

Minutes of BBS Governors Meeting – FGB

Monday 22nd May 2017

Present:

Mr P Broomhead (Chair)
Mr M Seaton (Vice)
Ms C Carter (Head)
Mr S Scollay
Mr P Frith
Mr R Oakes
Mrs V Corbett
Mrs C Edwards
Mr M Smith
Mr S Griffiths
Mr S Evans
Mr N Garbett
Mrs E O'Nyons
Dr S Collier
Dr A Morgan (18:52)

Apologies:

Mr A Bates

Also Present:

Mrs Parker, T&W School Advisor

Mrs S McElduff
Mrs S Wycherley (Clerk)

The meeting opened at 17:45pm

Mr Broomhead opened the meeting and welcomed Mrs O'Nyons who is a newly elected Parent Governor and Mrs Corbett who is a staff Governor, currently on maternity leave.

Item

Action

1. Apologies were received and accepted from.
Alan Bates – personal matter
Alison Morgan – work related, but would be arriving late.
2. Declaration of 'Any Other Urgent Business'
None declared.
3. Declaration of Interests
None declared.
4. Minutes
 - 4.1 To Receive and Confirm Minutes of the Previous Meeting(s)
All present agreed to minutes. Proposed by Mr Broomhead, seconded by Mr Seaton.
 - 4.2 Matters Arising from the Minutes
None.
5. Review of Governors Effectiveness
Mrs Parker, T&W School Advisor, went through the review document and made comments on the gap task that was left to be completed by Governors. She highlighted that:
 - an action plan needed to be completed for the actions through the document
 - succession planning needs to be put in place

- consistency in recording information
- school website
- safeguarding

Mr Broomhead asked 4.9, what sort of evidence would you be looking for as impact of outcomes for pupils. Mrs Parker, attainment data, questions logged in the minutes, high attainers, high attainers within the PP group, EAL, LAC, boys/girls performance in English, maths and science, attendance, exclusions and managed moves. For eg. EAL students who speak English as an additional language, and their progress. It's the whole holding school to account (gov for PP, EAL and safeguarding). *Mr Scollay asked about minutes from school review meetings, how they are shared.* Mrs Parker said on the T&W intranet. Ms Carter said she received a copy of the meeting notes, she would share with Mrs Wycherley who could put in drop box. Mrs Parker will email date of next review to Mrs Wycherley tomorrow, Mr Broomhead said that another governor would be welcome to attend. *Mr Seaton asked if would be appropriate to publish minutes on the school website.* Mrs Parker said it would not always be appropriate, suggested a Governors feedback to parents, which would not be misleading. An Ofsted inspector would review the school website prior to a visit and could have form a biased opinion prior to the visit.

Mrs Parker offered to attend governors and would give feedback on the action plan created.

Mrs Wycherley to put T&W review minutes in dropbox

Mr Broomhead & Mr Seaton will meet following the Policy Committee on 26th June. Mrs O'Nyons volunteered also to formulate an action plan. This would then be taken to management committee on 10th July.

6. To Report Action Taken by the Chair (or Vice-Chair) of the Governing Body in Cases of Urgency
None.

7. To Receive Reports/Minutes

7.1 Reports from Committees

Management Committee – January. Mr Broomhead circulated minutes.

HR & Corporate met last week – Mrs Wycherley had circulated minutes

Policy – on Monday 26th June.

Academy working group – things have changed since January. Item classes as confidential

7.2 Reports from governors who have undertaken monitoring and evaluation activity, not dealt with else-where on the agenda.

Dr Collier had met with Mr Richards, comments are in dropbox and will be discussed at management committee on 10th July

Mr Broomhead reminded governors linked to SLT that they need to present at Management Committee on 10th July.

- 7.3 To agree dates for each committee to review terms of reference - to be held in the summer term. (*Paper A*)

Mr Broomhead asked governors to give this paper consideration and pass comments to himself and Mr Seaton prior to Policy Committee on 26th June, which they could then incorporate into the action plan; this would then be taken to Management Committee on 10th July.

All Governors to read paper A

8. **Headteacher's Report**

Ms Carter went through the report (Appendix A). Governors commented as follows:

Successes:

- Dr Collier explained that he had been liaising with Mr Bishop (DT) regularly, he said that he was very impressive to talk to and is taking the department forward. Although the results would still not be where we would have liked, the work created is brilliant, governors please go and have a look. KS3 work has been improved vastly. Ms Carter explained year 7s use terminology that current year 11s can't use.
- Mr Broomhead asked about the impact on learning of EEL days. Ms Carter said that although students do like the days according to a recent survey, staff don't like them. Next year, there will not be as many days. Mr Morgan has audited attendance, it drops on EEL days, PP students' attendance drops on mufti days. Next year there will be no specific mufti days, just specific days such as Christmas jumper day. Mr Frith asked about the purpose and benefit of the EEL day programme. Ms Carter explained for trip and other areas of the curriculum. For example in VCO, one student had only attended one EEL day. Ms Carter had spoken to Mr Garbett about behaviour being poorer on EEL days and mufti days. Dr Collier asked if three EEL days would be enough. Ms Carter replied that there would be occasions when trips take place on other days. Mrs Edwards asked about the possibility of renaming these days. Mr Oakes asked who looks at the learning outcomes from EEL days. Ms Carter explained that Mrs Stephens manages EEL days; KS4 are based around their options, KS3 have been based around the arts this year (ie. Liverpool and Wolverhampton museums). Mrs McElduff spoke about how trips will be managed next year. Mr Frith asked about voluntary contributions, Mrs McElduff explained that next year teachers will have to have a plan b in case not enough 'voluntary contribution' is collected for the trip.
- Dr Collier asked if school are publicising how well the bands are doing. Mr Garbett said that he has a contact at Radio Shropshire.

Mr Garbett agreed to contact local radio to promote the school bands

Challenges & Opportunities:

- Mr Broomhead, said that computer science situation sounded familiar and queried the effectiveness of previous action plans and asked that future plan is scrutinised closely by Head and Governors. Dr Collier asked if the students in current year 11 signed up two years ago and should they have been allowed to take this subject. Mrs O'Nyons asked about the ECDL, although it's sold as a GCSE, it's not accepted by colleges. Ms Carter explained that ECDL will not be offered to students again. Discussion then continued around students not taking MFL and the alternatives available.
- Mrs O'Nyons questioned year 9 completing the new framework for exams, if they're already progressing poorly, how would that impact the coursework. Ms Carter said that the coursework will commence in year 10, current year 10 are not doing as well, because they weren't challenged enough at KS3; current year 7s are already doing GCSE questions.
- Two students who have been excluded, one is impacting on our figures.

Core Staff Data:

- Dr Morgan asked if the figures included maternity leave. Ms Carter replied no.
- Mrs Edwards asked what happens if a member of staff is off on a regular pattern. Mrs McElduff explained the management absence policy, the member of staff is referred to occupational health if needed and the various stages.
- Mr Oakes asked if targets are set by school, T&W or teachers standards. Mrs McElduff said that BBS has adopted the T&W policy. Ms Carter said that this is being tightened up on, school simply cannot afford the absences. Mrs O'Nyons asked if return to work interviews took place. Mrs McElduff said they are very time consuming and school undertakes them for the majority of absences but in some instances a formal recorded interview does not take place.
- Dr Morgan, spoke about the Bradford Spine. Mrs O'Nyons spoke about doing over and above. Mrs McElduff said that it was important that all staff are treated the same.

2.1 Progress & Attainment

- Mrs Edwards asked if it had been agreed that 4 is a C on the new grading. Ms Carter said yes, 4 is a C and 7 is an A. Schools will be judged on 4 being a C.
- Mr Broomhead suggested that the main issue for the school remains the performance of boys.
- Mr Oakes asked if the gap between boys and girls is growing or shrinking. Ms Carter said different methods of engagement had been tested since January, it will take time to see if this improves. The boys work ethic at this school

is not good. Mr Oakes asked if they're mixed gender groups, Ms Carter replied yes.

- Mr Frith, spoke about girls and the gap with girls/boys in maths.
- Mr Scollay said that the gap had been closed in terms of pupil premium. He had met with Pupil Premium visitor and had been told they constantly chase figures on PP students, but they questioned how do you close the gap if the student won't come into school.
- Mrs O'Nyons asked about how levels of progress are measured and how often. Ms Carter explained about levels of progress are measured based on KS2 results and they are re-measured every time there is a data drop.
- Mr Oakes asked if tracking this from year 7, at what point are they dropping into the red. Ms Carter replied the problem is the KS3 curriculum isn't challenging enough. For example, maths are going into the primary schools next half term, to see what they're doing. Mr Broomhead added that the analysis school has been working on for the last few years, has identified that KS3 was the main issue but that insufficient progress had been made in this area. He noted that school actions with KS3 curriculum and levels of challenge was now more promising and sought assurance from the Head that progress would be maintained. Ms Carter agreed that KS3 was a significant challenge but data is only now been looked at as it should.
- Mr Oakes asked in terms of Ofsted coming in and looking at the data would they be satisfied. Ms Carter said they would only be looking at progress data, but it would be unfair to judge schools on this so do not look at this, they would look at attainment data.

Pupil Premium:

- Ms Carter spoke about the five students included in the data who should not be in main stream school. Due to the lateness of this being agreed, it was decided unfair to move them to another establishment.

PP Analysis:

- Ms Carter said that with the change from raise online to Analysis School Performance (Raise) able to highlight these 5 students to Ofsted. Mr Scollay said that these were strong examples, Ms Carter added that being at BBS kept them safe in education.

2.2 Teaching & Learning:

- Mr Frith questioned the quantity of books that had been looked at. Ms Carter said that they are 'audited' in detail and the evidence is recorded on a spreadsheet. This has also been a CPD activity for staff, looking at books outside their specialism area.

2.3 Attendance:

- Mrs O'Nyons said that previously students with 100% attendance had received a letter. Ms Carter explained that with small schools structure from September, they will be monitoring attendance and have conversations. Mr Frith asked if there had been a reward system for attendance. Mrs McElduff said that letters are sent home at end of the school year. Mr Garbett explained that there are reward assemblies for 100% attendance, termly and annually. Ms Carter said that the attendance of each small school can be generated instantly on Bromcom, for small school competition. The same will also be in place for behaviour, learning and progress as well.
- Mr Broomhead, asked about PA of PP students and whether PA figure have reduced. Governors had spoken about this last year and had been told things will be put in place, if they had this doesn't seem to be having an impact. Ms Carter said that non uniform and EEL days have a negative 20% impact on figures, without these days next year, hoping it will improve. Mr Garbett explained that the EWO does home visits and holds regular attendance reviews. Ms Carter said that it is proposed that next year, the Learning Mentors visit parents and rebranding pupil premium may help.
- Mr Scollay said that parents have a legal obligation to make sure their child attends school. Mr Garbett said the EWO sends letters, invite parents in for meetings if attendance is less than 90%. Dr Collier asked at what point do you start to go through the process. Mr Garbett said when attendance drops to 91% parents are sent a letter, he went on to explain how the process is managed in school and gave examples. The Pupil Premium visitor had looked at the processes in place and agreed it was in the early stages. There are currently two members of staff who support PP, but there would have more impact with three Learning Mentors.
- Discussion took place around the percentage of PA for the PP students and the small school structures that will be in place from September to support these students.
- Dr Collier commented on students who would be starting in September who are presenting challenging behaviour. Mr Garbett spoke about one of these families who have a daughter who won an award at celebration evening, but the family didn't attend. Mr Scollay explained about the background of some of the students that are discussed at Inclusion Meetings.
- Mr Seaton asked if there is a breakfast club for SEND students. Ms Carter replied yes.
- Mr Garbett explained that students are being signed off due to stress. Mr Morgan had visited medical practices and informed them of school policies and procedures and

explained what support is available to pupils. On two occasions, the issues were safeguarding issues at home rather than school induced stress. Medical practices have been asked to attend the Inclusion Panel meetings and safeguarding actions had been initiated wherever appropriate.

- Ms Carter explained that a standard exercise book has been considered, but costs need to be explored further for next year.
- Dr Collier asked if HLAs do a quality assurance of books. Ms Carter said they do that as well, this is just a snapshot of how SLT know what it is going on with regards to marking books, much the same as observations.
- Mr Broomhead asked the quality of teaching on learning walks. Ms Carter said that it is much better, but students are desperate to be stretched. There are a number of staff on support plans at the moment; this could be for poor management behaviour, books not marked, and could be 6 or 8 week plan in order to improve; it's working well, but this is the step before competency. One member of staff has been appointed to a post, following being on a support plan and applying for the post previously and being unsuccessful which was an indicator that support could result in success. Four members of staff are still on a support plan.
- Mr Frith asked in Ofsted terms where are school with teaching and learning? Ms Carter said at a 3, sparks of a 2, but not with a 1.
- Ms Carter spoke about CPD in school, having 15 coaches in school, who are classed as good; not about the teacher being told what they need to do, lesson is filmed and then they can see what they need to do. Mrs O'Nyons commented that school needs to do more on student voice and needs to build up the confidence of the staff in a manageable way to retain and develop staff.

2.4 Behaviour Exclusions

- Ms Carter spoke about the new small school system being key to reducing exclusions; there will be more layers of support for students before exclusion is considered.
- Mr Scollay said that last year's year 7 had been reported as being 'just a bit naughty', there were students who should have not been here, he added that Mr Morgan is pre-empting situations and bringing parents in before situations arise.
- Ms Carter spoke about small schools will have be able to view instantly when a student receives a phase 3 on their screen.
- Ms Carter report on how the phase 3 incidents have been decreasing since October. Mr Garbett added that behaviour being noticeably better.

- Social time related incidents have decreased.
- Dr Morgan asked about homophobic and sexist incidents being recorded. Ms Carter replied this will happen from September.

9. Publishing Annual Reports (*Paper C*)

9.1 Annual statement – not compulsory, but good to do regularly.

Governors to send suggestions to Mr Broomhead.

9.2 Pupil premium - on the school website Mrs McElduff confirmed.

9.3 Secondary Year 7 Literacy & numeracy catch-up premium - on the school website Mrs McElduff.

10. Approval of School Budget

HR & Corporate recently, thanks to Mrs Wycherley for presented, this version is different, not dramatically.

Ending last year in deficit of £20k, set a budget April 2016, projecting being in surplus of £17k.

Key factors

- Rates risen by £90k (LA give us our rates and then take it away). New build has been valued at £90k.
- School forum decided that the AWPU is significantly less this year, overall £67k less than last April
- Pension contributions increased by £16k
- Apprentice levy £20k
- Redundancy costs due to the restructure of £70k. T&W have agreed school can take funds from the single status.

Good news:

- More students last year
- Restructure salary protection for teachers is 5 years, 3 years for support staff, Mr Oakes asked for a breakdown at next committee.
- All staff have been offered a position, except for two who are being made redundant.
- Budget is based on current staff which is higher than new staff we recruit.
- Need to reduce what we spend on a day to day basis, staffing is 80% of our budget; less money in at the end of the year. Looking to bring these areas down: repairs & maintenance on new build and retained estate (could mean parents have to pay for damages made), alternative providers, iAchieve to use within BRU/Nest to deliver subjects to them and they get a GCSE qualification as well. Departmental capitation, always tried to protect, unfortunately gone down from £120k to £90k. Arts College has been reduced from £19k to £10k. PP looking at reallocating these funds in the

budget, in the last financial year we have used some of the money for teaching staff in English and maths, mentors and 1-2-1 tutors. Mr Morgan has looked at a different model and from September we are going to look at delivering pupil premium in a different way which is where the big cost come in.

There is going to be a deficit budget of £63,522.

Mrs Edwards asked the reason for the reduction in the arts college capitation. Mrs McElduff said that Mrs Ruston has attended SLT and given a breakdown and understood that funding would reduce given whole school context.

Mrs McElduff said that she is going to work with departments to look at reducing costs.

Mr Frith asked if previously school has had reserves when we have had a deficit budget. Mrs McElduff said in past years there had never been a deficit budget.

Mr Broomhead asked, given timing differences, is school structurally in balance with this budget. Mrs McElduff replied yes. Dr Collier asked if in 12-18 months following the restructure, did Mrs McElduff envisage the deficit decreasing. Mrs McElduff replied yes. Ms Carter explained Tim Davies, T&W Financial Director, was happy with the current PAN and number of students starting in the next academic year. Mrs McElduff said that Tim Davis would be writing to Mr Broomhead to confirm that he agreed to the deficit budget. Discussion took place around the deficit budget, the impact of this increasing next year and the unknown quantity of Government decisions.

Mr Seaton commented that the budget was beautifully presented.

Mr Broomhead proposed that the budget as presented be accepted.

Proposal accepted by Dr Collier and seconded by Mr Seaton.

11. Proposal for Change of School Uniform

This agenda item was discussed at the opening of the meeting, due to students modelling the proposed new uniform.

Ms Carter explained the style the proposed uniform will take. Mr Frith asked if girls had the option to wear trousers. Ms Carter replied they had. Mrs O'Nyons asked if the colours would be moving away from house colours. Ms Carter explained moving to small schools, the tie would identify the

small school with the logo colour. Colours could be changed. Mrs O'Nyons asked what the student modelling the new girls uniform her opinion of the skirt; she replied that preferred it, her current one too short and tight. Mr Garbett, asked for confirmation: you prefer the fit of that one "yes". Mrs Parker, asked it is it comfortable, "yes doesn't rise when walking". Ms Carter spoke about tartan being fashionable, but the skirt has a traditional element and spoke about the length of the skirt being a safeguarding concern for some students. The student went on to describe the various styles of uniform samples that she has tried on. Mr Garbett asked for clarification is the ties would still be clip on, Ms Carter said they would.

Ms Carter explained the drive to move BBS into the 21st century, to make it easily identifiable to everyone. Current uniform design is very old. Major change is in the girls' uniform with the plaid skirt. Uniform is identity, the current one is very similar to NGHS and 6th form at Adams. On occasion member of public has said that one of our students has done something, but it was a neighbouring school. Comments made around students wear uniform well, but look scruffy. The uniform will be told through Mary's Tots & Teens, not supermarkets. Students have said that other local schools look down on BBS, call it a chavvy school. BBS students need to look and feel better than other schools.

Ms Carter added that the school logo needs to change needs to be brought into the 21st century also, with a modern font, three colours represent the three small schools. Mr Frith questioned the reason for the shield, Ms Carter replied because it's traditional and Newport like tradition.

Ms Carter proposed that current years 8-9 have the new uniform, new starters in September would have the new uniform.

Mrs O'Nyons said that she had spoken to a lot of parents there needs to be something carefully communicated to parents, they believe that school is changing uniform rather than improving performance. Ms Carter said it is planned to send a letter out tomorrow, following Governors decision, there is not much change for boys, feedback from some girls is it's too posh.

Mr Oakes asked at what stage are parents being told of the new school organisation. Ms Carter explained that a letter had already gone home and further information would be given when possible.

Mr Frith asked if there is only one supplier. Ms Carter said yes at present, however discussion will be taking place with an additional supplier in the area.

Mr Seaton asked the lead time to get the uniform produced. Mrs McElduff said that Governors need to make the decision tonight.

Mr Oakes said that given the big changes to the structure of the school which he agreed with, we was more than happy to adopt the shield logo with the three fish.

A vote took place regarding the logo as the shield with three fish on the blazers. 10 Governors voted for, 3 voted against, 1 abstained.

Governors were asked if they agreed September was the time to change the uniform: Yes, to the changes from September.

Proposals to change – skirt and blazer.

Blazer – piped blazer proposal – 12 voted for, 2 against

Skirt – again 12 votes for, 2 against.

Governors requested that more than one supplier be used for purchasing the uniform and if possible able to purchase via the internet.

Mr Smith made a request that the cost of the skirt needs to be seriously subsidised.

12. Development & Training

- 12.1 Governors reported back on their attendance at recent training and development. A number of Governors had now completed training in “Governors role in pupil disciplinary committees” and a governor had undertaken additional safeguarding training. Both courses were viewed positively. Two governors had undertaken training on improving governor effectiveness but this course had been viewed a little less positively.

- 12.2 Review and identify any training needs for the governing body (*this could include a review of the current LA training programme – details in Leading Magazine*).

Governors to email Mrs McElduff with any training requirements from the courses given.

13. Safeguarding/ Health & Safety

Safeguarding, send & pupil premium at next policy.

LA inspection of send provision in T&W, they've picked us on Wednesday 24th May, 12.30pm-3.30pm. Ms Carter gave details of schedule.

14. Termly Review of Governor and Headteacher Business Interests and agree content or amendments to Governing Body Details that need to be published on the website in line with the Constitution Regulations Statutory Guidance March 2015
- 14.1 The business register must be reviewed annually but is tabled termly to enable new governors to be included and existing governors to update their entry. The register must now be published on the website. Mrs Wycherley to publish on school website.
- 14.2 The Governing Body need to agree or amend the information they publish on each member of the governing body on the website. Mrs Wycherley to amend and publish as required.
15. Confirmation of Date and Time of Next Meeting
To be confirmed following publication of school calendar.
16. Any Other Urgent Business
None.

Meeting closed at 21:15pm.
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