

Minutes of BBS Governors Meeting – FGB

Monday 23rd January 2017

Present:

Mr P Broomhead (Chair)
Mr M Seaton (Vice)
Ms C Carter (Head)
Mr S Scollay
Mr R Oakes
Dr S Collier
Dr A Morgan
Mr A Bates
Mr M Smith
Mr S Griffiths

Apologies:

Mr P Frith
Mr K Mainwaring
Mrs V Corbett
Mrs C Edwards
Mr N Garbett
Mr S Evans

Also Present:

Mrs S McElduff
Mrs S Wycherley (Clerk)

Absent, No Apologies:

None

The meeting opened at 17:45.

Item

Action

1.

Apologies.

Received from:

- Mr Frith (flu virus)
- Mr Mainwaring (family commitment)
- Mrs Corbett (maternity leave)
- Mrs Edwards (work commitment)
- Mr Garbett (illness)
- Mr Evans (work commitment)

Apologies accepted.

2.

Declaration of 'Any Other Urgent Business'.

None.

3.

Declaration of Interests.

None declared.

4.

Review of Governance.

Mr Broomhead welcomed Mrs Parker who is the School's Attached LA Advisor. Mrs Parker introduced herself to the group and asked those present to introduce themselves and say what role they play in the FGB.

Mrs Parker explained the External Review (see appendix A) is to go through the documentation provided, based on two sessions. Look at Phase 2 during this meeting. The four review areas don't have to be completed at this meeting. Phase 3 will be when Mr Collins visits BBS to see that challenges are being met.

Governors worked through the External Review document up to Core Area 4. Management Committee will discuss this area on Monday 6th February 2017.

5. **Minutes**
- 5.1 To Receive and Confirm Minutes of the Previous Meeting(s).
The minutes from Monday 19th September 2016 were agreed and signed.
- 5.2 **Matters Arising from the Minutes.**
Floor in music block – Mrs McElduff said that Dave Tomlinson, T&W Architect visiting this week to look at music block.
Minute's template in dropbox, but to be recirculate. SWY
Counsellor's details have not been circulated to staff as yet. SMC
Governors CPD had added to Genie
Mr Broomhead invited Mrs Ruston to management committee but couldn't attend. Still awaiting PPG impact. PBH to invite ARU again.
6. **To Report Action Taken by the Chair (or Vice-Chair) of the Governing Body in Cases of Urgency.**
None reported.
7. **To Receive Reports/Minutes**
- 7.1 Reports from Committees
- Management committee minutes from November been circulated PBH
 - Corporate committee minutes not been circulated yet. SMC
 - Policy minutes not yet circulated. Complaints, Behaviour, Medical Needs, SEND and a procedure had all been agreed at this meeting SMC
 - Academy Working Group. Mr Seaton said that the meeting with ATT was going to be on Thursday 26th January at 5pm. Team of people visiting to present further information. Mr Seaton asked how we manage the next steps, no future AWG meeting planned. Ms Carter had received an email from the PA to the CEO of the Shrewsbury's Academy Trust, who wants to arrange to meet. Ms Carter is going to arrange to meet listen to what they have to say. Mr Seaton asked Governors to stay behind after Thursday's presentation to discuss next steps. CCA
- 7.2 Reports from governors who have undertaken monitoring and evaluation activity, not dealt with else-where on the Agenda.
None reported.
8. **Headteacher's Report & SLT Report.**
(see attached appendix B)
- Governors had received all this documentation prior to the meeting and it is Ms Carter's intention that this will be the case in the future, to allow Governors time to digest the information.
- Ms Carter explained that there had been lots of success, recognitions and rewards (A3 sheet). Improved newsletter. School bands won 3 platinum awards in November and the IET Faraday Challenge, BBS won beating all T&W schools including Thomas Telford.
- Staff absences: Dr Morgan: commented on the proportion of teaching staff to support staff absences. Mr Seaton commented on*

the reduction in the percentage of absences this year compared to last.

Ms Carter said that currently school was at -0.44, aiming to get to 0, but would like to get to +0.25; last year school got to -0.29. There have been changes in the grading system for English and Maths which has doubled, the level of progress has increased, but so have the grades. These figures are based on the data drop at the start of this year. Mock exams have just been completed, so there will be another data drop soon which will include these results and controlled assessments. *Mr Seaton asked is there anything further we can be doing.* Ms Carter said the gap between boys and girls is widening. The boys are being targeted (phone calls home, letters, parents evening, assemblies, book look data), boys are just not putting the effort in that girls are. Message from staff is that they are putting on the interventions, but the boys don't attend. *Dr Collier asked if there is a 'ring leader' of if some encourage not attendance.* Ms Carter said that these students are being looked for, but the transformation cannot take place overnight. *Mr Broomhead asked about boys in English, -1.55 (Progress 8 English), especially the case with low attaining boys which is -1.37. K and EHCP -2.26.* Ms Carter explained that English are being cautious with their predictions, Maths are doing the same, but their levels are not as bad. Ms Carter went to an ASCL conference about Progress 8 and Ofsted, they know that the levels are not comparable. These subjects do not have past papers to make comparisons. The teaching is a five year journey, the girl's data isn't good either; generally data is not good across all subjects for all groups. Students are not being picked up quickly enough at the moment. The students who need to attend interventions are not attending.

Mrs Parker has visited for a learning walk last term based on HOTS (higher order thinking skills). This was evident in English who were one of the first departments to try out this method.

Ms Carter said that some students were not identified early enough for an EHCP. One of these students is a year 11 and he has only just received his EHCP. It is not practical to find an alternative provision at this stage, so he will stay at BBS. The SENDCo, Mrs Price, is currently on maternity leave and Mr Morgan is covering this post. Mrs Price has already put things in place to EHCPs and provisions in place from the start of year 7. Mr Scollay added that from his experience students are not identified prior to BBS to support their needs.

Mr Broomhead, commented that the SEND register had previously had more students on the register. Ms Carter confirmed that previously there had been more students, but this included students who should not have been included in this register; the previous SENDCo had included students based on their behaviour. These students are on a separate register to monitor them, the students can return to the SEND register if required. Parents have been contacted and all were happy, some didn't want their child on the SEND register. *Mr Smith asked what year groups this involved.*

Ms Carter replied this was across the board. *Dr Morgan asked if staff had received training to work with the students who had been given EHCPs.* Ms Carter said that all these students are in mainstream classes; however they all have a key worker and team who work with them. *Mr Smith asked if resources have been eased for the SEND team.* Mr Scollay replied that the SEND team are now far more focussed. *Dr Collier said that there was obviously a clear focus for putting student on register now.* Mr Scollay replied that multi agency working with CAMHS has identified a lot more issues with students.

2.2 Teaching & Learning

Book looks. Green = Books marked, up to date with next steps learning. Student has responded to the feedback fully and you can see progress in their work. Amber = Books marked and up to date with next steps learning. Response to marking and feedback from students may not be as developed or superficial. Red = Anything else, (including if books are marked and up to date but there is no student feedback).

The book look was based on a 5-week cycle which took place at the start of SLT; both teaching staff and support staff are invited to attend. Students are given a slip to deliver their books to the book look, boys don't deliver their books. SEND students kept losing their books (majority of their books provided were new), Mrs Price has since arranged for SEND students to leave their books in school. *Mr Oakes asked what the follow up was from this process.* Ms Carter explained that the Pupil Premium Mentors are following up the SEND student's comments and that know. *Mr Seaton asked for clarification that SEND, PPG and boys books are looked at first.* *Mr Oakes asked how the responses are fed back to students.* Ms Carter said that staff have been asked to plan time in their lessons to plan for the feedback.

2.3 Attendance

Last year national average was 95%. Report shows current attendance to be 95.26%.

Year on figures for attendance percentage have improved, with the exception of Pupil Premium persistent absence.

2.4 Behaviour & Exclusions

Number of fixed term exclusions are high in terms of days. One year 11 student brought a blunt knife into school, another took a pen knife on a Duke of Edinburgh expedition, along with student who took a craft knife from DT. These are one off incidents. Mr Morgan is holding assemblies. *Mr Seaton asked in terms of knife incidents what does this mean.* Ms Carter said that each incident was a 5 day exclusion. *Mr Smith asked if this was clear in the policy.* Ms Carter confirmed it was, but said this may need to be reiterated.

Phase 3s are for disruption in lessons, these have dropped. Mr Morgan has reported that staff are being more consistent in the use of phase 3s. Staff will have a script to work with on the way to speak to students with lots of focus on praise. Mr Morgan is

currently working on a behaviour mat which contains the classroom language and expectations. There was an MLT meeting today, so staff should be able to recognise if their department/member of staff need support. Currently one member of staff on a 6-week support plan and one on an 8-week support plan.

2.5 Safeguarding and Child Protection

There have been individual incidents of prejudice. Ms Carter has instigated recording of sexist and homophobic incidents for good practice. *Mr Seaton said that it could be seen there was a significant reduction in social time incidents*, Ms Carter agreed, but pointed out that this is not a full academic year yet, but have had the longest term..

Dr Collier asked about shelter from wet weather for students. Ms Carter said yes, some are in the open learning area, litter is a slight problem.

9. **School Improvement Plan (SIP) and School Self Evaluation**

9.1 Update and review the SIP as required.

9.2 Agree changes to school processes for summarising self- review.

9.3 Teaching and Learning Responsibilities (TLR) Review.
To be discussed at a closed meeting.

10. **Financial/Audit Matters**

10.1 Schools' Delegated Budgets (Paper B)

The governing body is requested to note the school budget timetable for 2017/18. Governing bodies of maintained schools are required to submit an approved annual budget plan to the LA by no later than 31st May 2017.

In accordance with the education funding regulations, by March 2017 schools will receive a budget allocation for the financial year 2017/18.

This is delegated to the HR & Corporate Committee.

10.2 Schools Financial Value Standard

The Schools Financial Value Standard (SFVS) was introduced in 2012/13 and there is a requirement for maintained schools (not academies) to submit an annual return by 31st March each year. Schools therefore need to complete the 2016/17 SFVS assessment and return it to the Council by 31st March 2017. Returns will not be externally assessed, although it may be taken into account in the Council's internal audit team's programme of work with schools. Further details are available on the DfE website or by contacting Tim Davis, Finance Team Leader, tim.davis@telford.gov.uk.

Is performance management of the Headteacher/principal conducted effectively including meeting statutory and contractual requirements, ensuring performance objectives contribute to improving outcomes and including mid-year review?

- 10.3 **Delegation of Powers**
Governing bodies of maintained schools are reminded that in accordance with the Telford & Wrekin Scheme for Financing Schools "The Headteacher's delegated financial powers should be reviewed annually or when there has been a change in Headteacher, whichever is the earliest." Governors should therefore ensure that the school's arrangements for delegated powers have been reviewed in accordance with this and minuted accordingly. Such arrangements should specify the amounts up to which the Headteacher, Finance Committee, etc are granted delegated powers by the full governing body to make.
11. **Visioning For the Future**
Discussion about how the board plans to consider the range of collaborative structural solutions available to the school in the future to maintain good and better outcomes and provision for pupils, and enhance financial efficiency.
This is delegated to the Academy Working Group.
12. **Development & Training**
- 12.1 Receive feed-back from Governors who have attended training courses since the previous termly meeting of the Governing Body.
None to report.
- 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*).
Training courses provided. Email Mrs McElduff if want to attend.
13. **Safeguarding/ Health & Safety**
To include progress on any action points arising from the Section 11 Safeguarding Audit completed during the summer term 2015 and updated during 2016.
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.
- 14.2 The Governing Body need to agree or amend the information they publish on each member of the governing body on the website.
15. **Confirmation of Date and Time of Next Meeting:**
Monday 22nd May 2017, 5.45pm.
16. **Any Other Urgent Business**
To consider the items tabled and recorded under item 2 above:
- A closed meeting took place in order to discuss the proposed TLR structure.
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Mr D. Brackwell – All present agreed that he should be removed from the Governing Body as a Co-opted Governor. Mr Brackwell has not attended meetings over the last year. Last correspondence from him was 8th February 2016.

Mr Broomhead told all present that he had received a letter of resignation from Mr Bates. Mr Broomhead said that he would contact Mr Bates and have a discussion with him regarding his letter and following which he would hope to retain Mr Bates on the GB. *(Mr Broomhead was successful in his conversation with Mr Bates and Mr Bates agreed to withdraw his resignation).*

Parental Complaint Panel will need to sit to hear a parental complaint.

PBH & SWY

Mr Broomhead explained that he needed to write a letter to T&W regarding boundaries. Governors discussed the issues around this.

PBH

Meeting closed at 21:00