

# BRINE LEAS SCHOOL

## An Academy

### Local Governing Board Meeting

### Held on Wednesday 26<sup>th</sup> September 2018

#### MINUTES – PART 1

**Present:**

Mrs A Beecher	(ABR)	Elected Staff Governor
Mr A Cliffe	(ACE)	Headteacher Governor
Dr K Jones	(KJ)	Elected Parent Governor
Mr T Marsden	(TM)	Appointed Governor
Mrs S Okell	(SO)	Appointed Governor
Mrs S Turner	(ST)	Parent Governor (Chair of Governors)

**In Attendance:** Mr D Cole (Deputy Headteacher) and Mrs E Fletcher (Clerk)

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

#### Apologies

Apologies were received from Ms K Batten, Mr T Court and Mrs M Hennessy Jones. All apologies were considered carefully and governors accepted them for this meeting.

Absence without apologies was recorded in the case of Cllr A Moran and Mrs K Salisbury.

**Outcome:** Governors accepted apologies from Ms K Batten, Mr T Court and Mrs M Hennessy Jones.

#### Declarations of Interest

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

The annual declarations will be issued by the Clerk and governors will be asked to submit these at the November 2018 meeting.

#### Results

A presentation on results was provided by Andrew Cliffe.

Governors were asked to ensure they look carefully at the Asset report which was been uploaded onto Governorhub in advance of the meeting.

*Governors asked how many Year 13 were given unconditional offers and therefore unaffected by the marking concerns.* ACE shared that not many are in this situation. ACE shared that the school feels there are some issues with marking in some subjects and these are being pursued.

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

**Governors queried if other schools are in the same position.** ACE shared that he is aware of a similar situation with photography at least. ACE shared that it is possible the school has to accept that the issue is in school and not the marking; this will be looked into if the response to re-marks is not favourable.

ACE highlighted that boys are not doing as well as girls and the school is determining whether this is something that needs addressing after it is able to compare this to national data.

**Governors enquired about destinations for Year 13 students.** ACE shared that this information has not yet been fully collated although informed governors that some Oxbridge places were offered to BLS students.

Governors noted their thanks to staff for the results – they highlighted that some real strides have been made in the areas that were a focus for governors. ABR will pass on the thanks on behalf of the chair.

**Action:** ABR to pass on the governors' thanks for the results achieved.

### Appointment of Chair

The Clerk informed governors that two nominations had been received, both in respect of Su Turner thereby acting as a nomination and second.

The Clerk invited any other nominations at the meeting, but none were submitted. Su Turner accepted the nomination and agreed to remain as Chair for a further year.

It was therefore proposed that Su Turner was appointed as Chair for academic year 2018/19 or until her term of office ends, whichever is sooner.

**Outcome:** Su Turner was elected Chair of the LGB for academic year 2018/19

### Minutes from Previous Meeting

The minutes from the Part 1 meeting held on Wednesday 11<sup>th</sup> July 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 11<sup>th</sup> July 2018 as a true and accurate record

### Matters Arising

ST has yet to share the report produced from the July visioning exercise. ST to forward this to the Clerk so it can be shared with governors. ACE informed governors that whilst this hasn't been forwarded to the LGB, he has received feedback from ST and has used this when updating the SDP.

**Action:** ST to forward the report produced from the visioning exercise to the Clerk so it can be shared with the LGB.

## Leadership Development Plans

A copy of the leadership development plans were provided to governors prior to the meeting.

ACE shared that these documents highlight the focus for each of the leadership team and the SDP is the overarching document. ACE highlighted that the leadership plans should provide governors with reassurance that there is thinking in each area which sits behind the SDP.

**Outcome:** Governors accepted the outline development plans for each leadership area.

## SDP and SES

A copy of both the SDP and SES were provided to governors in advance of the meeting.

### SDP

- ACE shared he altered the one side summary to reflect the vision.
- ACE informed governors that the school did miss out on 54% A\*-B at A Level and MFL is still 9% adrift although it is a massive improvement. In addition, the 96% attendance target wasn't met although it was close.
- Governors were informed that the SLT re-structure is ongoing and this is something that Mr Cole will pick up to work on.
- ACE pointed out that the old specifications have gone now and we are working on the new ones; as a result, the school will need to determine what is to be preserved in the future and what it is prepared to compromise on.
- IH events are improving but need time to be embedded.
- Changes to assessment also need to embed to see the impact. National averages will aid the school to look at patterns and gaps etc. so that strategies can be considered.
- Governor attention was drawn to the building works which will commence a week before half term.
- The new site team should see improvement and there are plans to bring cleaning in-house.
- Governors were informed that Mrs O'Neill has worked hard on PM changes to make the process more streamlined.
- ACE highlighted that the budget will still be an issue and the school will continue to work on how best to balance the budget.
- **A governor queried internal checks on new starters and how they are progressing.** ACE shared that learning walks are done and the induction process is robust.
- ST asked about governors being more visible within the community – possibly as a link out to the community. This is an area for consideration when the link roles are reviewed. In addition, HOCA's are to be asked what they would like from their link governors; they need to have a think about what they can do to add value rather than just checking up on them. KJ gave an example of the positive impact that link governors can have by encouraging departments to share how they feel about challenges and how governors can support them.

- The SDP will be re-tweaked in line with the final vision report once it is received. No other queries raised. Governors accepted as a fluid document. Action points from the session to be included in the SDP.

**Action:** HOCA's to be asked what they would like to get out of their link governor visits in future.

**Outcome:** Governors accepted the SDP as presented subject to it being further updated when the final visioning report is shared.

### **SES**

- ACE informed governors that comments about results have been woven into this version of the SES.
- ACE shared his view that, whilst the results this year were excellent, it wasn't possible to change the outcomes grading based on one year alone. Governors agreed with this.
- Governors were informed that attendance has gone up but ACE felt that this isn't enough to mark it up as a 1.
- ACE shared that T&L is hard to divorce from outputs but highlighted that he has no doubts that T&L is improving but predicted grades are still not accurate enough to generate intervention needed.
- KJ suggested that the mark up on the document is changed from 'draft' to 'working document'. All governors were in agreement with this.

**Action:** ACE to update the SES so that it reads 'working document' rather than 'draft'

**Outcome:** Governors accepted the SES subject to the above change.

## **Headteacher's Report**

A copy of the headteacher's report was provided to governors prior to the meeting. ACE highlighted the following areas in particular (on the assumption that governors have read the document fully):

- Results - ACE reminded governors that on most measures, BLS is in the top 5 in Cheshire East. ACE will send the table with Cheshire East results when they are available.
- Headteacher Governor – this appointment will be discussed at the November meeting.
- SDP headlines – 150 students have enrolled in BL6 not 250. ACE shared that the latest figure was 153.
- Building – two contractors will be on site at the same time. The roofs should be finished in February. **Governors queried forms of entry for this build** and ACE shared that this is using LA model where 30 children make a form.
- **Governors queried when Ofsted is expected given current changes.** ACE shared that this is around 2 years; a new head will attract a visit but within the same timescale so this won't change.
- Retirement Celebration – ACE shared that he will be having a leaving party on 19<sup>th</sup> January and all governors will be invited.

- Teachers Pay Award – Governors confirmed they have read this section. ACE shared that the minima and maxima rises above 1% are being funded but ACE shared that the unions will be asking for this across the board although he is seeking some clarity on what the recommendation from Unions actually is. ACE shared that the backdated date is September 2018 not 2019. ACE hasn't commenced talks with staff yet but does need to get started with this and he will try to ascertain what is happening in other schools as prior to the summer, other schools were all indicating that the proposal is unaffordable. This will be considered in due course although the next scheduled committee meeting may be too late and an interim decision may be required. **Governors highlighted that the union requests only need to be considered.** ACE shared that 1% has been budgeted for but highlighted that affordability is not part of the union stance. **Governors felt that the union stance was unusual given the budget situation and that the school was in a no-win situation.**

**Action:** ACE to provide governors with the Cheshire East table of results when available.

**Outcome:** Headteacher Governor role to be discussed at the November LGB meeting.

### Policy Approval

- Safeguarding Policy – some typing errors were highlighted and KJ, safeguarding link governor, confirmed he had some queries prior to the policy being implemented. Governors approved the policy subject to the errors being rectified and KJ resolving his queries.

**Outcome:** Governors approved the updated Safeguarding policy subject to the typing errors highlighted being updated and all queries being addressed.

- Positive Schooling – it was agreed that names will be removed from the policy and transferred into an appendix. Governors approved the policy subject to this.

**Outcome:** Governors approved the updated Positive Schooling Policy subject to the amendment outlined above.

- Lettings Policy – governors approved the updated policy.

**Outcome:** Governors approved the updated Lettings Policy.

### Sub-Committee Terms of Reference

- Business Sub-Committee - governors accepted the proposed updated TOR's.
- Students' Sub-Committee - governors accepted the proposed updated TOR's.
- ARR Sub-Committee – governors discussed the draft TOR's for this new sub-committee:
  - It was felt that the fourth point around challenge is in line with the SDP and will enable the group to ensure that the school is working towards targets set with in the SDP.
  - It was suggested that the TOR's could include an additional bullet point 'identify, at the earliest opportunity, any trends that may need addressing and undertake direct work relating to this'.
  - It was agreed that agreed that the TOR's should be accepted as presented at this meeting and then should be reviewed by the subj-committee after a couple of meetings.
  - Membership on the ARR sub-committee was discussed and it was agreed that another governor would be preferable. It was suggested a new governor could join this group.

<b>Outcome:</b>	Governors approved the updated Terms of Reference for the Business Sub-Committee.
<b>Outcome:</b>	Governors approved the updated Terms of Reference for the Students' Sub-Committee.
<b>Outcome:</b>	Governors approved the updated Terms of Reference for the ARR Sub-Committee on the proviso that they are reviewed by the group later this academic year.

**Governance**

**Link Governors**

- Link visits will be organised for this term. The Clerk will lead on this.
  - ST shared that she is keen to formalise the link roles – suggested two per year as standard and then one per term, or more frequently, for areas that need more involvement. ST and the Clerk to work on link governor support and criteria etc.
  - It was agreed to remove the KS links as ARR will most likely pick up these issues. If these are felt necessary in future they will be reinstated.
- Action:** Clerk to work on setting up link governor visits before the end of the Autumn Term.
- Action:** Chair and Clerk to prepare proposed criteria for future link governor visits.
- Outcome:** Governors agreed that the standard meeting schedule for link governors should be two meetings per year unless it is for an area of focus/intervention in which case visits may be each term or more frequently.

**Membership**

- The ARR sub-committee is currently a group of 3 governors.
  - ABR term of office comes up for end prior to the next meeting. The staff governor vacancy will be advertised to coincide with the end of ABR's term of office. In the case that ABR is not re-elected, governors expressed their thanks to ABR over the past four years.
  - It was proposed that KJ is moved to the role of appointed governor after the end of his term of office as parent governor. All governors were in agreement with this.
  - Parent governors will be advertised after October half term. The Clerk will prepare draft paperwork for the election process.
- Action:** Clerk to commence the election process for Staff Governor.
- Outcome:** Governors agreed that KJ should be re-appointed as an Appointed Governor following the end of his current term of office.
- Action:** Clerk to prepare the election paperwork for Parent Governor.

Future Meetings
<ul style="list-style-type: none"> <li>• Wednesday 28<sup>th</sup> November 2018 ~ Sub-committees at 5.30 pm and LGB at 6.45 pm</li> <li>• Wednesday 27<sup>th</sup> February 2018 ~ Sub-committees at 5.30 pm and LGB at 6.45 pm</li> <li>• Wednesday 22<sup>nd</sup> May 2018 ~ Sub-committees at 5.30 pm and LGB at 6.45 pm</li> <li>• Wednesday 10<sup>th</sup> July 2018 ~ Visioning at 3.45 pm and LGB at 5.15 pm</li> </ul>

**End of Meeting**

**Decision /Action Log**

Date of Decision	Action or Outcome	Decision Made / Action Required	Review/Action	
			When	By Who
26/09/2018	Action	Chair to share the Vision Exercise Report with LGB	Nov-18	ST / Clerk
26/09/2018	Outcome	Leadership Development Plans accepted.	Oct-19	LGB
26/09/2018	Action	HOCA's to identify what they would like to get out of link governor role	Nov-18	ACE/Link Govs
26/09/2018	Outcome	SDP accepted	Feb-19	DCE
26/09/2018	Outcome	SES accepted	Feb-19	DCE
26/09/2018	Action	ACE to share Cheshire East results with LGB	Jan-18	ACE
26/09/2018	Action	Headteacher governor role to be discussed	Nov-18	LGB
26/09/2018	Outcome	Sub-committee TORs accepted	Sep-19	LGB
26/09/2018	Action	Clerk to set up link governor visits during Autumn Term 2018	Feb-19	Clerk
26/09/2018	Action	Clerk and ST to work on criteria and guidance for link governor visits	Nov-19	ST/Clerk
26/09/2018	Outcome	Link Visit Schedule agreed	Sep-19	LGB
26/09/2018	Action	Clerk to commence staff governor election process	Nov-19	Clerk
26/09/2018	Action	Clerk to commence parent governor election process	Feb-19	Clerk/ACE
26/09/2018	Outcome	KJ to be given an appointed governor term of office when his current term expires	Nov-22	LGB