

Barley Lane School Full Governing Body Meeting 1 (Part 1 Minutes)

DRAFT

Date / Time:	21 st September 2016 at 17.05	Location:	Barley Lane School
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Attendees:	Initials:	Governor Type:
Jacqui Dye	JD	Chair (PAR)
Damian Furniss	DF	Vice Chair (AGOV)
Caroline Westacott	CW	FOU

Attendees:	Initials:	Governor Type:
Michael MacCourt	MM	STH
Vicci Wood	VW	COO
Mark Dye	MD	FOU

Apologies:	Initials:	Reason:
Kevin Goodey	KG	Unable to attend
Simon Robinson	SR	Personal Reasons

Absent without Apology:	Initials:

In Attendance:	Initials:	
Kirsty Forbes	KF	Clerk
Anne Hannaford	AH	Associate
Dave Jones	DJ	Associate

Minutes To:
Attendees
Website

Min. No.	Actions & Decisions:	Owner:	Date Due:
1/1.1	Apologies Apologies were received and accepted from KG and SR.		
1/1.2	Agree Instrument of Government & Committee Membership The GB Agreed the Instrument of Government and Committee Membership as set out in the Governor Handbook.		
1/1.3	Agree Terms of Reference The Terms of Reference were agreed for all Committees, please see the Governor Handbook. The Headteacher Performance Management Advisor has yet to be secured.		
1/1.4	Review Delegation of Responsibility The GB was happy to approve the delegation of responsibility.		
1/1.5	Agree Annual Cycle The GB agreed the Annual Cycle but is aware that this is a working/changing document.		
1/1.6	Reminders KF reminded all Governors of; the Quorum for meetings and the importance of reporting any absence, Part 2 Confidentiality and the processes for agendas, minutes and papers.		
1/1.7	Meeting Dates The calendar of dates had been circulated but KF advised that the date for HTPM would need to be changed and another date for Resources may be required. The GB approved the meeting dates.		
1/1.8	Declaration of Business Interests The forms were updated and signed by those Governors attending the meeting.		
1/1.9	Governor Code of Practice All Governors were asked to read and sign the Code of Conduct to confirm they are willing to uphold these expectations.		
1/1.10	Governor Vacancies There is currently one vacancy for a Parent Governor. A letter had been sent out to all parents but no response had been received. KF will check again with SGOSS to see if they have any suitable candidates and with another company called Inspiring the Future who also recruits Governors. MM noted that CM had expressed an interest in becoming an Associate Member. The GB welcomed this offer and agreed unanimously to CM joining the GB. KF will send CM the meeting dates and organise any paperwork. Dates sent 21/09/16	KF KF	30/11/16 ASAP
1/1.11	Correspondence Governors were aware of all the correspondence received.		
1/2.1	Minutes of the Meeting 27/04/16 The minutes were agreed as a correct record and signed accordingly by the Chair.		

1/2.2	<p>Minute 2/3.5 (2015) It was agreed that staff photo display should be an ongoing operational process for the school.</p>		
1/2.3	<p>Minute 4/3.1 (2016) A new SRE policy has been put together to link with PSHE and CSE. MM will forward the policy to KF so that it can be approved at the next SBTL meeting.</p>	MM/KF	01/02/17
1/2.4	<p>Minute 4/3.2 (2016) SR was unable to attend the meeting so it was asked that KF contact him to see if new timetables had been set up and whether any evidence can be forwarded to Governors via email.</p>	KF/SR	30/11/16
1/3.1	<p>Headteacher Report MM had sent the report prior to the meeting. The following key points were noted:</p> <ul style="list-style-type: none"> • MM updated the FGB in relation to the student referred to in the SBTL meeting who had failed his college course. It turns out he has not necessarily failed and did actually finish the course. He currently has a part time job. • The general consensus among stakeholders, from feedback, is that students feel safe and outcomes are positive. • JD noted from the report that MM had said 'Delegating operational leadership and behaviour management has created risks and caused setbacks' and asked what the school had learnt from these failures. MM explained that biggest issue had been acceptance (by him) that he has not exposed colleagues more to taking an operational lead. MM agreed that he needs to take a step backwards and allow others to lead more often. MM noted that this may mean there are some more lively days as students can be more troublesome when MM is not leading. In terms of the dynamic in the school, when others are leading, it can also create some staff issues. DJ is managing those pressures well and has navigated certain situations exceptionally. He is also becoming more and more skilled at operating both safely and within his limitations but also extending them. JD could understand why in an environment like BL it is difficult to delegate leadership to others as the school has to ensure the ultimate safety of the children. There is evidence of good succession within the school. MM clarified that both MMr and CO are also leading more which has been positive. • JD pointed out that one the actions for improvement would be to reduce Fixed Term Exclusions (FTE) and asked if this is why alternative packages have been put in place. MM explained that packages are put in place for those children who are not engaging with the curriculum but it does also help in supporting children who might be excluded. MM had spoken at the SBTL Committee about obtaining more detail around the reason for FTE and this will be reported back at the next meeting. • VW asked MM, in relation to taking a step in leadership, what can the GB to help this process. MM thought it would be about Governors knowing this is an agreed goal and to accept there might be some issues in the short term. It is an intelligent calculated risk and necessary for the long term sustainability of the school. • DF highlighted that the challenge of distribution of leadership is core to the School Improvement Plan (SIP) and Headteacher Performance Management (HTPM) and this will be taken into consideration during the HTPM. • DF explained that he had been in school when it is under the leadership of DJ and MMr and could see that on a good day they can fulfil the role but on a day where school is below capacity, it could be more difficult and DF was unsure if DJ, MMr or SR would have the resilience to cope if MM was not available to step in. The lack of options as a school in relation to capacity is a concern and some contingency is required. MM advised that the school is growing in numbers so additional funding should help to provide that extra staffing capacity. 		
1/3.2	<p>School Improvement Review 2015/16 The FGB had been provided with a review of the SIP for 2015/16 showing where actions had been done, progress made or no progress in relation to the targets and goals for the year. The majority of actions had been completed. MM shared anonymised but detailed narratives for each youngster as well as their end of final key stage outcomes. Governors had access to detailed stories and outcomes for students leaving Barley Lane over time. The pupil stories are measurably positive over time and DF noted this and that it has been a characteristic of new Governance that the focus is on the individual student stories and outcomes when numbers so small and the young people so diverse and complex.</p>		

	<p>JD noted that it is always difficult to predict how children will deal with exam situations and this could happen to anyone as the pressure is so great. Some students may not reach potential due to this factor. MM explained that most of students had positive stories.</p> <p>MM wanted the Governors to look more closely at English as an example of how pupil outcomes offer obvious and clear insights into the quality of teaching and handed out an example of teacher self-evaluation alongside peer evaluation and the observation document in order to give a back story of the English department. This evidence helps to highlight that teaching is in good shape and helps to identify any areas for development. This is the kind of information that Governors can access across subjects and teachers in order to challenge the school. This will be something the SBTL Committee can see for all subjects.</p> <p>DF noted that the SBTL Committee had looked back several years at trends in the data and had been tracking leavers as well as their extra-curricular achievements and work placements. This shows how students have developed at school and how it has impacted their journey through life. The school are focused on results but also the wider developments of the children so as to provide wider life chances.</p> <p>MM explained that, prompted by VW's request at SBTL, in terms of holding teachers to account, he will be asking them to set realistic and aspirational current and contextualised goals as final Year 11 begins to set against FFT and share these with families. A report will come to the next FGB and SBTL meetings.</p>	MM	30/11/16
1/3.3	<p>New Draft School Improvement Plan 2016/17</p> <p>MM advised that the priorities have been set out by the school and had been sent to Governors for any feedback or input.</p> <p>Teaching and Learning continues to be a key focus for the school.</p> <p>DF explained that the SBTL Committee had looked at information in relation to individual teachers views, learners' views, colleague views, patterns of holding and disciplinary issues and there is a correlation in this evidence with the results the school are achieving. There are areas for development and focus that have been drawn from this information to be used in the SIP.</p> <p>The FGB were happy with the plan for 2016/17 and unanimously agreed to approve the SIP.</p>		
1/3.4	<p>Self Evaluation Form (SEF)</p> <p>The GB had seen the SEF and asked MM if there were any areas which stood out. MM mentioned that the school are very vigilant in keeping children safe but not so good at helping them to keep themselves safe. MM has spoken to the PSHE champion (PSHE is one of the key areas of focus that will be addressed as part of the curriculum) about building this more effectively in to the curriculum. BL need to help build empathy and strong sense of self-worth in children in order to make sure they cannot be radicalised. MM has also spoken with parents and carers about helping to achieve this. The school will continue to make improvements.</p> <p>MM also noted that the school are still battling hard with mobile phones and what the students are accessing online and students are challenged about this. Smoking is on the decline and these are all basic safety issues in terms of helping children to keep themselves safe.</p> <p>PSHE is one of the key areas of focus that will be addressed as part of the curriculum.</p>		
1/3.5	<p>SBTL Committee</p> <p>No questions were raised in relation to the minutes and issues had been referred to throughout the meeting. DF noted that the focus of the meeting was mainly on outcomes but the Committee also looked at risk assessment in relation to CSE and radicalisation and had observed a spike in racist incidents last term. Overall the Committee structure is helping to dig incrementally deeper and deeper into teaching and learning which has been positive.</p>		
1/3.6	<p>Resources Committee</p> <p>MD noted that at the last Resources meeting Governors wanted to understand staff absence in order to clarify the schools ability for capacity so as not to put too much pressure on other staff. This links in with SBTL Minute 1/3.1 at looking to increase staff capacity as a contingency. If the Resources Committee can identify the money to support this additional capacity then the next step would be to look at what staff skills we have and what we require. There has been a good level of stability in staffing which will need to be kept which also relates to SBTL Minute 1/3.1 in retaining current LSA's. Once the stability is in place it will benefit both staff and students.</p> <p>MD asked how the budget was looking. AH advised that Suzette is coming to school on 23/09/16 and more will be known after this time. There are currently 64 pupils on role with possibility of increasing to 72. MD noted that the Resources Committee will need to</p>		

	<p>define where the additional staff are required within the school as it will depend on what age any extra pupils who join the school are. MM thought it would be hugely beneficial to have extra capacity so that staff can attend training and away days without causing issues within the school. MM noted this should be a strategic priority and would need to be built in to the SIP. The GB agreed.</p> <p>MD expressed that it will be a fine balancing act between not using too much budget on staffing and getting the right staffing level. The Resources Committee will need to build in an extra meeting quickly in order to react to this issue. MM asked that, as a starting point, the Committee find someone who has the experience and quality to teach at either UPS or aspiring to UPS or look at appointing a behaviour manager.</p> <p>MD asked DF is there anywhere he felt there was a need for staffing from what had been seen at the SBTL Committee. DF noted that the aim would be to provide resilience and it would be beneficial to employ someone who can teach a number of subjects so there is more flexibility. MM thought the core subjects would be important, especially Maths, in order to provide some additional cover for SR so that he can be freed up to undertake quality assurance.</p> <p>The Resources Committee agreed to meet at 4pm on 12th October prior to the Pay Committee.</p> <p>AH wanted to mention the issue the school is having with mobile phone contracts and the trouble with signals as it was looking more likely they will have to buy out of the contract. MM noted that it is essentially a decision as to whether we cut our losses. MD asked that AH find out the cost of buying out of the contract and brings that information to the Resources meeting.</p> <p>The GB agreed to move to Part 2 and all staff left the meeting.</p>	MM	ASAP
		AH	12/10/16
1/3.7	<p>Governor Visits</p> <p>DF and VW had both undertaken visits last term and reports had been provided to the GB.</p> <p>DF and VW have arranged visits for this term as agreed at SBTL.</p> <p>CW will look at dates to visit the school and the land based studies course. DJ also advised CW that courses in Construction and Catering take place at Coombe Padford in Torquay which might be of interest. DJ will email CW with the days different courses run so that she can make a decision.</p> <p><u>SBTL Minute 1/3.3</u> - VW spoke about Governors meeting with focus groups when they visit the school in order to support and evidence their role on the GB.</p>	DJ/CW	
1/3.8	<p>Governor Training</p> <p>KF had provided Governors with a report from her Clerks update training highlighting that Ofsted will be looking closely at Governor training in relation the posts they hold on the Governing Body. KF had therefore produced some training recommendations for Governors to undertake over the course of the next academic year. These will be updated for each meeting with any new courses on offer. Governors will need to contact KF to book any training. MM asked for a copy of the Governors Training record to be sent to him via email. KF noted that both CW and VW need to carry out the skills audit. MD thought it would be beneficial for all Governors to undertake the skills audit again and asked that this is brought to the next meeting.</p> <p>AH agreed to find out about in-house CP training and will report back dates to the GB so that they may attend.</p>	KF KF AH	ASAP 30/11/16 ASAP
1/4.1	<p>Alternative Provision Policy</p> <p>DJ had put together a policy to outline the purpose of alternative provision. This is an operational policy which the GB was happy to approve.</p>		
	Meeting Closed: 19.58		

Next Meeting:			
Date / Time:	30 th November 2016 at 5pm	Location:	Barley Lane School