

Barley Lane School Safeguarding, Behaviour, Teaching & Learning Committee Meeting 1
(Part 1 Minutes)

DRAFT

Date / Time:	11 th October 2017 at 17.30	Location:	Barley Lane School
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Attendees:	Initials:	Governor Type:
Damian Furniss	DF	Parent
Liz Shinn	LS	LA

Attendees:	Initials:	Governor Type:
Vicki Wood	VW	Co-opted (Chair)
Michael MacCourt	MM	Staff - Headteacher

Sanctioned Apologies:	Initials:	Reason:
Simon Robinson	SR	unavailable (Staff Governor)
Dave Jones		Personal commitments (Associate Member)

Unsanctioned Apologies:	Initials:

In Attendance:	Initials:	
Helen Rimmer	HR	Temporary Clerk
Jo Davey		Invited – Associate Member

Minutes To:
Attendees
Website

Meeting started: 18:35

LS remarked that she sees lots of School Improvement Plans (SIPs) and Self Evaluation Forms (SEFs) in her professional life and she felt they very accurately described the school and its work

Min. No.	Actions & Decisions:	Owner:	Date Due:
1/1.1	Apologies & Business Interests apologies were received accepted from SR and DJ, no business interests were declared.		
1/5.1	Elect Chair This item was moved from the end of the agenda as VW was prepared to chair the meeting. DF proposed that VW should be the chair of this committee. <i>All agreed that VW is the new Chair of the Safeguarding, Behaviour, Teaching and Learning (SBTL) committee.</i>		
1/2.1	Minutes of the Meeting 07/07/2017 These were agreed as a correct record and signed accordingly by the Chair		
1/2.2	Other Matters Arising Minute 5/3.3 THRIVE report This report was not available, still awaiting from Mike McDaid (MMcD). The SBLT committee would like the report ready for the next meeting. ACTION MM will ask MMcD to ensure the THRIVE report is ready to present to the next SBTL meeting.	MMcD	22 Nov 2017
1/2.3	Minute 5/3.3 (Personal, Social and Health Education) PSHE report – still awaiting Still awaiting the PSHE report from Emma Tompsett (ET). The SBLT committee would like the report ready for the next meeting. ACTION MM will ask ET to ensure the PSHE report is ready to present to the next SBTL meeting	ET	22Nov 2017

1/2.4	<p>Minute 5/3.3 Therapies report MM apologised that there is not a separate Therapies report. However, it is embedded in School Improvement Plan (SIP) under ‘environment’. DF said governors want to be clear on who has the oversight of the role of mentoring, counselling, emotional literacy, THRIVE, PSHE? MM said no dedicated leadership is possible until there is staffing stability but each area has a “leader” a “champion”. LS suggested that governors are presented with a review showing success stories where pupils were helped by these supportive interventions. MM said he been considering a way of reporting children who are challenging and complex and what measures have been introduced to help them, the input for the children and the consequent outcomes in measures. MM suggested this is incorporated in his existing report to governors on the SBLT committee. MM suggested he produces examples showing supportive interventions working for anonymised pupils. DF said he wants to be able to look at whether a therapy on offer is right and if it is meeting the needs of the pupils. MM reported that the Educational Psychologist is very active in identifying opportunities for staff to develop their ability to support the children emotionally. ACTION – MM will produce anonymised reports of a couple of pupils’ case studies which will describe the impact of therapeutic work and bring this to the next SBLT meeting.</p>	MM	22 Nov 2017
1/2.5	<p>Behaviour Policy</p>		
1/2.6	<p>Monitor school website MM and DH again checked website contents after a meeting with an advisor from Babcock. VW asked if information can be in alphabetical order? MM has spoken to KG about this. HR flagged up that the website was not fully enabled from all browsers. ACTION – KG to put statement on home page suggesting full content is not enabled unless use internet explorer. In long term to investigate further.</p>	KG	ASAP
1/3.1	<p>Leadership & Management The governors agreed that this discussion took place in the Full Governing Board (FGB) meeting (meeting 1) which took place immediately before this SBTL meeting, and therefore decided it was not efficient to repeat the discussion. School improvement and key milestones (SIP review 16-17) (SIP second draft 2017-18) MM stressed the point [he made in the FGB meeting previously] that staff must have ownership of and accountability for what they must to improve. The SBTL committee agreed that they back the approach of staff having ownership of what they need to do to improve. LS asked if from looking at practice for the whole school, if training will be personalised and tailored to individual’s weaknesses? MM replied that anonymised results are looked at to identify themes where improvement is required. Some of the themes which are identified can be worked on by watching best practice demonstrated by peers within the school. MM reminded the governors of the 5 major themes as he outlined when discussing the SIP in the FGB meeting previously. Stressing the emphasis there is on the staff modelling the behaviours they want in the children and the power of self and peer and student evaluation. MM added that he is keen for staff to pursue collective goals where themes of improvement were and are credible as there is greater power and creativity in the collective MM concluded that he hopes the information have been produced in a format governors can use to identify monitoring points and enable them to see what the success criteria are and what to look for during their visits to allow them to see if goals have been achieved.</p>		
1/3.2	<p>Teaching & Learning Pupil feedback (Parent Learning feedback 2015 – 2016), (Parent pupil personalised learning feedback 2016-17) & (Pupil Learning feedback 2015-16) VW said she could identify from the reports that peoples’ energy levels were down. DF asked when report was produced? MM said the pupil feedback was from the first 7 to 10 days of this term. VW asked if the feedback was valuable? MM said the opinions was</p>		

	interesting and useful, especially to see where they did not score highly. Here the committee decided to deviate from the agenda as they were keen to discuss last term's results:		
1/3.4	<p>Outcomes for Pupils (<i>End of final Key stage outcomes 2017</i>)&(KS2 SATS 2017)</p> <p>In response to a question from VW about the GCSE results, MM replied that where the grades for English and Maths are given in the old letter grading in the report (and not new system of numbers 1-9) these students took these GCSEs the year before. VW said results for pupils look positive and she could see the value of vocational courses which reinforced how important these are. DF said very important that many pupils had multiple accreditations to take into the outside world.</p> <p>MM reported that English under the reformed GCSE without coursework has been challenging. VW said that although colleges require minimum grades trade and mechanics courses will accept functional skills.</p> <p>MM discussed how the latest changes in the GCSEs have disadvantaged pupils at Barley Lane with less coursework for example in English.</p> <p>VW said she felt that the grades achieved, in light of their situation, and progress by pupils is impressive. DF stated he was keen to see if pupils have reached their potential and how what they are taking away to lead to opportunities after Year 11.</p> <p>MM said there are and have been benchmark children who do achieve good grades which suggest the teaching at Barley Lane is good for example the "C" grade equivalent achieved by a year 10 student in Maths and historically those capable of A-C grades have achieved them.</p> <p>MM reported that there is an issue with a lack of engagement on the part of the current year 11 students. VW asked MM about the solutions staff looking at? MM said persistence is the key. VW asked if pupils are seeing Careers Southwest earlier enough to motivate them about what is next? MM replied that the pupils feel anxiety about what is next. There was a discussion about examples of pupils disengagement and what might help. VW asked if pupils visit the college? MM said the advantage of college courses, such as catering and motor engineering is that pupils are at college on a weekly basis and this is better than one-off visits. MM reported that he is pleased that South Devon College is now taking students in addition to Exeter College. There was a discussion about the importance of motivation and how to enable pupils to achieve their potential. Including the importance of celebrating strengths and enthusing and maintaining optimism.</p> <p>MM said that it is in KeyStage 4 where motivation is lower and lower down school there is greater natural motivation.</p> <p>VW asked about the destinations of last Year's year 11 pupils? MM reminded governors Careers Southwest (CSW) had made their initial report on destinations and that had been shared and he expected more information to be available at the November SBTL meeting. MM noted that phoning and chasing and finding outcomes from former students and their families is often more informative but can and does take time</p> <p>ACTION – clerk to ensure the agenda for the November SBTL meeting includes a report for outcomes for last year's Year 11 pupils.</p> <p>ACTION – MM to ensure the latest and further information there is about last Year's Year 11 pupils destinations is reported to the next meeting of the SBTL committee.</p> <p>MM said pupils who come back and visit the school can be very inspirational for current pupils and it is also powerful for them to see they too will be welcomed back in the future.</p> <p>DF said he noted that there were lots of pupils scoring in the mid and upper 90s which is close to the 100 scaled score and asked the overall feeling about the KeyStage 2 Standard Attainment Tests (SATs) results? MM said Ben Wells is tasked with looking at tracking progress. In response to a question from DF, MM replied that they do not have any KeyStage 2 children moving back into mainstream at the moment. DF asked what the KeyStage 2 team think about results? MM said DF would need to talk to the team but MM does not think there were any surprises.</p> <p>The committee would have preferred more narrative in the report. DF suggested Mike McDaid (MMcD) (Senior Teacher in charge of the Primary unit) come in to the next SBTL meeting, as the committee wants to know if pupils achieved what was expected.</p> <p>ACTION – MMcD to produce the SATs results contextually, did they perform as expected? Possibly present the report in person to the SBTL committee at the next meeting. MM to approach MMcD and inform him of this action.</p>	<p>Clerk 22 Nov</p> <p>MM 22 Nov 2017</p> <p>MMcD 22 Nov 2017</p>	

	<p>DF concluded that the committee are keen to know if pupils are meeting their potential. The committee would like to scrutinise [KeyStage 2] outcomes further when receive more detail at next meeting.</p> <p>ACTION – clerk to ensure there is an opportunity to scrutinise KeyStage 2 SATs outcomes on the agenda for the next SBTL meeting in November.</p>	Clerk	22 Nov 2017
1/3.3	<p>Personal Development, Behaviour & Welfare THRIVE, PSHE and therapies report see minutes 1/2.2-4 above</p> <p><i>(Behaviour and safety indicators 16-17 anon)</i></p> <p>MM reported that the majority of pupils are developing when measured against tangible criteria of what positive behaviours look like. MM said there was not anything in any of the measures of profound concern to him across the measures and he would expect it to be consistent with Good. DF agreed with this assertion, from his reading of the report . MM said where there are challenges and risks for example where children are held or the use if fixed term exclusion trends are positive.</p> <p>VW asked about 'holding', and especially it's place in maintaining wider good order where it should be used sparingly. VW said there were 42 holding incidents and asked was this just 1 or 2 pupils for whom holding was a strategy? MM said this is the one that is potentially most contentious but is often necessary for example when children damaging and disrupting the classroom and so the learning and wellbeing of other children , staff will have followed protocol and in the end may remove the disruptive child to allow other children to access the curriculum and allow them to learn. VW asked again if the 42 incidents were several pupils or just a specific pupil? MM reminded VW that each child who is held or needs holding has an individual plan and that but he has not seen anything that stands out as unreasonable. MM said if any holding incident is contentious then he can go back to incident report and review CCTV footage. MM suggested VW looks at The Serious Incident Book, pick an example, find as much information as possible about this one example, scrutinise all the information and speak to the member staff who was involved -at the end of the school day.</p> <p>MM explained with a few examples how, when following protocol, using other non-handling responses may fail and lead to holding being required.</p> <p>VW reflected that trends in data were looking good especially in light of current staffing. DF looked forward to seeing this half terms data.</p> <p>MM asked governors to make visits to school to look into how the school is responding to current challenges stressing the importance of triangulating the data with their governor visits and what they actually see and experience?</p>		
1/3.5	<p>Safeguarding</p> <p>MM said he has continued to share anonymised risk assessments half termly with governors. Then the Ofsted prompts for safeguarding are also used to give termly feedback.</p> <p>MM felt sharing and looking at the recent case study where two weeks in the Spring of 2017 presented a whole range of diverse safeguarding risks and the school's responses was helpful, the committee agreed this was very useful.</p> <p>DF and VW felt that further discussion was not required about safeguarding as this was covered in the Full Governing Board (FGB) meeting (meeting 1), immediately prior to this committee meeting.</p> <p>Special Educational Needs (SEN)</p> <p>MM said Dave Jones has produced the PE report and the SEN report was done with assistance from Babcock.</p> <p>ACTION - DF and VW to look at both these reports this by the next SBTL meeting.</p>	DF/VW	29 Nov
1/4.1	<p>Children in Care (CiC) Policy <i>(j4s-childrencare-examplepolicyforschools-2010)</i></p> <p>VW reported that she has checked the model CiC policy provided and found it uses out of date terminology so needs updating or replacing.</p> <p>ACTION – HR to get copy of latest model CIC policy and send to MM and VW to review and consider adapting for use at BL ready to be brought to the next SBTL meeting to be adopted.</p> <p>It was noted that SR is the nominated teacher for CIC – In response to a question from VW, MM replied that there is not anyone else stepping directly in to this role but MM is covering some duties and senior colleague Clare O'Riley was managing CiC.</p>	HR MM/VW	22 Oct 22 Nov 2017
1/4.2	Offsite Activities Policy		

	<p><i>(School Policy for all Outdoor Ed Trip and Visits-2015-17)</i></p> <p>DF reported that he has reviewed the Offsite Activities policy and this raised a question; Although governors visit around Alternative Provision, governor visits have not seen offsite activities. MM said there is something [offsite] most days. DF suggests someone looks at Risk Assessment and Safety. VW reported that she has Evolve training (EVOLVEvisits is an online system for the planning, approval and management of educational visits) and she receives notifications about trips and is monitoring. MM thanked VW for this. VW said it would be good to see it is followed through [to observe the pupils and staff offsite].</p> <p>DF recommended that they continue with the existing Offsite Activities policy. The committee agreed to continue the use of the existing Offsite Activities policy to review again in 2 years.</p>		
1/4.3	<p>Alternative Provision Policy <i>(Alternative Provision Policy 2017-18)</i></p> <p>VW had seen the Alternative Provision policy and was happy to recommend it for approval.</p> <p>HR apologised that it had been noted in the minutes of the SBTL meeting of 7th July 2017 that the Committee had already agreed to adopt the policy, but the policy review cycle had not been updated. <i>After the meeting HR updated the policy review cycle to show this policy is due for review again in July 2018.</i></p>		
1/4.4	<p>Behaviour Policy See minute 1/2.5, above</p>		
1/5.1	<p>Elect Chair Above</p>		
	<p>Meeting Closed: 19:48</p>		

Next Meeting:			
Date / Time:	It was agreed to move the next meeting to <u>Wednesday 29th November 2017 at 17.00</u> So HR was able to attend and take the minutes.	Location:	Barley Lane School