted that DCE is writing to request a centre review for English Literature.

Governors expressed a view that the school should ignore advice from the Boards not to submit re-marks on the basis that they are unlikely to be successful, as this has not been the case for BLS this year. ACE conformed that the school supports re-marks where results are within a couple of marks of the grade boundary.

- ACE informed governors that he has written to parents to encourage donations to the School Fund and contributions are currently totaling over £3k which is a significant increase on last academic year.
- Governors were informed that ACE has been looking into the Section 106 funding issues and found that this is a national problem, with builders managing to avoid having to comply with their obligations set out in Section 106 agreements. ACE confirmed that he is due to meet with Mark Bayley regarding this issue; one of his roles is allocating funding from Section 106's.
- ACE informed governors that some of the policies approved by the LGB will need to be approved by the MAT trustees with view to ensuring consistency across MAT schools. It was highlighted that this process will need ironing out. This also applies with the budget, which in future will need to be recommended up to the MAT for approval. One school in the local area may make the decision to push forward with conversion sooner than originally expected whilst the other interested schools are in the same position as previously reported.
- Governors were informed that, based on current applications received, Year 7 will be full next year. Governors discussed how the school is advertised to prospective families and suggested using the students as ambassadors, to go out on the pre-intake visits to primary schools. It was also suggested Activity Day could be revamped to make it more appealing to children in the community – a two year cycle of activities was recommended so students in Year 5 wouldn't do the same in Year 6. It was also suggested that more sessions of popular activities are offered. ACE shared that advertising on buses was being looked into for next year. It was suggested that ACE looks into the possibility of getting a Marketing graduate to undertake some analysis on recruitment.

Outcome: ACE to look into the possibility of enrolling a graduate to be involved in market analysis around student recruitment.

Outcome: ACE to consider using students as ambassadors and taking them into primary schools to promote BLS.

Outcome: ACE to look at revamping the Activity Day programme taking into account the suggestions raised by governors.

- ACE asked governors to consider the school's Specialist College status and decide whether to continue to use this title. Governors were informed that funding is no longer attached to the status and ACE feels that approximately half the schools that received specialist status still use the title. Governors asked how much influence this status has on parents.

ACE shared that potential parents still quote this when looking at the school and it is also often mentioned during the appeal process. Governors were informed that whilst the school can chose to keep their designation, it could be hard to demonstrate additionality in these areas now that the funding has ceased, although Astronomy and Latin are areas where we show additionality in languages. ACE shared that enough students study these subjects to keep the specialism. Governors suggested that this topic could also feature in the marketing analysis project. Governors asked ACE to look into the specialisms in more detail and the benefits of keeping them/implications of moving away from using them. Governors will then review the situation and in the meantime, the school should continue to use the specialist status title.

Outcome: ACE to prepare a report for governors on the benefits of keeping the Specialist College status and implications of moving away from using them.

	<ul style="list-style-type: none"> • ACE highlighted the opportunity, through Staffordshire Entrust, for him to travel to China to take part in an education programme and asked governors for approval to take up this opportunity which will generate income for the school. <p>Outcome: Governors agreed for ACE to take part in the trip to China with Staffordshire Entrust</p> <ul style="list-style-type: none"> • Governors were asked to approve the updated Disciplinary Policy, a copy of which was provided to governors prior to the meeting. <p>Outcome: The updated Disciplinary Policy was approved</p>
12.	<p><u>SIP APPOINTMENT</u></p> <ul style="list-style-type: none"> • Details of Entrust and Liverpool were provided and ACE shared that Liverpool have been used before but for departmental reviews, not as a SIP. • ACE informed governors that Entrust is an operating arm of Staffordshire Local Authority and they contract the SIP service out to schools in other areas. The Liverpool offer would also be the same person throughout but would not be the person who has worked with the school previously. • It was suggested that someone who is an active head is often beneficial as they have relevant up-to-date knowledge. • Governors agreed that a SIP was required and one should be appointed. • TC shared that he has a contact with an Ofsted inspector who does SIP work locally. It was agreed that this person would also be considered – TC to pass on the information to the Clerk so ACE can look into this. In the meantime, governors were asked to register a preference on Entrust or Liverpool if the link that TC has is not found to be suitable or is not able to undertake the work. The majority of governors felt that the school should employ SIP services through Entrust. <p>Outcome: TC to pass on potential SIP details to the Clerk and ACE to look into this option before moving forward with appointing a SIP</p> <p>Outcome: If the above is not found to be suitable or available, ACE to buy in SIP services through Entrust</p>
13.	<p><u>SDP / SES</u></p> <p>SDP</p> <ul style="list-style-type: none"> • A copy of the SDP was provided prior to the meeting and changes have been highlighted. • A change is needed as per the discussion under matters arising. ST is to draft a section separating LGB from the MAT governance. <p>Outcome: ST to draft section separating out LGB governance from MAT governance.</p> <p>Outcome: Governors accepted the document as a working document on the basis that this is being continually worked on and updated.</p>

	<p>SES</p> <ul style="list-style-type: none"> • ACE shared that some gradings on this document have been changed as it is felt that that school is on the cusp of the grades. • There is a lot of emphasis on the latest results. • Governors queried whether there had been an announced change with regard to the inspection schedule for outstanding schools. ACE shared that he felt the situation was the same but shared his view that if the school was to be inspected it would automatically be a 2 day inspection. • It was felt that the standard of teaching has gone up. • It was agreed that governor training is significant as are link governor roles. <p>Outcome: Governors accepted the document as a working document on the basis that this is being continually worked on and updated.</p>
14.	<p><u>MAT UPDATE</u></p> <p>This item was discussed in previous items of the agenda, however, governors noted that the line of accountability needs clarifying.</p> <p>Outcome: Line of accountability for the LGB to be clarified with the Trust</p>
15.	<p><u>FEASIBILITY STUDY UPDATE</u></p> <p>This item was discussed in earlier agenda item(s).</p>
16.	<p><u>GOVERNOR TRAINING</u></p> <ul style="list-style-type: none"> • The Clerk to send the latest governor training grid to ST. • It was suggested that governors need to accept that some presentations in FGB meetings are classed as training. <p>Outcome: Clerk to send latest governor training grid to ST</p>
17.	<p><u>DATE OF FUTURE MEETINGS</u></p> <ul style="list-style-type: none"> • Wednesday 14th December 2016 (Committees at 5.30 pm followed by FGB at 6.45 pm) • Wednesday 1st March 2017 (Committees at 5.30 pm followed by FGB at 6.45 pm) • 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)