



MINUTES OF THE GOVERNING BODY HELD ON TUESDAY 30 JANUARY 2018 AT 1800 HOURS

PRESENT: N Briggs (Chair), R Butterfield, L Clapham, V Khanna, A Lomas, R Rehman, H Rush, M Thorp

IN ATTENDANCE: C Meredith, S Horsbrough, T Wright (clerk)

APOLOGIES: S Lees

1. GOVERNOR FINANCE TRAINING

Finance Training led by Sohail Mahmood took place prior to the start of the meeting at 1730 hours.

Chair's Opening Remarks

The Chair introduced and welcomed L Clapham and S Horsbrough to the meeting.

2. APOLOGIES

Noted above.

3. DECLARATION OF INTEREST

None declared.

4. MINUTES OF PREVIOUS MEETING (19 SEPTEMBER 2017)

Received: Doc 14/17-18

The minutes were accepted as a true and accurate record of events.

Proposer: R Butterfield Seconder: M Thorp

N Briggs asked that for future meetings, Governors read the minutes prior to the meeting and come prepared with any questions in an effort to make most effective use of time for this item.

5. MATTERS ARISING (NOT COVERED ON AGENDA)

5.1 [Item 7.8] It was noted that Educare were changing their database and all registered Governors should expect to receive an email regarding their login credentials. R Butterfield reported he had completed two courses which were very good. The importance of all Governors completing the PREVENT training was emphasised. **Action: All Governors**

6. CORRESPONDENCE

6.1 Received: Doc 15/17-18. New admissions policy for Immanuel College.

6.2 An email from S Lees had been received which would be covered in item 7.

7. REPRESENTATION AND NAMED ROLES

Resolved:

7.1 The vacancy left by M Hayes would be filled by M Thorp.

7.2 The staff governor vacancy would be filled by L Clapham.

7.3 R Butterfield, who had been serving as an associate Governor, would be co-opted as Governor to fill the vacancy left by A Watkinson.

7.4 M Thorp was previously a co-opted Governor which presented an opportunity to increase capacity. N Briggs proposed that S Horsbrough be co-opted as Governor. S Horsbrough provided a brief introduction that until December 2017 she had been in Bradford for ten years as Deputy Head/ Executive Head and was now Executive Principal of Wellspring Academy Trust.

7.5 One LA Governor vacancy and one Parent Governor vacancy remained. A letter would be circulated to parents nearer to the consultation evenings. L Clapham advised it would be beneficial to have Governors, particularly Parent Governors, at the consultation evenings. L Clapham suggested speaking to children as well as parents at the consultation evenings. **Resolved:** L Clapham would advise on dates. R Rehman noted he had received positive vibes from parents on the Parent Governor vacancy and had sign-posted them L Clapham.

7.6 N Briggs noted that S Lees term of office was due to expire on 31 January 2018 after having served four years. N Briggs would not be recommending S Lees be appointed for another term and would instead like to build strategic capacity. N Briggs had taken feedback from A Lomas and M Thorp. N Briggs had spoken with S Lees on 26 January confirming the decision. An email had since been received from S Lees sending best wishes for the forthcoming inspection and in taking the school forward. He would continue to support the school wherever he could. This left a further vacancy.

7.7 A Jarvis was Designated Governor for Disadvantaged Children and Sports Funding. S Horsbrough volunteered to take over this role.

8. HEADTEACHER'S REPORT

Self-Evaluation

Received: Doc 16/17-18 SEFv3

8.1 Terry McDermott, leadership support for Schools and previous HMI, was approached to help write a position statement for the School. He spent one day in School. The SEF is now at version 3 following amendments made at the Performance Committee.

8.2 R Rehman noted some typos and will forward these to L Clapham.

8.3 M Thorp reported the document was not a reflection of Governors' self-evaluation long-term but a reflection of information that Governors have been given to act upon.

8.4 N Briggs noted the document was more explicit than what had been provided previously and felt it was an accurate document.

- 8.5 L Clapham would focus on this document as a baseline rather than the School Development Plan. This would be used to track the School's journey.
- 8.6 L Clapham would email an updated version of the document to all Governors prior to any Ofsted visit.
- 8.7 M Thorp noted that Ofsted will look at efficacy of leadership and the capacity to improve.
- 8.8 R Butterfield supported the feedback on the quality of teaching. L Clapham reported that a weekly log was being kept. Last week a new marking policy was launched which provides immediate feedback to inform intervention and learning for the next day. Today six books have been taken from each class to be monitored and feedback provided to teachers. Feedback will be written to provide a paper trail and supporting evidence. There were some concerns around year 5 which were being addressed with HR.
- 8.9 N Briggs assured Governors that in-depth discussions regarding the marking policy and quality of teaching took place at the Performance Committee.
- 8.10 N Briggs reported a gap at Performance Committee following the departure of A Jarvis. V Khanna volunteered to attend. N Briggs reported that the Committee structure would continue for the time-being but that eventually all business would be subject to the Governing Body only.
- 8.11 L Clapham informed Governors of the teaching profile based on drop-ins carried out to date. R Lait had attended School today to start some joint performance management observations in order to quality assure the process.
- 8.12 M Thorp noted that 50% of teaching was good, 50% required improvement with some tipping towards inadequate. Q: *R Rehman "What about year 6?"* M Thorp offered to have further discussions regarding this outside of the meeting in order to protect individual identities. It was emphasised that the School was very focussed on year 6 teaching.
- 8.13 L Clapham provided an update on observations in year 3. One observation was good so would be looking at consistency next time. The other was quite poor tipping towards inadequate. A further visit would be undertaken in a week and if no improvement formal informal support would be put in place. Observations were carried out using the 'what if' grid which had been shared with all staff and was tabled at the Performance Committee.
- 8.14 L Clapham had been benchmarking where the School was. Looking at PIRA and PUMA the children scored well so would expect performance in class to be good but it was not. Target tracker, an attainment tracking system, had been acquired to further assist in analysis.

Data

- 8.15 L Clapham tabled results for KS2 July and December 2017 PIRA and PUMA. Results were collected in to maintain pupil confidentiality. The top row related to July 2017 results. On-track predicts on-track at the time of year so colours change as the year progresses. The bottom row related to

- December 2017. The results portrayed children had made significant progress which raised some questions around test delivery.
- 8.16 M Thorp suggested this piece of information was used as a starting point to build on assessment. The next tests would be looked at closely for validity.
- 8.17 L Clapham noted this would eventually be shared with staff. Pupils doing well in tests but not in class would result in pupil progress meetings and teachers would need to provide evidence to support learning. Results would be married up with progress and attainment.
- 8.18 Q: S Horsbrough *“Does L Clapham think the summer results were more accurate than autumn?”* L Clapham responded she did not trust either data and was not confident the correct access arrangements were put in place.
- 8.19 L Clapham and M Thorp both emphasised the importance of preparing children properly for tests and that tests are carried out under the right conditions.
- 8.20 Q: V Khanna *“Three trains of thought; the reliability of testing, ability to trust the output or framework needs to change”* L Clapham explained they used standardised tests but they were unsure how the tests were delivered and administered. The next set of tests would be quality assured to ensure reliability. M Thorp explained the most reliable evidence was books.

Attendance

- 8.21 Attendance reported at Performance Committee was 94.8% with the School aiming for 96+%.
- 8.22 L Clapham reported a culture of children not attending school with minor ailments. Attendance was also being affected where teaching quality was poor.
- 8.23 Persistent absence was running at 14.4% compared to the national average of 8%. Persistent absence applies to pupils below 90% attendance; 18 children were below due to holidays being taken in term-time. From January, holiday request forms had been removed from reception and parents requesting holidays must speak with L Clapham. Where pupils are absent for more than 21 days they may be taken off the School roll. Parents would be required to sign a letter confirming they understand the consequences of holidays during term-time. These measures were supported by Governors.
- 8.24 L Clapham reported that attendance support was being received from Crossley Hall and she had met with the Education Social Worker.
- 8.25 From yesterday, 33 families were placed on the attendance challenge where they must have 100% attendance over four weeks (not including half-term). If there was no improvement, families may be referred to the Education Social Worker. Some parents did not realise attendance was so low and others have provided some medical evidence which would result in some code changes. L Clapham reported the start of a culture change.
- 8.26 The School medicine policy had been revised to permit the administration of Calpol if a child was ill at School. Parents would be consulted prior to administration.

8.27 Q: S Horsbrough “What are the rewards for good attendance?” L Clapham explained there were three trophies available to classes with 100% attendance. Last week one class achieved 100% attendance and received an extra 15 minutes of playtime. Attendance was displayed on classroom doors and they are keeping the profile of attendance high. There were 100% attendance mugs for teaching staff.

8.28 Q: R Butterfield “In terms of safeguarding, do we know where all the absentees are?” L Clapham confirmed.

Other Items

8.29 C Meredith requested to change the payment system to BACS instead of cheques. All Governors agreed.

8.30 C Meredith had received two quotes for the hall floor; one at £6k and one at £10k. It was proving difficult to obtain a third quote due to the specialism of the work required. C Meredith asked for agreement from Governors to proceed without a third quote. All Governors agreed on the basis that this was causing an immediate health and safety risk.

9. FEEDBACK FROM COMMITTEES

Performance Committee

9.1 All items had been covered in the Headteacher’s Report.

Resource Committee

9.2 Items discussed were the internal audit report, the budget deficit which L Clapham and M Thorp would be meeting with Andrew Redding (LA) regarding tomorrow and policies.

9.3 The financial issues were covered by Sohail in the pre-meeting training.

10. OFSTED BRIEFING

10.1 Reference was made to the documentation circulated by A Lomas in relation to training attended by herself and R Butterfield (Doc 18/17-18).

10.2 A Lomas reiterated the importance of being prepared and managing the inspection.

10.3 A Lomas noted key points including:

10.3.1 Having statutory policies up-to-date and relevant.

10.3.2 Having a list of key documents that everybody should read.

10.3.3 Having a box ready with badges – have your Ofsted box ready.

10.3.4 Outcomes for pupils

10.3.5 Leadership

10.3.6 Capacity for Governor training

10.3.7 Preparation of Governors

10.3.8 Impact of governance, leadership and management

10.3.9 Looking ahead and strategic vision

10.4 Governors are likely to be asked “Is this a good School and how do you know?”

10.5 Performance Committee suggested an Ofsted file and M Thorp had agreed to create a Google drop-box for documents.

- 10.6 S Horsbrough suggested Governors read the Ofsted handbook.
- 10.7 N Briggs reported that a deferred inspection had been requested and this was currently being considered.
- 10.8 N Briggs proposed the following:
 - 10.8.1 N Briggs to chair discussions with Ofsted in order to control the conversation and direct questions to Governors with appropriate expertise.
 - 10.8.2 That A Lomas (SEN), R Butterfield (Safeguarding) and S Horsbrough attend the meeting. All parent Governors were invited to attend and all agreed they were happy to participate.
 - 10.8.3 That a pre-meeting be held led by M Thorp and L Clapham. All agreed. **Action: L Clapham/M Thorp to arrange pre-meeting**
 - 10.8.4 That a communication plan was produced.
- 10.9 L Clapham noted at Crossley Hall they took each point in the framework and noted responses against each one. This could be kept in an accessible file.
- 10.10 It was also suggested that during the inspection, questions posed were written on post-it notes and left in the Headteacher's office. This would facilitate concerns to be noted and consistent responses.
- 10.11 S Horsbrough emphasised the importance of mindset and approach to the visit.
- 10.12 N Briggs felt the School had a good story to tell and he was looking forward to telling it, good progress had been made at the School over the last nine months. He felt that RI would be a good result and would buy the School time to improve.
- 10.13 M Thorp clarified that the inspection would be based on children 'now'.

11. STRATEGIC FUTURE FOR THE SCHOOL

- 11.1 N Briggs supported the temporary arrangements for leadership in the School and now feels the long-term solutions should be considered. One legitimate option would be academisation.
- 11.2 M Thorp recommended that Governors' knowledge and understanding of academies and MATs needed to be strengthened. This could be achieved by somebody with this knowledge coming to speak at a Governing Body meeting. He also recommended having discussions with some MATs or stand-alone academies in order to make an informed decision about the kind of academy trust the School might want to join. N Briggs had prepared a presentation previously on academisation and would send this to all Governors. **Action: N Briggs**
- 11.3 R Rizwan declared an interest as a Chair of Governors in a School of a MAT.
- 11.4 S Horsbrough had experience of different academy trusts and said there was no blue print so one could not be judged against another.
- 11.5 **Resolved:** That a working party be set-up including N Briggs, A Lomas, S Horsbrough, R Butterfield and parent governors. It was accepted that not

all members may be able to attend all meetings so the importance of sharing information was noted.

- 11.6 At the end of the year the Governing Body would be making a strategic decision about the direction of the School.

12. SAFEGUARDING

- 12.1 It had been previously decided that Safeguarding was now a strategic issue and would be an item for Governing Body.
- 12.2 C Meredith updated on the Single Central Register (SCR). The SCR imposed on School by the LA was not aligned to Ofsted. Crossley Hall had an externally moderated database and this was now being used at Grove House. Requests for further information from Governors were outstanding. H Rush enquired as to what had happened with previous documents submitted. C Meredith responded he expected these had been shredded and there was now more emphasis on who had verified the evidence and when. Once the database was complete R Butterfield would review and an audit would be undertaken.
- 12.3 C Meredith noted that when supply staff provided photo identification, this was now checked, signed and dated by the verifier.
- 12.4 L Clapham asked if the SCR was checked by a Governor. R Butterfield checks the SCR regularly and this was last checked in December.
Resolved: That the SCR would be checked prior to each meeting and a record kept.
- 12.5 Sam Preston from the LA was scheduled to undertake an audit in March 2018.
- 12.6 **Resolved:** R Butterfield would schedule in a site visit to School.
- 12.7 S Horsbrough explained they have recently had five inspections in the Trust. Comment was made on the link between safeguarding training and the SCR. N Briggs asked Governors if there was anything they would like to know more about. A Lomas said it would be useful to have some training around interpreting the data. M Thorp offered to do individual sessions, noting this for parent governors if they are in School.
- 12.8 H Rush undertook a School visit early in January and noticed changes. During her next visit she will ask how the children are dealing with the changes.
- 12.9 M Thorp reported that safeguarding is part of staff briefing each week. L Clapham further reported that mechanisms for understanding are shared with staff and evidenced.
- 12.10 R Butterfield reminded Governors that the KCSIE consultation was due to close next month.

13. POLICY REVIEW

Received: Doc 17/17-18 Professional Appearance Policy

- 13.1 Whilst this was not statutory policy it could often create questions and problems. The policy was aimed at the attitude around dress and modelling and raising expectations for the children.
- 13.2 H Rush asked about 4.1 Inappropriate Hairstyles and what that meant. L Clapham explained it was intended to open up a dialogue to help develop professional judgement. S Horsbrough supported the policy in terms of developing understanding and professional judgement.
- 13.3 A Lomas supported the idea of dressing up and being more professional in School.
- 13.4 All Governors ratified the policy.
- 13.5 N Briggs noted the level of professionalism in the policy document.

14. ANY OTHER BUSINESS

14.1 SEND Consultation

- 14.1.1 A Lomas informed Governors of two consecutive consultations; the Early Help and Prevention and the SEND Specialist Teaching Support Service.
- 14.1.2 There was previously one option presented but further options had been drawn up following feedback. Option 1 was to remain the same but with a 35-40 FTE reduction and a £660k saving, option 2 was a tweak of the previous model and involved a 10-12 FTE with a £3.5k saving, option 3 was a new model which involved a 25-30 FTE reduction and a £770k saving. All options had been created with the aim of saving money from the High Needs Block (HNB).
- 14.1.3 Governors' attention was drawn to preferred option 3 which would be to develop a 0-25 SEND Inclusive Education Service bringing together a number of different specialist teams. There would be two teams determined by need; high incidence to include early years, cognition and learning, SEMH, autism, post-16. There may be some alignment with area working and there would be a 30% traded element. Low incidence, which is need of low incidence but high impact, would include HI, VI, MSI and physical/medical. The team would remain central with a 30% traded target. The FTE reduction would be from the high incidence team.
- 14.1.4 A Lomas was unclear what the understanding of the 30% traded element was across Schools and Governing Bodies. This would not be a delegated model meaning Schools would be asked to pay for 30% of these services out of existing budgets.
- 14.1.5 Governors were encouraged to respond to the public consultation which was due to close on 12th February.
- 14.2 R Rehman asked about the website. L Clapham explained that content was being populated and the logo vote was currently running. It was hoped the new website would be launched the first week after half-term. It was confirmed that content was based around the current website. N Briggs

suggested the website be brought alive at the next Governing Body.

Action: L Clapham

- 14.3 N Briggs extended thanks to L Radcliffe for supporting the School from June to December 2017 as Acting Head. She rose to the challenge with a massive impact upon herself.
- 14.4 N Briggs extended thanks to L Clapham and M Thorp for their efforts since the beginning of January. H Rush noted the command of responsibility in assembly.
- 14.5 A Lomas reported a conversation with a parent who said it was like being in a different place.
- 14.6 R Rehman had received positive feedback from parents and V Khanna noted the small changes appreciated such as meeting and greeting parents.

There being no other business, the meeting closed at 2010 hours
